

Village of Winnebago

Building Permit Application New Construction

108 West Main Street · Winnebago, Illinois 61088 · Tel: 815.335.2020

Email: VOWAdmin@villageofwinnebago.com

Office use Only

Permit No. _____

Permit Fee _____

Is property in a flood plain: Yes No

Building Inspector

Application is hereby made for a building permit involving premises described under item #7 below.

1. Date of Application _____
2. Applicant _____
3. Address _____ City _____
4. Telephone Number _____
5. Applicant's Interest in Property _____
6. Owner of Record _____
7. Address of Property _____
8. Parcel No. (can be found on tax bill or call Winnebago Co. Treasurer: 815.319.4400) _____
9. Existing uses of Property _____

10. Type of Improvement

I (we), hereby make application for a permit to perform the following described work:

11. Estimated value of proposed improvement _____

(Please round to the nearest hundred when estimating the value of proposed improvement)

12. Give total number of square feet in overall area of each floor and basement including breezeways, garages, porches, etc.

Basement _____ sq. ft.

1st Floor _____ sq. ft.

2nd Floor _____ Sq. ft.

Garage _____
sq. ft.

Other _____
sq. ft.

13. Please furnish names, addresses and telephone numbers for the following:

General Contractor

Plumbing Contractor

License No.: _____

Electrical Contractor

Heating Contractor

Concrete Contractor

Inspections:

Inspections are scheduled for a.m. or p.m. Monday through Friday. Allow 24-hour advance notification for all inspections. Give permit number, name, and address when calling for an inspection.

Work must begin within 6 weeks of issuance of permit. Permit is valid for 1 year from date of issuance but can be renewed for an additional fee.

The applicant's signature below indicates the information contained in this application and on any accompanying documents is true and correct to the best of their knowledge.

In consideration of this application and attached forms being made a part thereof, and the issuance of permit, I will conform to the regulations set forth in the Village of Winnebago. I also agree that all work performed under said permit will be in accordance with the plans and plot diagram which accompany this application, except for changes as may be authorized by the Building Official and that inspections will be conducted in accordance with the inspection procedure sheet.

Signature of Owner or Agent

Date

PLEASE PROVIDE A DIAGRAM FOR THE WORK BEING DONE

Needed for all permits other than new buildings:

- Lot dimensions
- Location & size of all buildings on the lot
- Description of work being done
- Distance of new construction from lot lines
- Materials being used Building height
- For remodeling
- Floor plan & room dimensions
- List of work being done
- Materials being used

VILLAGE OF WINNEBAGO

NEW CONSTRUCTION- ONE & TWO FAMILY DWELLING
ADDITION - ONE & TWO FAMILY DWELLING
REMODELING - ONE & TWO FAMILY DWELLING
ALTERATIONS - ONE & TWO FAMILY DWELLING

IN CONFORMANCE WITH:

- International Building Code Current Edition #2015
- **National Electric Code Edition _____**
- Illinois State Plumbing Code Current Illinois Code
- **Village of Winnebago UNIFIED DEVELOPMENT ORDINANCE 2019-14**
<https://villageofwinnebago.com/wp-content/uploads/2020/01/19-14-Unified-Development-Revoking-Superceding-19-03.pdf>
- Village of Winnebago Planning and Zoning

The checklist shall not be used to list required information. The requested information shall be placed on the plans or required schedule of materials.

Plans, schedules, completed application forms, **soil test reports** and fees shall be submitted prior to permit issuance.

Plans and schedules shall be submitted in duplicate.

NOTICE!

The payment of such additional fees, review and/or approval of plans is not meant to imply that all errors and omissions are noted herein, nor does it relieve the applicant from answering to and complying with, all requirements and regulations of the Village of Winnebago.

Applicant must submit a copy of Roofer & Plumbers License and an Electrician's registration.

The following is a request for information to be used for plan approval prior to the issuance of a building permit. The information requested is a partial list and should not be used as a reference for specific details.

Contact the Village Office to pay sewer and water connection, water turn-on, and water meter fees.

Two (2) complete sets of plans shall be submitted for review and

Two (2) site plans including the following:

- Site plan with grading plan (existing and proposed)
- Plat of Survey with proposed construction location to scale with dimensions
- Footing and foundation
- First Floor
- Second floor
- Floor framing
- Roof framing
- Plumbing line drawings with isometric drawings
- Electric system plans and electric panel schedule
- Mechanical plans
- Quarter and half sections, indicating details not shown on plans
- Floor and roof truss specifications
- Front, rear and side elevations
- Provide light and vent calculation for house and basement

Additional information may be requested prior to issuance of a building permit.

THE FOLLOWING INFORMATION SHALL BE INCLUDED ON PLANS

Grading plan showing proposed grades, site drainage patterns, etc. Also show existing and proposed grade elevations or contour lines along and within 10' of lot lines.

SPECIFIC DETAILS REQUIRED FOR PLAN REVIEW

- Footing sizes
- Footing depth below grade details
- Footing for columns (size, placement)
- Basement foundation (size)
- Footing drains & sump
- Foundation damp-proofing
- Girder beam
- Column for beams (size & type)
- Sill size and bolt spacing
- Exits and landings
- All framing size, species, grade, spacing
- Floor & decking (size & type)
- Floor joists (size, species, grade, spacing)
- Floor truss (submit engineered shop drawings)
- Exterior and interior bearing & non-bearing walls (size, type, species, grade, spacing)
- Outside sheathing and wall covering (size & type)
- Inside wall covering (type)
- Wall bracing
- Draft stopping
- Fire stopping

CHECKLIST

STAIRWAYS: **

_____ Riser Max. 7 1/2" min., width 36" clear width

_____ Tread Min. 10" clear of tread above

_____ Clearance for headroom min. 6' 8"

_____ Handrails & guardrails (height & spacing)

_____ Under stair protection

**The building inspector has the discretion to modify these provisions up to a maximum riser of 8" min. width, 36" clear width and tread minimum 9" clear of tread above if required by the plans submitted.

INSULATION R-VALUES OF:

_____ Ceilings

_____ Walls

_____ Foundation wall above grade

_____ Floors over unheated area slabs

_____ Slabs

WINDOWS:

_____ Windows must be at least 8% of floor area and at least 4% ventilation area

_____ Min. 1 (one) egress window in every sleeping room with min. net clear opening of 5.7 sq. ft. with a minimum net clear opening height of 24" and min. net clear width of 20".

_____ Windows must be safety glazed when installed in hazardous locations.

ROOF:

_____ Truss (manufacturer, number, size, spacing, engineer's specifications)

_____ Rafters (size, species, grade, spacing)

_____ Shingles (weight, type)

_____ Sheeting (type, size)

_____ Pitch

_____ Ceiling joists (size, species, grade, and spacing)

_____ Attic ventilation

Attic must have a min. access way of 22"x30" to any area having a clear height over 30".

Bathroom must have either a window or fan (fan must be vented to outside air)

FIREPLACE:

_____ Factory built (model, size, and placement)

_____ Masonry (size, type, placement)

Chimney for heating unit:

_____ Factory built (type, size, model, height above roof, specifications)

_____ Masonry (size, type, height above roof)

ELECTRIC:

- _____ Light fixture's location
- _____ Receptacle's location
- _____ Ground fault interceptor protection location
- _____ Electric service size & location

- _____ Electric service disconnects location
- _____ Grounding service, panel & water meter bonding
- _____ Electric system plans and electric panel schedule
- _____ Smoke detectors, 100V, operated with battery backup are required in each sleeping room and on each level of the house and immediate vicinity of the bedrooms, including the basement and shall be interconnected

CRAWL SPACE:

- _____ Polyethylene sheeting, covered 'With a 2" coarse stone
- _____ Must have an access way of at least 18" x 24"
- _____ Must be ventilated
- _____ Must be cleared of any vegetation and organic material

GARAGE:

- _____ No opening between garage and sleeping rooms
- _____ Floor shall be min. 4" concrete over min 4" crushed stone with #10 wire mesh
- _____ Garages shall have h' gypsum board on all walls, ceilings common to dwelling
- _____ Garage to house door shall be min. twenty (20) minute fire rated and shall be labeled
- _____ Garage shall have an approved surface, and sloped toward the main vehicle entry doorway
- _____ Garage shall have at least a 6" step up from garage floor to house

PLUMBING:

- _____ Copper water supply lines are required to be type "L" or "K"
- _____ The basement, or lowest level, is required to have a floor drain
- _____ A gas tight, vented sump is required for any plumbing fixtures or floor drains below the sanitary sewer
- _____ The vent extension through the roof shall be a minimum of 3" and have a diameter of 1" larger than the vent it terminates
- _____ Show floor drains
- _____ Identify piping materials
- _____ DWV riser diagram
- _____ Water riser diagram
- _____ Test methods of piping systems

HVAC:

Provide a note on drawing that states: All mechanical equipment shall have the manufacturer's specifications and installation guide attached to the unit at the time of inspection.

ALLOW **24 HOURS** ADVANCE NOTIFICATION FOR ALL INSPECTIONS -GIVE PERMIT NUMBER, NAME, & ADDRESS WHEN CALLING IN FOR INSPECTIONS

RESIDENTIAL ELECTRIC SERVICE & PANELS REGULATIONS

All electrical work to be installed in conformance with the most current National Electric Code and all the Village of Winnebago codes and ordinances as amended below:

ENTRANCE CABLE 338.0

- May be types SE and USE
- Entrance cable to be rated the same as main breaker size
- Main breaker panes, meter base and entrance cable to be compatible

CONDUCTOR SIZES

Copper	Copper Clad Or Aluminum	Ratings in AMPS	Grounding Conductor Copper Clad	
AWG	AWG		Copper	Aluminum
4	2	100	8	6
2/0	4/0	200	4	2

Underground Cover Requirement-300.5

Direct burial cables or conductors: 24"

Metal conduit — 6" Non-metallic conduit - 18" Under Driveways – 18"

Finish Grade Driveways	Streets, Alleys, Roads	Above Roof	Horizontal Clearance from Windows. Doors. Porches. etc.
12'	18'	8'	3'

The Village measures all horizontal and vertical clearances when inspecting services, above listings are minimum measurements.

GROUNDING 250

- Two (2) 8' ground rods spaced 6' apart with continuous grounding conductor property sized, driven flush or below grade unless protected from physical damage.
- Grounding conductors not protected from physical damage to be in metal conduit, non-metallic conduit, electrical metallic tubing, or cable armor

LOCATION

CALL J.U.L.I.E. (1-800-892-0123 or 81 1) PRIOR TO DIGGING

- All meter bases to be installed outside, accessible to meter reader, subject to electrical engineers' approval.
- The height of meter base to be a minimum of 4'8" to 5'6" to center of meter
- Duplexes, apartment houses etc. shall have banked meters

ITEMS TO SUBMIT WITH COMPLETED APPLICATION

- Site plan showing location of detached garages, sheds, fences, gates, pools and all meters and location of utility pole or transformer

NOTICE TO ALL BUILDERS

Village of Winnebago approved plans must be on the job for all inspections.

All inspections will be made according to the approved plans.

Building and Zoning Department requires that the following inspections be made on all buildings:

1. SET BACK INSPECTION is required before excavation. Structure must be staked out on lot and all lot pins must be located.
2. FOOTING FORM INSPECTION is required before footings are poured.
3. FORM INSPECTION is required prior to pouring foundation walls, where reinforcing steel is required.
4. FOUNDATION WALL INSPECTION is required before backfilling. Damp proofing, drain tile and stone covering the drain tile will be inspected at this time.
5. FLATWORK CONCRETE INSPECTION of the garage, basement, other floors, and stoops may be made at any time during the construction process.
6. FRAMING AND ROUGH-IN INSPECTION is required before any inside wall covering or insulation is installed and before exterior sheathing is covered. All framing must be completed, and rough electric, plumbing and HVAC terminals are to be roughed in.
7. ELECTRICAL SERVICE INSPECTION may be made at any time after backfill.
8. INSULATION INSPECTION is required before any wall coverings are installed.
9. FINAL INSPECTION is required before occupying a building or structure after all work has been completed. You must have a receipt of the Certificate of Occupancy before occupying the building or structure.

In addition to the inspections above, the Building Department may make and require additional inspections to assure compliance with this code and requirements enforced by the Building Department.

Building permits are good for one year but may be renewed for a fee.

Call Casper Manheim (815) 440-2146
or Village of Winnebago (815) 335-2020

For all inspection appointment please provide the applicant's name, permit number, address or lot number, and 24-hour notice is required

TEMPORARY TOILET (PORTA-POTTY) LAW

Conditions of Building Permit
Village of Winnebago, Winnebago IL

The Governor has signed into law 94-0042 that requires temporary toilets during construction.

They must be within 300 feet of the structure.

It will not be necessary for each house to have one if you can get other contractors to share in the cost, as in a subdivision of new homes.

If there is an isolated fill in home, then it needs its own toilet.

Commercial and industrial buildings also require temporary toilets.