



# Village of WILLOWBROOK

## RESIDENTIAL BASEMENT REMODEL CHECKLIST

### **Mayor**

Frank A. Trilla

### **Village Clerk**

Deborah Hahn

### **Village Trustees**

Mark L. Astrella

Sue Berglund

Umberto Davi

Michael Mistele

Gayle Neal

Gregory Ruffolo

### **Village Administrator**

Sean Halloran

### **Chief of Police**

Lauren Kaspar



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### **PERMIT APPLICATION**

- Complete a general permit application with all pertinent contractor information.
- Complete the electrical application, signed by the supervision electrician, and provide a copy of their municipal license, certificate of insurance and a \$10k Surety Bond.
- Complete the plumbing permit application and provide a copy of the plumber's state contractor's license and a letter of intent.
- General Contractor will need to provide a certificate of insurance.
- Mechanical contractor will need to provide a certificate of insurance naming the Village of Willowbrook as certificate holder.
- If you are unsure of the subcontractors, you will be employing at the time you apply for permit, you may still submit your application. The Village will not issue a building permit however, until everyone working on your project has been identified.

### **SUBMITTAL REQUIREMENTS**

- Submit Three (3) sets of drawings/sketches that indicate:
  - Existing and proposed dimensioned layout including identification/labeling of all proposed rooms.
  - Where basements contain one or more sleeping rooms, an emergency escape and rescue opening shall be required in each sleeping room.
  - Indicate egress window locations and sizes.
    - Indicate on the plans that all emergency escape and rescue openings shall have a sill height of not more than 44 inches above the floor.
  - Existing and proposed ceiling height.
  - Wall construction including treated sill plate, wall stud size/spacing and insulation value.
  - Location of electrical panel, sump pump, ejector pumps, water heaters, furnace, etc.
  - Combustion air is required at rooms which enclose gas fire appliances.
    - Gas fired appliances shall be supplied with combustion air, indoor combustion air requires an opening high and low 1 square inch per 1000BTU/hr rating combined for all the appliances in the space. Outdoor combustion air may be required.
  - Draftstopping and fireblocking materials and locations.
  - Electrical plan including receptacles, lighting, switches, smoke detectors, and any other electrical appliances.
  - Location of supply and return vents for the HVAC system.
  - For any plumbing work provide a plumbing line diagram (isometrics) indicating waste, vent, sizing, and water piping details for all new fixtures.
    - Provide on drawings the total number of existing plumbing fixtures and number of new fixtures, also include existing water service size and water meter size.

- MUST COMPLY WITH THE FOLLOWING CODES:**



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- 2018 International Residential Code
- 2018 International Mechanical Code
- 2018 International Energy Conservation Code
- 2018 International Fuel Gas Code.
- 2014 Illinois Plumbing Code
- 2017 National Electrical Code

### REQUIRED INSPECTIONS:

- Rough Building
- Rough Electrical
- Rough Mechanical
- Insulation
- Final Building
- Final Electrical
- Final Mechanical

### SCHEDULING INSPECTIONS:

Please call Community Development at (630) 920-2240 for final inspection. Please have the permit number and site address ready. In addition, please allow a minimum of 24 hours when scheduling an inspection. Inspections are performed Monday, Wednesday, and Friday 9am to 12pm.

*I hereby certify that I have read and understand all the regulations and requirements, and I agree to comply with all the regulations contained herein.*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_



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