



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

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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