

BASEMENT REMODEL BUILDING PERMIT APPLICATION

Application Date ____/____/____

Property & Owner Information				
Owner Name				
Phone				
Email Address				
Street Address	_____			
	Romeoville, Illinois 60446			
Subdivision & Lot #	Subdivision _____	Lot # _____		
Work Performed by Homeowner				
If you are doing the work yourself complete the <i>Property Owner's Acknowledgement of Responsibility</i> form.				
Contractor Information				
If you are using a contractor or sub-contractor, a copy of the signed contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors doing work in Romeoville shall be registered, insured and bonded with the Village.				
Contractor Name		Village Registration No.		
Contractor Address (no P.O. Box)				
Contractor Phone		Email Address		
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor		\$ 50.00 Plan Review Fee when Permit Application is submitted	
Who will be doing the work? Check all that apply.	<input type="checkbox"/> Self <input type="checkbox"/> General Contractor			
Who is the contact person?	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor			
Estimated Cost	\$			
Office Use Only		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Status Sticker OFFICIAL USE ONLY </div>		
APPLICATION #:				
Application Date:				
Received By:				
Permit #:		Cost of Permit:\$		

Sub-Contractors

Type of Contractor	Business Name	Street Address, City, State and Zip	Phone Number	Registration Number
Concrete				
Electrical				
Plumbing				
Mechanical				
Carpentry				
Drywall or Lathing				

Construction Requirements

General Requirements:		Office Use
	Provide a detail drawing (2 copies) that indicates the following:	
	❖ Room, door and closet sizes. The finished ceiling heights of each room. The location and size of all windows and window well including sill height above the finished floor.	
	❖ All basement habitable spaces and every sleeping room shall have not less than one operable emergency escape and rescue opening and compliant window well. The window well shall not be less than 3 inches in width and 3 inches in depth (9 square feet).	
	❖ All below grade emergency escape and rescue openings, (windows) shall have a minimum net clear opening of 5.7 square feet and grade floor openings shall have a minimum net clear opening of 5.0 square feet. The minimum net clear opening height shall be not less than 24 inches. The minimum net clear opening width shall be not less than 20 inches. The opening shall be operational from the inside of the room without the use of keys, tools or special knowledge. All window wells for escape and rescue openings with a vertical depth greater than 44 inches shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position.	
	❖ Fire blocking shall be provided to cut off all concealed draft openings, (i.e. vertical and horizontal spaces that occur at soffits, drop and cove ceilings, and openings around vents, pipes and ducts). See example sheet.	
	❖ Enclosed storage space under stairs shall have walls, under stair surface and any soffits protected on the enclosed side with not less than ½ inch gypsum board.	
Plumbing Requirements:		
	All plumbing work shall comply with the State of Illinois Plumbing Code. Provide a plumbing schematic showing any and all purposed plumbing work.	
Mechanical Requirements:		
	Provide a complete mechanical drawing showing the location of all duct work. The duct layout shall include the size of all ducts and the required amount of CFM's for all supply and return ducts. The	

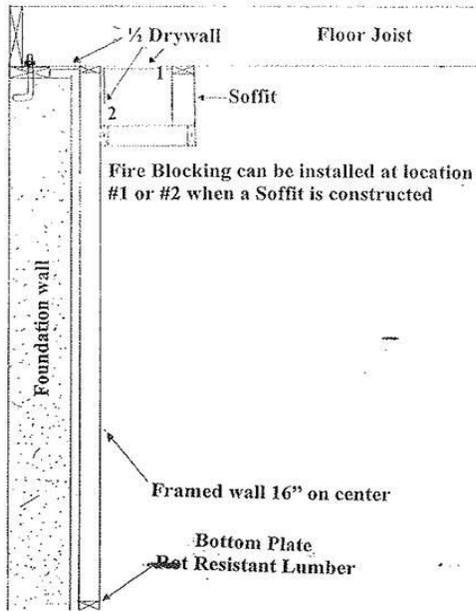
	supply ducts flow of air must be able to be regulated at the register or at the branch off the main.	
	UL 181 tape or mastic is required to be used for all duct connections. Each duct connection shall have not less than three (3) fasteners. Provide a Manual J to verify the existing furnace is capable of heating the additional square feet of conditioned space to not less than sixty eight (68) degrees Fahrenheit.	
	Provide the size of the existing furnace/air conditioning unit (BTU input/output and A/C tonnage) on the drawing. If the furnace is in an enclosed room the door to that room shall be louvered.	
	If a bathroom is installed, provide the cut sheet for the exhaust fan. The exhaust fan must be ducted to the outside of the building and be not less than 3 feet from any window that can be opened.	

Electrical Requirements: (2011 NEC)

	All electrical work to be in EMT conduit with metal boxes. Romex and BX are not allowed.	
	All wire used shall be Copper. Aluminum is not allowed.	
	All electrical boxes need to be accessible, (not buried behind walls or ceilings).	
	Any pull chain light fixtures or any other appliances or fixtures shall be removed and capped in ceiling.	
	Bathrooms in the basement shall meet the requirements of the 2011 NEC, Article 210.52.	
	All general wall receptacles to meet the requirements of the 2011 NEC, Article 210.52 for spacing.	
	Any kitchens in the basement shall meet the requirements of the 2011 NEC Article 210.52.	
	Bedrooms shall be defined as a conditioned room with four (4) dry walled walls and ceiling, a door and closet, used for sleeping that shall be not less than seven (7) feet in any horizontal dimension, not less than seventy (70) square feet, a ceiling height of not less than seven (7) feet measured from the finished floor, electrical as required for bedrooms in the 2011 National Electrical Code and an emergency escape and rescue opening as required in section R310, 2009 IRC.	
	A smoke detector 110 volt with battery back-up will be required for each bedroom inside and outside the immediate area of the basement and interconnected with the rest of the house.	
	Bedroom circuits shall be protected with arc-fault breakers at the panel.	
	Carbon Monoxide detectors are required within fifteen (15) feet of every sleeping area.	
	A rough electrical inspection is required before any finished walls or finished ceilings are installed.	
	A final electrical inspection is required after the work has been completed.	

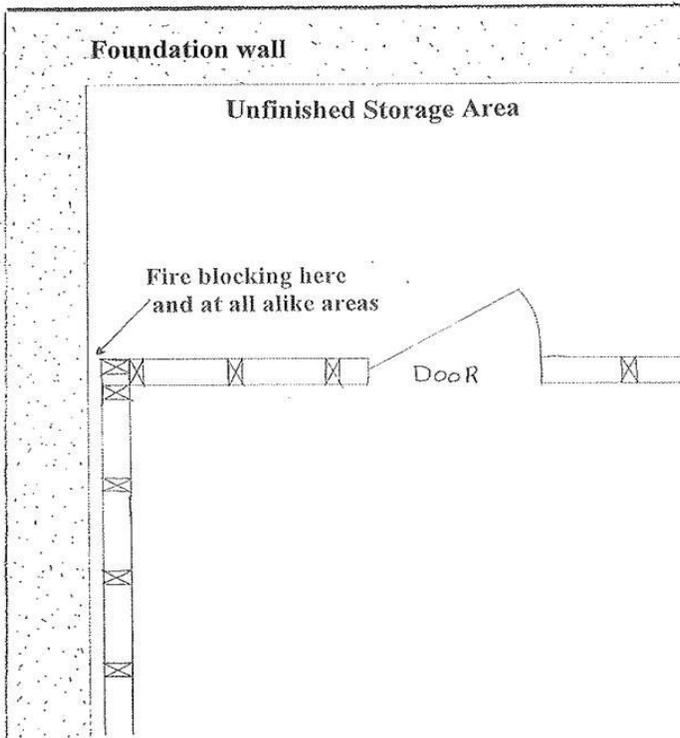
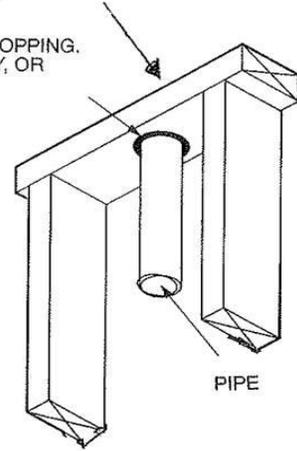
Fill in the blanks.		Office Use
What framing lumber will be used?	<input type="checkbox"/> <i>Wood</i> or <input type="checkbox"/> <i>Metal Studs</i>	
What ceiling material will be used?	<input type="checkbox"/> <i>Drywall</i> or <input type="checkbox"/> <i>Ceiling Tiles</i>	
What flooring materials will be used?	<input type="checkbox"/> <i>VCT</i> <input type="checkbox"/> <i>Carpet</i> <input type="checkbox"/> <i>Ceramic Tile</i> <input type="checkbox"/> <i>Other</i> _____	
What wall insulation R-value will be used	<input type="checkbox"/> <i>R10, (this is the minimum required for walls)</i> _____	

Required Fire blocking



Top Plate

APPROVED FIRESTOPPING.
E.G., CAULK, PUTTY, OR
SEALANT



Permit & Inspection Requirements <i>Please read the requirements and place a ✓ in the box to the left to confirm that you understand and agree.</i>	Office Use
<input type="checkbox"/> The Building Permit shall be posted in the building's window where it can be seen from the street. Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction. <ul style="list-style-type: none"> <input type="checkbox"/> • Rough framing. <input type="checkbox"/> • Rough Electric <input type="checkbox"/> • Rough Mechanical <input type="checkbox"/> • Rough Plumbing <input type="checkbox"/> • Insulation <input type="checkbox"/> • Final Building, Electric, Mechanical and Plumbing Inspections. <input type="checkbox"/> • All inspections shall be scheduled 72 hours in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org. Your permit number must be provided when inspections are scheduled. <input type="checkbox"/> • Failure to call for required inspections may result in a "STOP WORK ORDER". <input type="checkbox"/> • Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. INVOICED AFTER 5 DAYS. <input type="checkbox"/> • A FINAL INSPECTION SHALL BE PERFORMED WHEN THE WORK HAS BEEN COMPLETED. Once the inspection passes, a Certificate of Completion will be issued. The basement may not be used until the Certificate of Completion has been issued. <input type="checkbox"/> The project shall be started within ninety (90) days from the date the permit is issued and completed within one hundred eighty (180) days. 	

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____

This Page for Office Use Only

Approval & Review Status

Building	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Planning:	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Clerical	Check for Outstanding Debt:	
	Contacted Date:	
	Person Contacted:	
	Contacted By:	

Notes	
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