

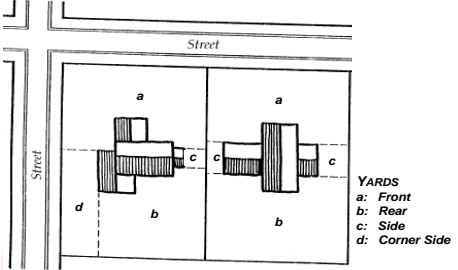
ATTACHED/DETACHED GARAGE BUILDING PERMIT APPLICATION

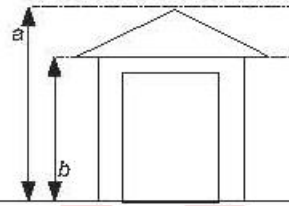
Application Date ____/____/____

[] ATTACHED [] DETACHED

Property & Owner Information	
Owner Name	
Phone	
Email Address	
Street Address	_____
	Romeoville, Illinois 60446
Subdivision & Lot #	Subdivision _____ Lot # _____
Work Performed by Homeowner	
If you doing the work yourself, please also 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.	
	GENERAL CONTRACTOR
	SUB-CONTRACTOR
Contractor Name	
Contractor Address (no P.O. Box)	
Contractor Phone	
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor
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	\$ _____
\$ 50.00 Plan Review Fee when Permit Application is submitted	
Office Use Only	
Application Date:	
Received By:	
Permit Date:	
Permit #:	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Status Sticker OFFICIAL USE ONLY </div>	
COST \$ _____	

The Village of Romeoville has codes that guide the size and location of garages. Use this form and checklist as you plan your garage to ensure that you include all information needed to review your application.

Requirement	✓ to confirm that you have shown ...	Office Use
You shall submit a Plat of Survey or scaled plot plan which shows all structures on the lot, including the home, decks, porches, garages, sheds, pools, gazebos, etc. The structures shall be drawn to scale, labeled, and dimensioned.	all structures	
The proposed detached garage shall be shown. It shall be labeled and dimensioned.	the proposed garage	
There may only be one garage on the property. (If you already have an attached or detached garage you cannot build a second one.)	the only garage that will be located on the property	
The garage may only be located in a rear yard.		the garage located in a rear yard
All paved surfaces shall be shown. A driveway, which is a minimum of 9 feet in width, shall provide access to the garage. There can only be one driveway on a residential lot.	the paved surfaces and driveway	
The garage shall be at least 10 feet from the nearest point on the home.	the distance from the home	
The garage shall be at least 5 feet from any freestanding structure (such as a pool or gazebo).	the distance to each freestanding structure	
The garage shall not be on an easement, except with the written permission of the Village and all utility companies having rights to the easement. (See 'Understanding Your Plat of Survey' Handout & 'Easement Sign-Off' Handout)	the garage not located on any easement	
The garage shall be not less than 5 feet from each side property line.	the distance to each side property line	
The garage shall be not less than 10 feet from the rear property line.	the distance to the rear property line	
The garage shall not be greater than one-story in height.	a one-story garage	

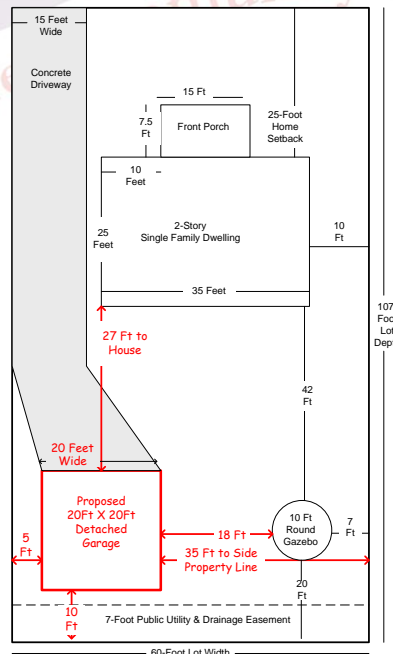
Requirement	Fill in the blanks.	Office Use
The maximum permitted number of vehicle stalls shall not exceed three (3), and three stalls may only be allowed if the lot is 7,501 square feet or greater.	# of stalls: _____ Stalls	
Garages with three (3) vehicle stalls, whether attached or detached, shall have the garage length turned ninety (90) degrees from the street(s), so that the stall doors do not face the street(s).	Three stall garage doors do not face street.	
The minimum vehicle stall size shall not be less than 10 feet in width and 20 feet in length. It shall not be larger than 12 feet in width or 24 feet in length, of clear space inside of supporting walls or partitions.	Width: _____ Feet, _____ Inches Depth: _____ Feet, _____ Inches	
Additional storage areas may be included if the storage area provided does not exceed five (5) feet in width and 120 square feet in area.	Additional storage: _____ Square feet Additional storage: _____ width	
 <p>The total height of the garage shall not exceed 15 feet from the pad to the ridge (<i>a</i>). The height from the pad to the top of the finished wall may not exceed 9 feet (<i>b</i>).</p>	Total height: _____ Feet Height from floor to vehicle door header: Maximum overhead door height shall be 9 feet on the gable end(s) side of the garage only _____ Feet	
The minimum clear ceiling height shall be a minimum of seven (7) feet	Clear Ceiling Height: _____ Feet	
In total, no more that 50% of the property can be covered with building, structures, or pavement.	Lot coverage: _____ %	

SAMPLE PLOT PLAN

This illustration is provided as an example of what shall be submitted with your application. Please note that it shall show:

- The size of the lot
- The location and size of the house
- The location and size of all existing structures
- The location of the proposed garage
- The size of the proposed garage
- The distance from the garage to the rear property line
- The distance from the garage to the side property line
- The driveway that will lead to the garage.
- The location of any existing driveway or garage.

All of this information shall be shown on your plat so that we can review your application.



Construction Requirements

<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</i>		Office Use
<u>Building Requirements:</u>		
	ARCHITECTURAL DRAWINGS ARE REQUIRED FOR ATTACHED GARAGES (3 complete sets).	
	The garage apron shall be poured separately from the slab.	
	The garage door opening shall not exceed 8 feet in height from finished slab on the gable end side only.	
	Ice and water shield is required at the roof eave a minimum of 2' in from the outside wall.	
	The concrete footing and foundation shall be frost protected. The interior slab shall be not less than four (4) inches of concrete and installed over a compacted base course of CA-6 (road mix) not less than four (4) inches in depth. The interior slab shall be sloped (1/8" per foot) to facilitate the movement of liquids toward the main vehicle entry doorway.	
	House wrap is required behind the exterior wall covering.	
	The gable ends and wall framing shall be sixteen (16) inches on center. The gable ends exterior covering shall be any covering approved in the 2009 International Residential Code.	
	The finished height shall not exceed 15' measured from the highest point of the roof to the interior concrete pad	
	Gutters, downspouts and elbows are required on attached and detached garages.	
	ARCHITECTURAL DRAWINGS ARE NOT REQUIRED FOR DETACHED GARAGES.	
	Detached garages shall have a minimum thickened footing of not less than eighteen (18) inches in depth (12" below grade and 6" above grade) by twenty (20) inches in width sloping up at a 45 degree angle to meet the bottom of a four (4) inch slab. The footing shall have two (2) number four (4) rebar's continuous around footing perimeter tied to number four (4) rebar's sixteen (16) inches on center vertically around footing perimeter. The interior garage slab shall rest on a base course of not less than four (4) inches of compacted CA-6 (road mix). Attached garages shall meet the requirements of Foundation Exhibit B. The foundation shall be not less than 42 inches below finished grade.	
<u>Mechanical Requirements:</u>		
	Will the garage be heated? [] Yes [] No	
	If yes, please provide manufacturer cut sheets for all heating equipment.	
<u>Electrical Requirements:</u>		
	All electrical work to be in EMT conduit with metal boxes. (No Romex or BX) and meet the 2011 NEC requirements.	
	All wire to be copper, no aluminum allowed.	
	No underground UF, SE, USE cable allowed.	
	Electric branch circuits brought to garage from house panel using either of two methods: 1) Rigid steel conduit shall be buried not less than minimum 6" below grade. If installed under a driveway, it shall be not less than 24" below grade.	

	2) PVC schedule 40 listed electrical conduit for direct burial shall be installed not less than 18" below grade. If under the driveway, it shall not be less than 24" below grade. Rigid steel 90's with rigid steel conduit shall be used above grade.	
	If a detached garage is provided with electric, a disconnect is required within that garage.	
	A switched light required at the exterior side of a ma-door.	
	At least one GFCI receptacle is required inside of a garage.	
	An underground electrical inspection is required before any trenches are filled.	
	A rough electrical inspection is required before any devices are installed and boxes closed.	
	A final electrical inspection is required after the work has been completed.	

Permit & Inspection Requirements	Office Use
<i>Please read the requirements and place a ✓ in the box to the left to confirm that you understand.</i>	
<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"/> • Footing, before the concrete is poured. <input type="checkbox"/> • Garage floor, before the concrete is poured. <input type="checkbox"/> • Underground electric. <input type="checkbox"/> • Rough framing. <input type="checkbox"/> • Rough electric. <input type="checkbox"/> • Final building. <input type="checkbox"/> • Final electric. <input type="checkbox"/> • Final mechanical (heating), if applicable. <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 shall 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 GARAGE HAS BEEN COMPLETED. Once the inspection passes, a Certificate of Completion will be issued. The garage shall not be used until the Certificate of Completion has been issued. <input type="checkbox"/> The project shall start within ninety (90) days from the date the permit is issued and completed within one hundred and 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

APPROVAL SIGN-OFFS		BUILDING	ELECTRICAL
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:	