

**GARAGE CONVERSION () PARTIAL () FULL
 BUILDING PERMIT APPLICATION**

Application Date ____/____/____

Property & Owner Information	
Owner Name	
Phone	
Email Address	
Street Address	_____ <i>Romeoville, Illinois 60446</i>
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	
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		<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> Status Sticker OFFICIAL USE ONLY </div>
APPLICATION #:		
Application Date:		COST: \$
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				
Insulator				



Construction Requirements

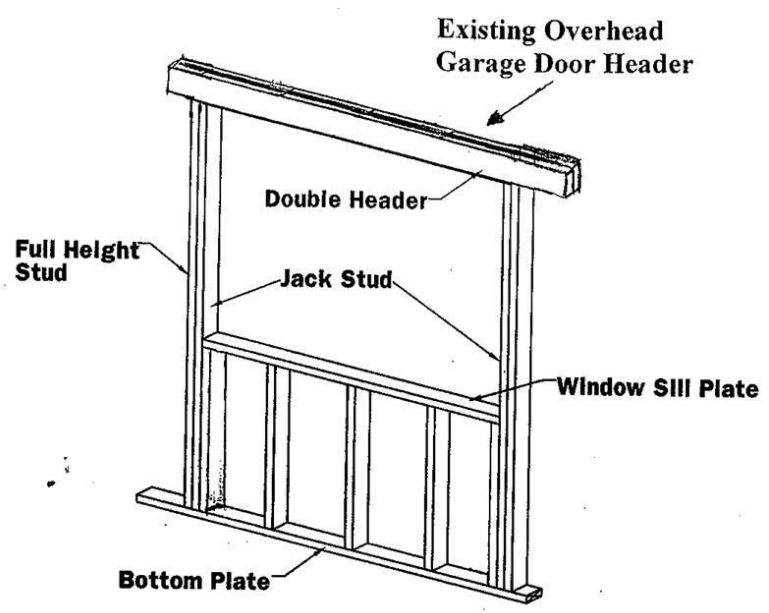
Please read the requirements and place a ✓ in the column to the left to confirm that you understand.	Office Use
General Requirements (For Converted Living Area of Garage):	
After the overhead door has been removed from the garage, the old concrete pad shall be saw cut to a sufficient width to allow an area of excavation of a trench for the installation of a foundation that matches the width, height and depth of the existing foundation.	
#4 Rebar shall be drilled into both sides of the existing foundation twelve (12) inches on center horizontally and sixteen (16) inches on center vertically across the bottom of the excavated area. If a depressed footing is present, the rebar shall be drilled into the existing foundation to a depth of not less than six (6) inches.	
The concrete for the footing/foundation shall be not less than a six (6) bag mix.	
A minimum of a ½ inch diameter by ten (10) inch length J bolt shall be installed into the concrete at a depth of not less than seven (7) inches. The J bolts shall be placed within twelve (12) inches of each end of the existing door opening and not more than 6 feet apart thereafter.	
<u>Framing Details:</u>	
All lumber in contact with concrete shall be decay resistant and installed over a sill sealer.	
Studs used to close in the opening shall be not less than 2” x 4” and be not greater than sixteen (16) inches on center. The exterior sheathing shall be not less than 7/16 plywood or OSB. A wind infiltration barrier (house wrap) shall be installed over the exterior sheathing.	
The room shall have window glazing not less than eight (8) percent of the total floor square footage. If the room is a bedroom, the minimum egress window clear net opening shall be not less than twenty (20) inches in width by twenty four (24) inches in height. The window sill height shall be not greater than forty four (44) inches from the finished floor. A grade floor egress window net clear opening shall be not less than (5.0) five square feet.	
All floor joists shall be decay resistant.	
Floor Sheathing shall be not less than ¾” tongue and groove plywood or OSB, sixteen (16) inches on center, glued and nailed to the joists.	
<u>Insulation:</u>	
A 6 mil vapor barrier shall be placed between the concrete floor and floor joists.	
The minimum required R-Value of the exterior wall cavities shall be not less than R-20, the minimum R-Value for the ceilings shall be not less than R-49 and the floor joists shall be insulated with not less than R-19. Interior walls separating conditioned and unconditioned spaces wall value shall be an R-15.	
In all framed walls, floors and roof/ceilings comprising elements of the building thermal envelope, a vapor retarder shall be installed on the warm-in-winter side of the insulation.	
<u>Fire blocking:</u>	
Fire blocking shall be provided to cut off all concealed draft openings (both vertical and horizontal) to form an effective fire barrier between stories and between the top story and attic/roof space.	
<ul style="list-style-type: none"> (A) In concealed spaces of stud walls and partitions, including furred spaces and parallel rows of studs or staggered studs. (B) At all interconnections between concealed vertical and horizontal spaces such as occur at soffits, drop ceilings and cove ceilings. (C) At openings around vents, pipes and ducts at each ceiling and floor level. 	
<u>Finishing Work:</u>	
Drywall shall be not less than ½ inch.	
The installation of staples to fasten drywall is prohibited in the Village of Romeoville.	

	All drywall seams and corners shall be taped and sanded to a smooth paintable surface.	
<u>Mechanical Requirements:</u>		
	Provide a complete set of mechanical drawings.	
	Indicate on the drawing the location of all duct work in the area to be remodeled, size of duct, path of all duct supply and returns. Indicate on the drawing which duct(s) are supply and which are return(s).	
	Indicate the size of the furnace/air conditioning unit. Provide a Manual J heat loss and gain calculation showing the existing furnace is adequate to heat the additional square feet. If the furnace is not large enough, permanent electrically wired heating equipment can be used. If the new space is supplied with only a supply heat duct and is enclosed by a door that door must be undercut not less than 1" from the finished floor or be louvered.	
<u>Electrical Requirements:</u>		
	All electrical work to be in EMT conduit, with metal boxes, (Romex or BX not allowed).	
	All wire shall be copper, aluminum is not allowed.	
	All general receptacles shall meet the requirements of the 2014 NEC, article 210.52.	
	Boxes for ceilings fans are to be fan rated boxes.	
	Bedrooms shall be defined as being a conditioned room with four (4) dry walled walls and finished 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 (70) feet measured from the finished floor, electric as required for bedrooms in the 2011 National Electrical Code and an emergency escape and rescue opening as required by the 2009 International Residential Code, section R310.	
	Smoke detectors will be required 110 volt with battery back-up for bedrooms inside and outside immediate area.	
	If the space becomes a bedroom, the circuits shall be protected with arc-fault breakers.	
	Carbon monoxide detectors are required to be within fifteen (15) feet of every sleeping room throughout the house.	
	A rough electrical inspection will be required before any walls or ceilings are insulated.	
	A final electrical inspection will be required after the work is completed.	
	Any receptacle installed shall be tamper proof.	
<u>Plumbing Requirements:</u>		
	If Plumbing is to be installed, provide a detailed plumbing layout.	
<u>General Requirements for Partial Garage Storage Area, (50% only, refer to Ordinance #: 17-1348):</u>		
<u>Concrete Requirements:</u>		
	A concrete gas curb shall be installed to separate the living and storage areas. The gas curb shall extend in height from the bottom of the existing slab to four (4) inches above the top of existing slab for the length of required curb. The width of the curb shall be not less than six (6) inches. Two (2) number five (5) rebar shall be installed continuous for the length of the new curb and dowel into the existing perimeter foundation wall.	
<u>Framing Requirements:</u>		
	A 2" x 4", 16" on center framed wall shall be installed on the new concrete gas curb. The wall shall be anchored to the concrete curb. The wall shall go from curb to existing ceiling.	
	All service doors shall have not less than a twenty (20) minute fire rating and no service door shall directly access a sleeping room from the new storage area.	
<u>Insulation Requirements:</u>		
	Interior walls separating storage area from habitable conditioned space shall have a wall R-Value of R-15.	

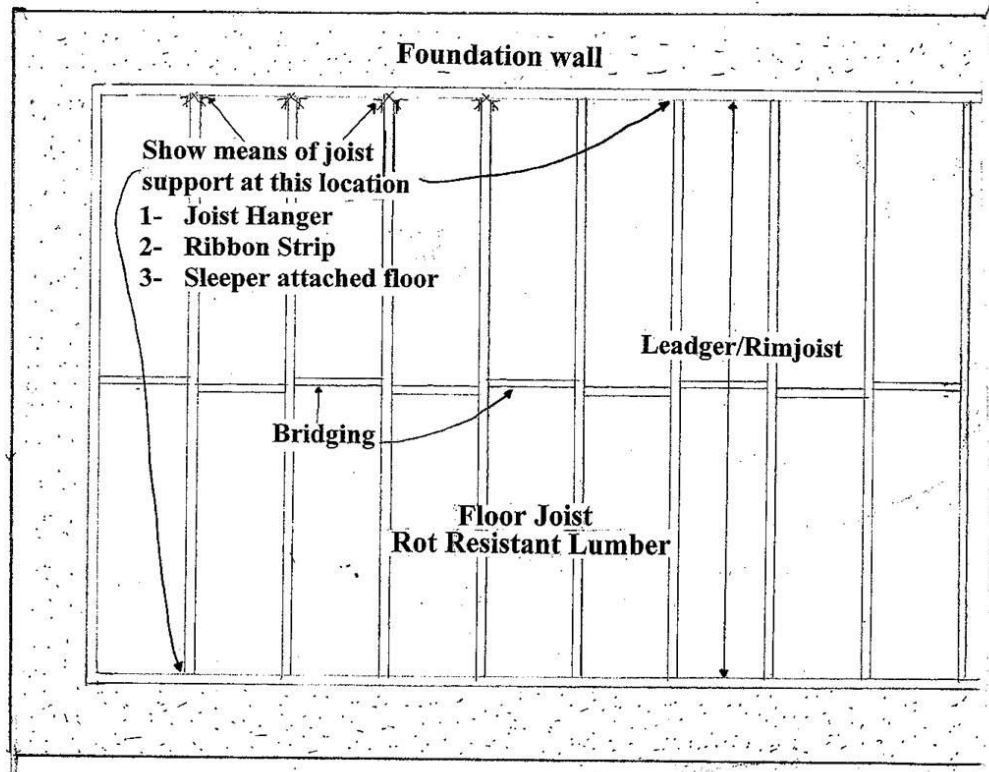
	½” Type X drywall shall be installed on the entire ceiling and walls of the new storage area. The drywall shall be finished, (taped and painted).	
	<u>Electrical Requirements:</u>	
	Provide a wall switch with a light fixture and a GFCI outlet in conduit by the inside entrance of the overhead existing garage door.	



Studs and Headers Around Wall Openings



Floor Framing



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 must 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. <input type="checkbox"/> • FOOTING INSPECTION (UNDER GARAGE DOOR AREA) or (CONCRETE GAS CURB) <input type="checkbox"/> • ROUGH FRAMING <input type="checkbox"/> • ROUGH ELECTRIC <input type="checkbox"/> • ROUGH MECHANICAL <input type="checkbox"/> • ROUGH PLUMBING (IF APPLICABLE) <input type="checkbox"/> • INSULATION <input type="checkbox"/> • Final inspection on Building, Electrical, Mechanical, and Plumbing work shall be performed. <input type="checkbox"/> • All inspections shall be scheduled 5 days 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 may 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				
Building	Date Plans Received		Date Plans Approved	
	Plans Examiner		Plans Approved By	
Planning	Date Plans Received		Date Plans Approved	
	Plans Examiner		Plans Approved By	
Clerical	Check for Outstanding Debt:		Person Contacted:	
	Contacted Date:		Contacted By:	
Notes				