

PORCH

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 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 | \$ |

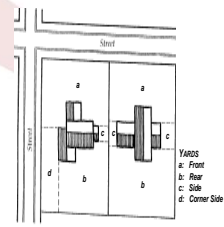
**\$ 50.00 Plan Review
Fee when Permit
Application is
submitted**

| | | |
|------------------------|--|--|
| Office Use Only | | <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> Status Sticker OFFICIAL USE ONLY </div> |
| APPLICATION #: | | |
| Application Date: | | |
| Received By: | | |
| Permit #: | | COST: \$ |

The Village of Romeoville has codes that guide the size and location of structures. Use this form and checklist as you plan a structure that is attached to your house to ensure that you include all information needed to review your application. If you are constructing deck, garage, or structure not attached to the house, please use the appropriate construction specification permit application.

Site Requirements

| 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, sheds, garages, pools, gazebos, etc. The structures should be drawn to scale, labeled, and dimensioned. <i>Please refer to Page 3 for an example.</i> | all structures | |
| The porch shall be shown. It shall be labeled and dimensioned. | the proposed structure | |
| The porch shall be not less than 5 feet from the side property line. | the distance to the side property line | |
| The porch shall be not less than 10 feet from the rear property line. <i>However, if the property is zoned R-5A (Hampton Park, Poplar Ridge & Honey tree Unit 5,) the structure shall be at least 7 feet to the rear property line.</i> | the distance to the rear property line | |
| The porch shall be not less than 10 feet from any detached structure (shed, gazebo, pool, garage etc.). | The distance from each structure | |
| The porch may not be on an easement, except with the written permission of the Village and all utility companies having rights to the easement. | the structure not located on any easement | |
| The porch may only be one-story tall. | A single-story structure | |

| Requirement | Fill in the blanks. | Office Use |
|--|---|------------|
| A porch may be located in any yard provided that it does not project more than eight (8) feet from the home.  | In which yard is the proposed structure? _____ Yard How deep is the porch, measured from the outside of the porch to the wall of the home? _____ Feet _____ Inches | |
| The Zoning Code regulates the height of structures. Please indicate all dimensions of the porch on the plans. | Height of Structure: _____ | |
| In total, no more that 50% of the property can be covered with building, structures, or pavement. | Size of proposed structure: _____ % of lot covered with structures: _____% | |

Construction Requirements

| <i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</i> | | Office Use |
|---|---|------------|
| Building Requirements: | | |
| <input type="checkbox"/> | Provide drawings (2 sets) showing all electrical and building components. (Ledger anchorage details, frost protected footing, framing and wall flashing details, height of porch to grade, front and side elevations). Construction shall meet the 2015 International Residential Code. | |
| <input type="checkbox"/> | A porch shall be defined as a covered entrance to a building with a separate roof. | |
| <input type="checkbox"/> | Will there be electric installed? () No () Yes If yes, please provide an electrical layout. | |

Permit & Inspection Requirements

Please read the requirements and place a ✓ in the box to the left to confirm that you understand.

- 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.
- **A FOOTING/TRENCH INSPECTION SHALL BE COMPLETED PRIOR TO THE INSTALLATION OF THE PORCH FRAMING.**
- **A ROUGH FRAMING INSPECTION.**
- **A ROUGH ELECTRIC (IF APPLICABLE).**
- **A FINAL BUILDING INSPECTION.**
- **A FINAL ELECTRIC INSPECTION (IF APPLICABLE).**
- All inspections shall be scheduled in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org. Your permit number shall be provided when inspections are scheduled.
- Failure to call for required inspections may result in a **"STOP WORK ORDER"**.
- Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. **INVOICED AFTER 5 DAYS**
- **A FINAL INSPECTION SHALL BE PERFORMED WHEN THE DECK HAS BEEN INSTALLED.** Once the inspection passes, a Certificate of Completion will be issued. The deck may not be used until the Certificate of Completion has been issued.
- 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: | | Contacted Date: | |
| | Person Contacted: | | Contacted By: | |

Notes

