

**SCREENED-IN 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 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:		
Received By:		
Permit #:		COST: \$

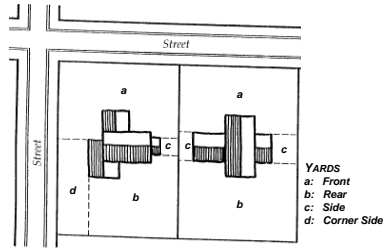
Sub-Contractors

Type of Contractor	Business Name	Street Address, City, State and Zip	Phone Number	Registration Number
Concrete				
Electrical				
Carpentry				

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.

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 screened in porch shall be shown. It shall be labeled and dimensioned.	the proposed structure	
The screened in porch shall be not less than 5 feet from the side property line.	the distance to the side property line	
The screened in 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 screened in porch shall be not less than 10 feet from any detached structure (shed, gazebo, pool, etc).	The distance from each structure	
The screened in 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 in height.	a single story structure	
If the screened in porch is on a patio or deck, it shall be shown, labeled and dimensioned.	Is the screened in porch on a Patio_____ deck_____ neither_____	

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

Construction Requirements

Please read the requirements and place a ✓ in the column to the left to confirm that you understand.	Office Use
<p>Building Requirements:</p> <p>Provide a drawing detailing the roof structure and walls. Provide the size, span, spacing and depth of the rafters. Provide the type of roof covering. Provide the ledger size, anchorage and flashing details. Provide the wall framing size and spacing. Provide the type of screening that will be attached to the wall framing. An electrical layout. A screened-in porch shall not be constructed on a patio or deck without having proper frost protection (trench or footing/foundation) added to support the additional weight of the roof structure and screened walls. Gutters and downspouts are required. The screened-in porch shall not be conditioned (any type of heating appliance is not allowed).</p>	

Permit & Inspection Requirements

Please read the requirements and place a ✓ in the boxes 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 CONCRETE PIER OR FOUNDATION INSPECTION SHALL BE COMPLETED PRIOR TO THE INSTALLATION OF THE PORCH FRAMING AND SCREENING. (IF APPLICABLE)**
- **A ROUGH FRAMING INSPECTION.**
- **A ROUGH ELECTRIC INSPECTION.**
- **A FINAL BUILDING INSPECTION.**
- **A FINAL ELECTRIC INSPECTION.**
- 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.
- 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.
- Work shall be started within ninety (90) days of the issuance date of the permit and shall be 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 for Office Use Only
Approval & Review Status

Building and Electric	Date Plans Received	
	Building Plans Approved by	
	Date Plans Approved	
	Electric Plans Approved By	
Date Plans Approved		

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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