



# Building Permit Application- Residential

Community Development Department  
 27 Riverside Rd. Riverside, IL 60546  
 P: (708) 447 – 1241 | F: (708) 447 – 2704

Received Stamp

**GENERAL INFORMATION:** Is application to correct a notice of violation?  Yes  No

Address of Property: \_\_\_\_\_ Owner: \_\_\_\_\_  
 Tax Index # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**TYPE OF WORK:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> New construction - \$2000 deposit       | <input type="checkbox"/> Roofing/siding          | <input type="checkbox"/> Patio/deck  |
| <input type="checkbox"/> Remodel - \$500 deposit                 | <input type="checkbox"/> Windows/doors           | <input type="checkbox"/> Driveway <input type="checkbox"/> asphalt <input type="checkbox"/> concrete |
| <input type="checkbox"/> Addition - \$1000 deposit _____ sq. ft. | <input type="checkbox"/> Gutters, fascia, soffit | <input type="checkbox"/> Lawn irrigation   |
| <input type="checkbox"/> Detached Garage _____ sq. ft.           | <input type="checkbox"/> Plumbing/electrical     | <input type="checkbox"/> Fire-alarm/ sprinkler   |
| <input type="checkbox"/> Other: _____                            |  | <input type="checkbox"/> Fence   |

**DESCRIPTION OF WORK:**

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**Value\*\* \$** \_\_\_\_\_  
**\*\*SIGNED CONTRACT(S) MUST BE ATTACHED TO THIS PERMIT.**

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Riverside during the plan review and construction process will be directed to the permit applicant, only.  
**If subcontractors are used, signed letters of intent with each subcontractor must be provided.**

**BUILDER/CONTRACTOR INFORMATION:**

General Contractor:	Phone:
Address:	Email:

Architect:	Phone:
Address:	Email:

Carpenter:	Phone:
Address:	Email:

Concrete:	Phone:
Address:	Email:

<b>Sewer:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Excavator:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Electrician:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Plumber:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Brick Mason:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>HVAC:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Rofer:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Asphalt:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Landscape/Paver:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Other:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

**ACKNOWLEDGEMENT**

I hereby certify that the information above, any attached plans and specifications and other attached documentation is true to the best of my knowledge; and I agree to comply strictly with all applicable codes and ordinances of the Village of Riverside in completion of the work. I understand there is a \$75.00 fee for re-inspection of any work that does not pass a prior inspection. I hereby acknowledge my obligation to reimburse the Village of Riverside for all necessary and reasonable expenses incurred by the Village for independent professionals to review the application for compliance with applicable building codes in accordance with sections 1-21-1, 4-1-4(I) and 4-1-4(J) of the Municipal Code.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Owner – Please sign and print name** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Contractor or Agent – Please sign and print name**

<b>PERMIT &amp; FEES</b>		<b>*OFFICE USE ONLY*</b>	
<b>PERMIT #</b> _____	Building Fee _____	Water Fee _____	Sewer Fee _____
Issued On _____	Electric Fee _____	ROW Deposit _____	DPW Fee _____
App'd By / Date _____	Plumbing Fee _____	Cert of Occ. Fee _____	Site Management Bond: _____
Plan Review Deposit _____	Plan Review Fee _____	Other _____	TOTAL _____

<b>INSPECTIONS REQUIRED</b>			<b>*OFFICE USE ONLY*</b>	
Rough Plumbing	Rough Electric	Rough Building	Pre-pour Foundation	Certificate of Occupancy
Ground Plumbing	Underground Electric	Backfill	Pre-pour Slab	Post Hole
Shower Liner	New Service Electric	Insulation	Pre-pour Footing	Spot Survey
Final Plumbing // Water Service	Final Electric	Final Building	Final Plumbing - DPW	Final Grading

**DEPOSITS FOR PLAN REVIEW REQUIRED**

A plan review fee will be imposed to defray the costs of contracting with independent professionals to review permit applications for compliance with applicable building codes. Such fees will be added to the building permit fee or billed to the applicant. For larger projects a deposit shall be required in advance of reviews in order to ensure adequate reimbursement to the Village for out-of-pocket costs as follows:

**New Construction: \$2,000**

**Additions: \$1,000**

**Remodels\*: \$500**

\*with construction values in excess of \$100,000

Any deposit amount remaining after the conclusion of such plan review shall be returned to the applicant.

**ACKNOWLEDGEMENT**

I hereby acknowledge my obligation to reimburse the Village of Riverside for all necessary and reasonable expenses incurred by the Village for independent professionals to review the application for compliance with applicable building codes in accordance with sections 1-21-1, 4-1-4(I) and 4-1-4(J) of the Municipal Code.

*Please complete the information requested below and provide a signature.*

**Name of person to be billed:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# IMPERVIOUS SURFACE & BUILDING COVERAGE CALCULATION SHEET

The Village of Riverside regulates the amount of impervious surfaces and total lot coverage of single-family residential lots. *Impervious surface* is defined as “buildings, structures, pavement and other impervious surfaces that do not allow for the absorption of water. Live landscape materials, turf and mulch that is used to retain moisture around landscape material shall not be included as impervious surface. Semi-pervious surface areas (e.g., permeable pavers) may be counted as impervious surface at a reduced rate based on the coefficient of permeability.” (Section 10-11-4) *Building coverage* is defined as “[t]he maximum area of a lot expressed as a percentage of the total lot area, which may be occupied by the principal building and accessory structures, as well as any above grade structure, including porches, decks, swimming pools, stoops and other structures that are over twelve inches (12”) in height. ‘Building coverage’ shall exclude pavement, driveways, walkways, gravel areas, and gardens or landscape areas.” (Section 10-11-4)

*Please complete the following calculations to determine the total impervious surface area and building coverage for the property.*

IMPERVIOUS SURFACE TYPE	Existing	Proposed (New)
Building Footprint (including garage)		
Driveway		
Walks		
Decks		
Porches/Stoops		
Detached Accessory Buildings (garages/sheds/coachhouses)		
Gazebo		
Patios		
Swimming Pools		
Other:		
<b>TOTAL</b>	<b>(a)</b> sq.ft.	<b>(b)</b> sq.ft.

**IMPERVIOUS SURFACE RATIO**

	÷		=	
<b>Total Impervious Surfaces (a + b)</b>		<b>Lot Area (sq.ft.)</b>		<b>Impervious Surface Ratio</b>

STRUCTURE TYPE	Existing	Proposed (New)
Building Footprint (including garage)		
Porches/Stoops		
Detached Accessory Buildings (garages/sheds/coachhouses)		
Gazebos		
Porches/Stoops		
Above Ground Pools		
Decks		
Other:		
<b>TOTAL</b>	<b>(a)</b> sq.ft.	<b>(b)</b> sq.ft.

**BUILDING COVERAGE RATIO**

	÷		=	
<b>Total Coverage Surfaces (a + b)</b>		<b>Lot Area (sq.ft.)</b>		<b>Building Coverage Ratio</b>

## **BUILDING/ZONING CODES**

The Village of Riverside will enforce the following building codes:

*International Code Council 2006 Edition:*

- Residential Code 1 & 2 Family
- Building Code
- Fire Code
- Mechanical Code
- Fuel Gas Code
- Existing Building Code
- Property Maintenance Code
- Electrical Code Admin. Prov.
  
- ICC Energy Conservation Code 2015
- 2005 NFPA National Electric Code
- 2006 NFPA Life Safety Code 101
- Current Illinois State Plumbing Code
- 1997 Illinois Accessibility Code
  
- Residential fire sprinklers are required in all new single family homes.

Main local amendments apply – see Municipal Code for local amendments. The Zoning Code can be found on the Village website.

## **GENERAL REGULATIONS**

### **PERMIT REQUIRED**

- (A) No building or construction shall be built, and no building or other structure shall be altered or repaired where the expected cost is more than \$500 unless a building permit authorizing such construction is procured. All electrical or plumbing work, except routine maintenance and/or minor repairs, shall require a permit.
- (B) No accessory building, deck, driveway (built or replaced), nor fence (wall or similar structure) shall be built or constructed unless a permit authorizing such construction is first procured.
- (C) No building shall be demolished in whole or in substantial part unless a demolition permit is procured.
- (D) No work of any kind shall be done on any public parkway or other public property unless a permit authorizing such work is first procured.
- (E) Grading Plans/Permits are required for all new principle structures, additions which will increase footprint by 400 sq. ft. or more, accessory buildings with footprints of 400 sq. ft. or more, and in-ground swimming pools.

### **SUBMITTAL MATERIALS**

- Completed and signed application
- Copy of signed contract
- Letters of intent between general contractor and each subcontractor
- Copy of scope of work
- 3 sets of building plans and/or specification sheets (4 sets required if grading)
- Plat of Survey with location of new structure drawn and labeled
- 5 sets of sprinkler plans and specs (new construction only)

### **CONSTRUCTION REGULATIONS**

Building permits are for work at the named property only. No work may be done on or over neighboring private property. Water from roofs, sumps and surface runoff may not adversely affect neighboring properties.

All debris must be properly disposed of by the builder or owner. All garbage pick-ups and dumpsters must be ordered through a licensed waste hauling or disposal services. Dumpsters must be kept on private property. (Village Code Section 7-2-4) [Note: a list of licensed dumpster contractors is available from the Community Development Department.]

The open burning of all materials is prohibited within the limits of this Village. (Village Code Section 7-8-3)

No work such as mixing and assembling may be done on any public street, alley, sidewalk or parkway. (Village Code Sections 8-2-3 and 8-2-12)

No materials, including earth, stone, debris, equipment, tools, etc. may be placed or stored on any public street, alley, sidewalk or parkway. (Village Code Sections 8-2-4 and 8-2-16)

Approved barriers and lighted warning devices are required around all work on public streets, alleys, sidewalks, and parkways. (Village Code Section 8-2-10)

A security deposit of \$500.00 to \$1,500.00 is required for all work where damage to public property is possible. (Village Code Section 4-1-4-E)

**Plan Review Deposit:**

A deposit of \$500 to \$2,000 shall be required for out-of-pocket expenses incurred by the Village for reviews by outside professionals at the time of application. Any deposit amount remaining after the conclusion of such plan review shall be returned to the applicant. (Village Code Section 4-1-4-I)

**Construction Sign:**

All projects that result in an increase in floor area of 400 square feet or more will be required to display a construction sign to be provided by the Village of Riverside. (Village Code Section 4-1-16-B)

**Construction Site Plans:**

All applications for additions, new construction or remodels shall include site plans depicting the proposed location for storage of materials, spoil, and construction waste on the subject property. Waste materials may not be placed on the ground and must be containerized for disposal. (Village Code Section 4-1-16-F)

**Site Fencing:**

Fencing requirements for demolition permits or construction of new principal structure/additions: Construction fencing shall be chain-link and a minimum of 72" high and must be post driven or panelized. Silt fencing shall also be required for any demolition, new principal structure or addition to a principal structure to control erosion and sedimentation. (Village Code Section 4-1-16-G)

**Tree Fencing:**

**All trees in the public right of way abutting the subject property must be protected as follows:**

Fencing shall be chain-link and a minimum of 72" high, must be post driven, shall be installed under the drip line of the tree or in a location approved by the village forester or director of public works not less than one day before start of any work. Fencing must be continuously maintained until the end of all construction. No materials or equipment may be stored within the fencing. (Village Code Section 4-1-15)

**Dust Containment:**

Containment in a garage, or tent, or the use of a wet saw or a water spray for dry saw shall be required for cutting all types of tile, masonry, stone, brick pavers, concrete and pavement. (Village Code Section 4-1-16-H)

**Portable Toilets:**

Shall be screened on 3 sides at all times and be placed in the rear yard where possible. (Village Code Section 4-1-16-I)

**Pre-Construction Meeting:**

A meeting with the village building inspector is required prior to the start of any construction of new single-family residences or projects that increase the square footage of lot coverage by 400 square feet or more. (Village Code Section 4-1-16-C)

**Site Management Bonds:**

A site management bond may be required at the time of permit issuance. The bond shall be held by the village and the village has the right, at all times, to draw on the site management bond if deemed necessary. (Village Code Section 4-1-16-K, 4-1-16-L) The amount of the site management bond shall be calculated as follows:

<i>Demolition or construction of a new principal structure:</i> <b>\$3,000.00</b>	<i>Additions without foundation or interior remodels with construction values in excess of \$100,000.00:</i> <b>\$800.00</b>
<i>Additions with foundation:</i> <b>\$1,000.00</b>	<i>Demolition or construction of an accessory structure ≥ 400 square feet in area:</i> <b>\$500.00</b>

## **VARIOUS MINIMUM REQUIREMENTS**

### **GENERAL**

- One set of approved plans and specifications must be kept on site of the building or work at all times that work is in progress.
- Construction site: Construction site must be kept in a safe and clean manner at all times, subject to stop work order per the Building Inspector.
- A spot survey is required to verify foundation height and location after foundation is poured and before framing begins. (Submit a copy of survey to the Community Development Department).
- House numbers must be a minimum of 4" tall, in Arabic numerals, and clearly visible from the street.

### **LOT INTENSITY, SETBACK REQUIREMENTS AND HEIGHT REQUIREMENTS**

- The main structure, garage, and accessory structures may not cover more than 30% of the square footage of a lot.
- For properties zoned R1-AA, impervious surface coverage may not exceed 45%; for R1-A, the coverage may not exceed 50%.
- The side yard setbacks are 10% of the width of the lot at its widest point for each sideyard. This is measured from the property line to the dripline of the structure.
- Principal residential cannot exceed 32 feet (38 feet in height to the peak). Accessory buildings may not exceed 16 feet.

### **BUILDING**

- Minimum footings: One story – 10" x 20"; Two story – 12" x 24". Trench footings are prohibited.
- Foundation walls: 10" minimum thickness with two (2) #5 rebar continuous.
- Attic access may not be located in a closet (including walk-in closets). Minimum access is 22" x 30".
- 5/8" fire rated gypsum wallboard.
- 5/8" gypsum board, a fire-rated drop ceiling, or an automatic sprinkler system must protect floor trusses and prefabricated wood I-joists. If installed above a crawl space, provide a smoke detector and protect opening to the crawl space.
- Fire stop underside stairs.
- Enclosed accessible space under stairs must have walls and soffits protected on the enclosed side with 5/8" gypsum board.
- The maximum stairway riser height shall be 7-3/4" and the minimum stairway tread depth shall be 10".
- Door between attached garage and dwelling unit(s) to be self-closing, 1-3/4" solid core or equivalent.
- One hour fire separation between attached garage and dwelling.
- Provide a 4" gas curb between attached garage and residence (or construct garage floor 4" lower than adjoining floor).

### **PLUMBING**

- Plumbing – PVC prohibited for use in water supply; allowed for drain waste and venting.
- Water service – Minimum 1" copper pipe (but not less than the size required based upon the Water Supply Fixture load per Section 890 appendix A, Table N, Illinois Plumbing Code) from the water main to the structure is required for new construction or major remodeling. Old Service must be disconnected.
- Overhead plumbing required for new construction.
- Two sump pumps required for new construction (sump pump and ejector pump).
- Drain tile sump and roof drains to splash within 5' of building.
- Wet test and/or stack test of new waste and vent piping required.
- Pressure test of water required.
- Gas pressure test of 20 lbs for 2 hour minimum required.
- Plumber listed on the permit must be present for all rough and final plumbing inspections.

### **ELECTRICAL**



- Install conduit chase for installation of remote reader for water service.
- All electrical must be in conduit.
- All ground fault circuit interrupters must be installed in locations per 2005 National Electric Code.
- Provide electrical jumper cable around water meter and between hot and cold water pipes serving water heater.
- Electrician listed on the permit must be present for all rough and final electric inspections.
- Smoke detectors must be installed in each sleeping room, combination smoke/CO detector must be installed outside of each separate sleeping area and on each additional story of the dwelling, including basements. Smoke detectors must be hardwired with a battery back-up.

**HVAC MECHANICAL REQUIREMENTS, INCLUDING FIREPLACES**

- Hot and cold air returns/supplies must be in sheet metal.
- Furnace area ceiling must be protected by 100’ square feet of 5/8” fire-rated gypsum wallboard.
- Furnace rooms located in habitable areas of living units must be enclosed with 5/8” gypsum board and a solid, one-hour, fire-rated, self-closing door. Provide make-up air directly from outside.
- Minimum hearth extension:
  - Fireplace opening of 6 square feet or less – 8” on each side and 16” in front of fireplace opening.
  - Fireplace opening of 6 square feet or greater – hearth extension of 12” on each side and 20” in front of fireplace opening.
- Isometric drawings are required (single line of supply and return with CFM).
- Factory build or masonry fireplaces must be equipped with an exterior air supply
- Submit furnace manufacture specifications for model input/output in BTU.
- Submit manufacturer installation instructions.
- All occupiable spaces to have the same size supply and return registers.
- A central return is not acceptable.
- Maximum flexible duct length 10’0”.
- Any furnace installed above grade must have 2” deep pan under the furnace with an overflow switch.

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I have read and understood all of the above:

Signature of applicant/owner: \_\_\_\_\_

Address of structure: \_\_\_\_\_ Date: \_\_\_\_\_

Any questions, please call the Community Development Department at (708) 447-1241