

	<b>Village of Carol Stream</b> 500 N. Gary Avenue, Carol Stream, Illinois 60188		
	<b>Phone:</b> (630) 871-6230	<b>Fax:</b> (630) 665-1064	<b>Website:</b> www. carolstream.org

## Permit Submittal Checklist and Process Residential Room Addition

### Note to applicants:

This handout is intended to assist applicants through the permit process for a residential room addition project. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “Helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

### Items needed for a complete permit application:

- A completed Residential Permit Application (or apply online: [carolstream.org](http://carolstream.org)).
- One copy of the Plat of Survey showing all existing structures, **with dimensions**, plus the proposed addition with **dimensions** and **distances from lot lines, drawn to scale**.
- Two sets of the plans for the proposed work. **Depending on the nature of the project**, the plans may need to be prepared by and have the seal and signature of a design professional registered with the State of Illinois. Community Development Department staff will make this determination. See the “Helpful tips” section below for project requirements and a description of the information that must be provided on the plans.
- A copy of the existing and proposed electrical panel schedule along with the ratings for all circuit breakers, including the main breaker. See the “Helpful tips” section below for more detail regarding the specific electrical panel information that is required.
- A copy of the specifications for the furnace, including the BTUH rating.
- A copy of the electrical contractor’s license (not required if homeowner is doing the electrical work).
- A copy of the plumbing contractor’s license and plumber’s license (not required if homeowner is doing the plumbing work).
- The permit fee, consisting of four components: Clerical, Plan Review, Development Services and Inspections. The Clerical and Plan Review Fees are due at time of permit application, and the Development Services and Inspections Fees are due at time of permit issuance. For detailed permit fee information, please obtain a copy of **Fee**

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***Schedule B for 1&2 Family Residential Additions, Alterations and Accessory Structures*** at the Community Development Department counter or from our website.

**Helpful tips:**

- The plans and information submitted must comply with the requirements of the adopted International Residential Code, Illinois State Energy Code, National Electrical Code and the Village's adopted local amendments thereto. Two sets of plans, drawn to scale, including plan view and elevation view drawings, must be submitted. The plans must be sufficiently detailed and dimensioned so as to clearly show the scope of work, and must include information as to the size and type of materials proposed to be used. The plans and information must indicate the following (if applicable based upon your specific project):
  - The location of the furnace, water heater, sump pump, and electric panel (if changes to this equipment are included in the project scope).
  - The location of plumbing fixtures and electrical devices, such as sinks, showers, bathtubs, lights, switches, receptacles (outlets), etc.
  - The amperage rating of existing and proposed circuits in the electrical panel and information as to the room(s) or appliance(s) served by each circuit.
  - Information regarding new exterior windows and doors, including dimensions.
  - The location of smoke and carbon monoxide detectors (in the area of work).
  - Insulation, wall, stair and railing details (as applicable).
  - The type and size of pipe for water supply, drains and vents (as applicable).
  - The location and size of return and supply air registers and ducts.
  - The specifications for recessed lighting and cabinet lighting (if applicable).
- Footings and foundations are required to be a minimum of 42 inches below grade. Plans must show details as to how new foundation will be attached to the existing foundation.
- Smoke detectors must be wired to the house electrical system and have a battery back-up. If the house is wired with interconnected smoke detectors, new smoke detector(s) must also be interconnected to the existing system.
- A switch controlled light fixture is required at each end of every hallway or stairway.
- Carbon monoxide detectors must be installed within 15 feet of any bedroom. Carbon monoxide detectors may be plug-in, battery-powered or hard-wired.
- Electrical circuits serving receptacles in garages, unfinished basements, bathrooms, kitchen countertop areas, lights above bathtubs or showers, and outdoor receptacles must be protected with a ground fault circuit interrupter (GFCI). All other circuits must be protected with an arc-fault circuit interrupter (AFCI). All electrical receptacles must be tamper resistant.

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- The minimum habitable room size, including bedrooms, is 100 square feet unless otherwise specified in the building code.
- The minimum closet size is seven square feet.
- All exterior walls of the finished/conditioned space are required to have a minimum of R-21 insulation. Ceilings are required to have a minimum of R-49 insulation. Attic accesses are also required to be sealed.
- Heat ducts in unconditioned spaces must be insulated with minimum R-8 insulation.

**Inspections (24-hour advance notice required):**

**Call the Community Development Department at 630-871-6230 to schedule all of the following inspections:**

- Concrete pre-pour inspection** - Once the forms are in place and **prior** to concrete being poured. (A backfill inspection may also be required depending on project design.)
- Rough plumbing, heating, electrical or framing work** – while the work is visible.
- Insulation** inspection after the rough inspections and **prior to drywall being installed**.
- Final building inspection and a final plumbing inspection** – **Required prior to occupancy or use.**

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**Contact the Community Development  
Department at (630) 871-6230 if you have any questions  
regarding the building permit or inspection process.**

