

VILLAGE OF KENILWORTH REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

The following is a list of items required for submittal of an Application for Building Permit. All required application materials shall be submitted at the same time. Partial information will not be accepted.

1. PERMIT APPLICATION

Complete and sign Building Permit Application, with the total cost of materials, labor, fixtures and equipment required for the proposed work. For projects requiring zoning review, an estimated construction cost may be submitted. The actual construction cost and the general contractor / sub-contractor information must be submitted prior to the issuance of the Building Permit. Fees for Building Department services are attached.

Attach to the Building Permit Application the following items that may be applicable to the proposed work: Plat of Survey, Site Plan, Architectural Drawings/Plans, Work Order/Proposal and Fees.

2. PLAT OF SURVEY

The Village requires a copy of the Plat of Survey prepared by an Illinois registered surveyor for the property that reflects the current site conditions. A Plat of Survey less than 5 years old is preferred. A Plat of Survey is not required for interior remodeling or other work not affecting the building exterior or site.

A Topographic Plat of Survey with spot elevations or topographic lines indicating existing topography is required for new buildings and large additions, and may be requested by the Village for other additions to existing buildings.

3. SITE PLAN

The site plan must show all proposed improvements in addition to all existing improvements shown on the Plat of Survey. This would include existing and proposed buildings, driveways, walks, pavements, decks, patios, pools, etc. All dimensions should be shown and all set-back distances from all structures to the property lines should be provided. An up-to-date Plat of Survey usually serves as the basis for the site plan.

For new buildings and large additions, a site development plan sealed by a Registered Professional Engineer licensed in the State of Illinois is required. The site development plan must contain the proposed contour lines for the property, the location and elevations of all proposed drainage courses, swales, drainage structures, pavement surfaces and patios, and the location and size of site utilities. The proposed grade changes must not cause surface water runoff to be diverted onto or detained on abutting or nearby property, will not significantly alter existing drainage patterns, and will not increase or concentrate storm water runoff onto any abutting or nearby property. The existing grades are to remain as finished with no change in grade to impact the adjacent properties.

A tree protection plan is required for new buildings and large additions, in accordance with the requirements of the Tree Preservation Ordinance.

4. ARCHITECTURAL DRAWINGS / PLANS

For new buildings, additions and remodeling projects, 3 sets of architectural drawings / plans are required of the proposed work with sufficient detail to be used for construction. Projects over \$10,000 construction cost are to be prepared and sealed by a Registered Architect licensed in the State of Illinois. Depending on the scope of the work, projects may have a Zoning Review and a Plan Review prior to the issuance of a building permit. For projects requiring Zoning Review, design development drawings may be submitted. Complete construction documents are required to be submitted for Plan Review. Attached are additional requirements for new buildings.

Proposed projects in the Business Districts that have exterior work must receive a Certificate of Appropriateness from the **Architectural Review Commission** prior to the issuance of a building permit.

Zoning Review

A Zoning Review for compliance with the Kenilworth Zoning Code is required for all projects that have exterior work: new buildings, additions, garages, porches, decks, fences, stairs, etc. Zoning Compliance Worksheets calculating impervious surfaces, building coverage and floor area are to be submitted with the drawings for new buildings, additions, garages & porches. For additions, submit existing Floor Plans & Elevations along with proposed Floor Plans & Elevations. If the project receives zoning approval, the project proceeds into Plan Review. For projects that do not receive zoning approval, the project may be submitted to the **Zoning Board of Appeals** for a Variance.

Plan Review

Construction plans submitted for Plan Review are reviewed by the Village staff and its consultants for compliance with Building Codes adopted by the Village. Kenilworth has adopted the following codes:

2006 International Residential Code	Safety Code for Elevators & Escalators
2006 International Building Code	Inspection of Elevators, Escalators, & Moving Walks
2004 Illinois Plumbing Code	Existing Elevators & Escalators
2005 National Electrical Code	Platform Lifts & Stairway Chairlifts
2006 International Mechanical Code	Qualification of Elevator Inspectors
2006 International Fuel Gas Code	Personnel Hoists & Employee Elevators
2009 International Energy Conservation Code	Automated People Mover Standards
2003 International Fire Code	
2000 NFPA 101 Life Safety Code	Code Enforced:
1999 NFPA 13 Standards for Automatic Sprinkler Systems	Illinois Accessibility Code
2000 NFPA 14 Standards for Standpipe and Hose Systems	

After successful completion of the Plan Review, a Building Permit will be issued for the proposed work. For issuance of the Building Permit, the Building Permit Application must contain information on the general contractor and sub-contractors. For the general contractor on a new house or large addition, a copy of the general liability insurance is required and a meeting with the Kenilworth Police regarding construction site regulations. For electrical sub-contractors, a copy of the electrician's license is required. For plumbing sub-contractors, a copy of plumber's license and the plumbing contractor's registration from the State of Illinois is required. For roofing sub-contractors, a copy of the roofing contractor license issued by the State of Illinois is required.

A Building Permit for the demolition of an existing building requires approval from the **Building Review Commission** prior to the issuance of the permit. An Application for Demolition Permit is submitted to the Building Review Commission for determination of architectural or historical significance.

5. WORK ORDER / PROPOSAL

For projects that do not require drawings, a copy of the work order or proposal and sketches / diagrams of the work to be done should be submitted. For electrical sub-contractors, a copy of the electrician's license is required. For plumbing sub-contractors, a copy of the plumber's license and the plumbing contractor's registration from the State of Illinois is required. For roofing sub-contractors, a copy of the roofing contractor license issued by the State of Illinois is required.

6. FEES

Fees are based upon the type and scope of the work proposed, and are listed on the Fee Schedule.