



RESIDENTIAL ADDITION/ALTERATION CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS

- Complete a building permit application online by visiting our [Online Permitting Portal](#)
- Electrical contractor shall provide a letter of intent and a copy of their electrical license.
- Plumbing contractor shall provide a state plumbing contractor's license (055) and a letter of intent.
- Roofing contractor shall provide a copy of the state roofing license (if applicable).
- All other contractors must obtain a Village Contractors license prior to issuance of permit (No insurance or bond required).
- Submit a plat of survey identifying the location and size of the proposed addition along with dimensions to property lines.
- Plans shall be signed/sealed by a state of Illinois licensed structural engineer or architect.
- Submit drawings/sketches that indicate:
 - Existing and proposed dimensioned layouts
 - Section views and elevations
 - Foundation system
 - Footing/foundation dimensions, depth, rebar
 - Drainage and damp proofing system
 - Insulation type and size
 - Floor construction
 - Size, spacing, and spans of joists, headers, girders, beams
 - Hanger type and locations
 - Floor sheathing size
 - Insulation type and size (if applicable)
 - Wall construction
 - Size and spacing of wall studs
 - Insulation/vapor barrier
 - Header size/spans
 - Window locations, U value and emergency egress requirements
 - Sheathing and interior/exterior finishes
 - Roof construction
 - Ceiling joist size, spacing and spans
 - Rafter size, spacing and spans
 - Insulation
 - Roof sheathing, ice/water shield, roof ventilation, drip edge
 - Roof pitch & attic access
 - Electrical system
 - Service size, location, load calculations and panel schedule
 - Location of receptacles, switches and lights
 - Location of smoke detectors and carbon monoxide detectors
 - Identification of arc fault, GFCI and tamper resistant receptacles and outlets

- Mechanical System
 - Location of supply and return vents for the HVAC system
 - Location of furnace, air conditioner, water heater, etc.
 - Gas piping diagram with total BTU's, pipe size and pipe lengths
 - Calculations for new and/or existing furnace and air conditioner
- Plumbing system
 - Plumbing isometrics for supply, waste, and vent system
 - Total water supply fixture unit count for the residence and size of the existing water meter/water service
- Must comply with the following codes:
 - 2024 International Residential, Mechanical & Fuel Gas Codes
 - 2023 National Electrical Code
 - 2014 Illinois Plumbing Code
 - 2021 International Energy Conservation Code w/ Illinois and EGV Amendments
 - Elk Grove Village Zoning Ordinance

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

- Foundation (Footing & Foundation)
- Drain tile
- Framing
- Electrical
- Mechanical
- Plumbing
- Insulation
- Final