

Village of New Lenox  
Community Development  
1 Veterans Parkway  
New Lenox, IL 60451  
815.462.6490  
815.462.6469(fax)  
[www.newlenox.net](http://www.newlenox.net)

**the**  
**Village of New Lenox**  
*"Home of Proud Americans"*



## **RESIDENTIAL REMODELING**

## **BUILDING GUIDE**

## BUILDING GUIDE

Dear Resident/Contractor

On behalf of the Village of New Lenox, we would like to introduce you to the building application process. Enclosed in this booklet is the information necessary to complete the building permit application and permit process.

This booklet includes permit application detail, inspection requirements and general building information and is intended to be used as a guide. More complex projects may require additional information or the involvement of a design professional.

Permit applications are available at the Village Hall or online at [www.newlenox.net](http://www.newlenox.net). Completed permit applications may be submitted in person at the Village Hall. Permit applications may also be submitted by mail and will be reviewed in the order in which received.

The fee for underground sprinkler systems, windows/doors/siding replacements and roof permits are each \$30. The fee for all other remodeling permits is based on the estimated cost of the project. Your completed building permit application should also include the name of the contractor and also the local New Lenox contractor registration number. If you are completing the project yourself, indicate that you will be doing the work.

If you have any questions, please feel free to contact the Community Development Department at 815-462-6490 or go online and visit the Village of New Lenox website at [www.newlenox.net](http://www.newlenox.net) for more information.

Village of New Lenox



---

Warren Rendleman

**STANDARDS CITED**

INTERNATIONAL BUILDING CODE - 2012

INTERNATIONAL MECHANICAL CODE - 2012

INTERNATIONAL RESIDENTIAL CODE – 2012

NATIONAL ELECTRICAL CODE - 2011

IDOT SPECIFICATIONS

VILLAGE OF NEW LENOX MUNICIPAL CODE

ILLINOIS STATE PLUMBING CODE - 2014

ILLINOIS ACCESSIBILITY CODE- 1997

INTERNATIONAL PROPERTY MAINTENANCE CODE – 2012

INTERNATIONAL FUEL GAS CODE – 2012

INTERNATIONAL FIRE CODE – 2012

INTERNATIONAL ENERGY CONSERVATION CODE 2015  
WITH ILLINOIS AMENDMENTS

**NOTE:**

**LOCAL AMENDMENTS TO THE ABOVE CODES  
ARE AVAILABLE AT THE VILLAGE OF NEW LENOX OFFICE**

**01-01-2016**

## REMODELING PERMIT INFORMATION

Remodeling permits are required for the following projects:

Underground Sprinkler System  
Screened Porch / All Season Room  
Room Addition  
Remodeling  
Detached Garage  
Attached Garage  
Window, Door & Siding Replacement  
\*Furnace/Air Conditioner/Water Heater Installation  
Roofing (Roofing Permit Application Required)  
Garage Heating Unit

### NOTE:

A building permit must be **approved and issued prior** to the start of any construction. Please allow seven to ten working days for review and permit processing. Failure to obtain approval of a building permit prior to the start of work could result in the doubling of fees. PLEASE CALL JULIE BEFORE YOU DIG.

**CONSTRUCTION HOURS:** In residential districts construction hours are as follows:

**Monday – Friday 7:00 a.m. – 9:00 p.m.**  
**Saturday – Sunday 8:00 a.m. – 9:00 p.m.**

\*An emergency installation still requires a permit application to be submitted to the Building Department within the next business day.

## **REMODELING PERMIT CHECK LIST**

### **THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THE PERMIT APPLICATION**

#### **SUBMITTAL REQUIREMENTS**

#### **UNDERGROUND SPRINKLER SYSTEM**

- 1. Submit a plat of survey showing the location of all sprinkler heads.**
- 2. Submit detail sheet for RPZ Valve.**
- 3. Indicate RPZ valve type and location.**
- 4. Submit completed Remodeling Permit Form**
- 5. Submit detail sheet for Watersense Labeled Irrigation Controller (Rain Sensor)**

---

#### **Sprinkler System Regulations**

An annual test report is required.

The plumbing contractor must have a copy of their State of Illinois Plumbing License on file with the Village of New Lenox.

All contractors working on the project must have a current contractor registration with the Village of New Lenox.

The permit fee is \$30.

PLEASE CALL JULIE AT 800-892-0123 BEFORE YOU DIG.

**A copy of the certification for the backflow preventer is to be submitted to Backflow Solutions Inc. at [www.bsionlinetracking.com](http://www.bsionlinetracking.com) upon completion of the system.**

**SUBMITTAL REQUIREMENTS**  
**SCREENED PORCH / ALL SEASON ROOM**  
**ROOM ADDITION / REMODELING**

1. **Submit a plat of survey showing existing structures, along with proposed structure**
  2. **Submit construction plans (drawn to scale, with sufficient clarity and detail dimensions to show the nature and character of the work to be performed)**
  3. **Submit completed Remodeling Permit Form**
- 

**Screened Porch / All Season Room Regulations**  
**Room Addition / Remodeling Regulations**

**FOUNDATIONS:**

Room additions must have a footing with an edge thickness not less than 8 inches. The minimum width shall not be less than 16 inches. The bottom of the footing must be below the frost line of 42 inches. For foundations with brick veneer, the minimum edge thickness shall not be less than 10” and the width shall not be less than 20”. The foundation wall shall have a minimum thickness of 8” unless brick veneer is to be installed in which case the minimum thickness is 10”.

**WINDOWS:**

All building permits must include specifications from the window manufacturer indicating compliance with ANSI/AAMA/NWDA 101 I.S.2 and must also be designed with a minimum designed pressure of 30 lb/sq. ft. In addition, all windows must bear a label from an approved independent lab indicating compliance with the ANSI Standard. For energy efficiency, all windows must be a minimum U-Factor of .32. A copy of the standard is available at the Village Hall for review.

**SMOKE DETECTORS: (I.R.C.) INTERNATIONAL RESIDENTIAL CODE**

Alterations, repairs and additions. When alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in an existing dwellings, the entire building shall be provided with smoke detectors located as required for new dwelling; the smoke detectors are not required to be interconnected unless other remodeling considerations require removal of the appropriate wall and ceiling coverings to facilitate concealed interconnected wiring.

**CARBON MONOXIDE DETECTORS:**

Carbon monoxide detectors shall be installed within 10’ of every bedroom and shall receive power from the building wiring. For remodeling and additions, carbon monoxide detectors are permitted to be battery operated.

**GROUND FAULT CIRCUIT INTERRUPTERS:**

Ground fault circuit interrupters (GFI's) are required in every bathroom; all garage, basement, kitchen countertops and exterior receptacles; all exterior receptacles must have in-use covers. At least one receptacle is required in the unfinished basement.

**ARC FAULT CIRCUIT INTERRUPTERS:**

Arc fault circuit interrupters (AFCI) are required on all 15 & 20 amp branch circuits in dwelling unit family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, rec rooms, closets and similar rooms. The AFCI shall be "combination type" to provide protection of the branch circuit.

**TAMPER RESISTANT RECEPTACLES:**

All 15 amp and 20 amp receptacles installed in dwelling units shall be tamper resistant (tr) receptacles.

**FIRE SEPARATION WALL:**

1 ½ hour fire rated door required between garage and residence with a self closer.  
1 hour fire rated wall between garage and house.

**GUARDRAILS AND HANDRAILS:**

Guardrails shall be located along open walking surfaces including stairs, ramps and landings located more than 30" from floor to grade. The minimum guardrail height is 36". Openings in guardrails are limited so that a 4" sphere will not pass through any opening.

Handrails are required on at least one side of a continuous flight of stairs with three or more risers.

The minimum handrail height is 34"-38".

**STAIRWAYS – TREADS and RISERS:**

The maximum riser height shall be 7 ¾ inches, the minimum tread depth shall be 10 inches, and the tread nosing shall be not less than ¾-inch and not more than 1 ¼-inch.

**STAIRWAY HEADROOM:**

The minimum headroom in all parts of the stairway shall not be less than 6'-8". Headroom required at stairways measured vertically from the sloped plane adjoining the tread nosing or from the floor surface of the landing or platform.

**FIRE-STOPS:**

Fire-stops are required at the following locations:

1. All interconnections between vertical and horizontal spaces such as at a soffit, dropped ceiling and other similar locations.
2. Concealed spaces of stud walls and partitions including furred spaces at concrete walls.
3. Ceiling and floor openings around vents, pipes, ducts and fireplaces at ceiling and floor levels.

**BEDROOM WINDOWS:**

Bedroom windows require a clear opening of 20" x 24" and operable area of 5.7 square feet. Sill height not to exceed 44 inches from finished floor. Minimum height from finished floor to sill is 24-inches for all operable windows more than 72" above finished grade or the surface below.

**BORED HOLES AND NOTCHES:**

1. Bored holes in stud walls shall not be bored more than 40% of the width of the stud.
2. Holes bored into joists for piping or electrical cables shall not be closer than 2 inches to the top or bottom of the joist and the diameter of the hole shall not exceed 1/3 depth of the joist.
3. Notches in the top of joists or rafters shall not exceed 1/6 the depth of the members and shall not be located in the middle third of the span, and the tension side of beams, joists and rafters shall not be notched.

**FRAMING LUMBER:**

All structural framing members are required to be installed a minimum 16" o.c.

If engineered floor or roof trusses are used, they may be installed 24" o.c. provided that the signed and sealed truss specs indicate the spacing dimension.

**RADON:**

All basements and crawl spaces require a passive radon mitigation system consisting of a minimum 3" diameter schedule 40 PVC pipe embedded into the sub-slab aggregate and vented through the roof. The vent pipe shall be identified at each floor level with a label stating "radon reduction system".

The basement or crawl space floor shall be provided with a soil gas retarder consisting of a minimum 6 mil Polyethylene with joints lapped a minimum 12" and all pipes and penetrations sealed.

**COLD WEATHER CONCRETE CONDITIONS:**

Cold weather concrete conditions are in effect from December 1<sup>st</sup> until April 1<sup>st</sup>. Footing and foundation work is restricted during this time period and exterior flatwork is not allowed.



**SUBMITTAL REQUIREMENTS**  
**GARAGE/ACCESSORY BUILDING**

1. **Submit a plat of survey depicting existing structures, along with proposed structure**
2. **Submit footing and foundation details**
3. **Submit framing details**
4. **If electric is to be installed, submit complete electric details**
5. **Submit completed Remodeling Permit Form**

---

**Garage/Accessory Building Regulations**

Miscellaneous storage buildings greater than 180 square feet used for storage shall conform to the requirements for a detached accessory structure.

**SETBACKS:**

- Side yard setback 5 ft.
- Rear yard setback 5 ft.
- Front yard setback 30 ft.
- Distance from house or any principal buildings 10 ft. minimum  
Plus 1 ft. for each additional foot over 20 ft. in length

Building Height not to exceed 15 ft.

Accessory buildings are not allowed within any easement. Please refer to the property's plat of survey for easement locations and dimensions.

**FROST PROTECTION:**

Except when erected upon solid rock or otherwise protected from frost, foundation wall piers and other permanent supports and structures larger than 600 sq. ft. in area shall extend to the frost line of 42" and spread footings of adequate size shall be provided where necessary to distribute properly the load within the allowable bearing value of the soil.

**PLAIN CONCRETE:**

1. In plain concrete footings, the edge thickness shall not be less than 8" for footings on soil. The minimum width shall not be less than 16".
2. For foundations with brick veneer, the minimum edge thickness shall not be less than 10" and the width shall not be less than 20".
3. The foundation wall shall have a minimum thickness of 8" unless brick veneer is to be installed in which case the minimum thickness is 10".
4. The minimum thickness of concrete garage floors shall be a minimum 5" with 6x6 welded wire fabric installed at the mid-point of slab thickness. Fibrous concrete reinforcement shall be permitted in lieu of w.w.f. reinforcement when installed in accordance with manufacturer's specifications and field verification.

5. All exposed concrete shall be a minimum 6 bag mixture with air entrainment of 4%-7% and achieve a minimum compressive strength of 3,500 PSI after twenty eight (28) days.
6. All excavated areas within attached or detached garages shall be filled with aggregate stone backfill. The backfill shall be placed on solid ground, free of all vegetation.

**FLOATING MAT:**

Detached accessory structures less than 600 sq. ft. shall be permitted on a floating mat foundation with a minimum edge thickness of 12 in. x 12 in. and a minimum slab thickness of 5 inches with 6x6 w.w.f. installed at the mid-point of slab thickness. All concrete shall be a minimum of 6 bag mixture with an air entrainment of 4% - 7% and achieve a minimum compressive strength of 3,500 PSI after twenty eight (28) days. Fibrous concrete reinforcement shall be permitted in lieu of welded wire fabric reinforcement when installed in accordance with manufacturer's specifications and field verification.

An addition to a detached accessory structure may be permitted on a floating mat foundation provided the total combined area of the addition and accessory structure does not exceed 900 square feet. The 900 square feet is measured using the dimensions of the slab on grade. The connections between the concrete slabs shall be reinforced with #5 rebar installed 24" on center with a minimum 12" horizontal penetration into each concrete slab.

**TIMBER FOOTINGS:** Prohibited

**POLE BUILDING:** Prohibited

**NOTE: All building set-backs shall not encroach upon any easement or public right-of-way. All construction requires approved building permit and is subject to regular building inspections.**

**COLD WEATHER CONCRETE CONDITIONS:**

Cold weather concrete conditions are in effect from December 1<sup>st</sup> until April 1<sup>st</sup>. Footing and foundation work is restricted during this time period and exterior flatwork, including the garage floor is not allowed.

All contractors working on the project must have a current contractor registration with the Village of New Lenox.

**PLEASE CALL JULIE AT 800-892-0123 BEFORE YOU DIG.**

**SUBMITTAL REQUIREMENTS**  
**WINDOW, DOOR & SIDING REPLACEMENT**

- 1. Submit window specifications (DP rating & U-factor)**
- 2. Indicate Type of Siding**
- 3. Submit completed Remodeling Permit Form**

---

**Window / Door / Siding Requirements**

**EGRESS REQUIREMENTS:**

The minimum size bedroom window for egress is 5.7 sq. ft. with the minimum width of 20" and minimum height of 24".

**ENERGY EFFICIENCY:**

For energy efficiency, the windows must be U-0.32 or better.

**STRUCTURAL INTEGRITY:**

For structural integrity, the windows must be a minimum of DP 30.

All windows must be labeled with this information and attached to the windows for inspection.

All contractors working on the project must have a current contractor registration with the Village of New Lenox.

The permit fee is \$30.

## **SUBMITTAL REQUIREMENTS**

### **FURNACE / AIR CONDITIONER / WATER HEATER / GARAGE HEATING UNIT INSTALLATION**

- 1. Submit manufacturers specifications for the furnace/water heater/air conditioner/garage heating unit**
  - 2. Indicate vent size, material and location.**
  - 3. Indicate energy efficiency rating**
  - 4. Submit completed Remodeling Permit form**
  - 5. Contractor's Proposal**
- 

#### **Furnace/Air Conditioner Requirements**

For furnace installation a programmable thermostat is required.

All contractors working on the project must have a current contractor registration with the Village of New Lenox.

The permit fee is \$30.

#### **Water Heater Requirements**

The specifications must be on site for inspection upon completion of the installation.

All contractors working on the project must have a current contractor registration with the Village of New Lenox.

The permit fee is \$30.

#### **Garage Heating Unit Requirements**

All contractors working on the project must have a current contractor registration with the Village of New Lenox.

The permit fee is \$30.

## **SUBMITTAL REQUIREMENTS**

### **ROOF**

- 1. Copy of Permit Applicant's Driver License or State ID**
- 2. Submit completed Roofing Permit Form**

---

### **Roof Requirements**

Ice & Water Shield required.

Two layers of asphalt shingles is the maximum allowed. The roof must be stripped if two layers exist.

Dumpsters must be located on private property. Do not install dumpsters on the street or in the public right-of-way.

The permit fee is \$30.

The roofing contractor must submit a copy of their State Roofers License.

All contractors working on the project must have a current contractor registration with the Village of New Lenox.

## REMODELING PERMITS

### REQUIRED INSPECTIONS

UNDERGROUND SPRINKLER SYSTEM	RPZ Inspection Deduct Meter (if installed)
Note: All RPZ valves require an annual inspection by an Illinois licensed cross connection control device inspector. Submit documentation to <a href="http://www.bsionlinetracking.com">www.bsionlinetracking.com</a>	
SCREENED PORCH/ALL SEASON ROOM	Post Hole Inspection Final Building Inspection
ROOM ADDITION / REMODELING	Footing (prior to pour) Foundation (prior to insulation) Foundation Insulation (prior to backfill) Rough Building & Rough Electric Rough Plumbing Insulation (prior to drywall) Final Building & Final Electric Final Plumbing
GARAGES	Footing (prior to pour) Garage Floor (prior to pour) Rough Building (framing, electric) Final Building
FURNACE/AIR CONDITIONER WATER HEATER GARAGE HEATING UNIT	Final inspection upon completion of work

Please call the Community Development Department at (815) 462-6490 to schedule the inspections. You will be asked to supply the permit number when you request an inspection. A minimum of 24 hours' notice is required for all inspection requests.

\*NOTE: REFER TO COLD WEATHER REGULATIONS FROM DECEMBER 1<sup>ST</sup> UNTIL APRIL 1<sup>ST</sup>.