

Miscellaneous Permits Guide



NEW LENOX

COMMUNITY DEVELOPMENT

Village of New Lenox · Community Development Department
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www.newlenox.net

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MISCELLANEOUS PERMIT INFORMATION

Miscellaneous Permits are required for the following projects:

Air Conditioning Units
Decks / Porches (uncovered)
Driveways (including replacement work)
Electric Car Chargers
Electrical Service Upgrades
Fences
Furnaces
Garage Heating Units
Generators
Playhouses (larger than 100 square feet)
Radon Mitigation Systems
Sheds / Accessory Buildings (up to a maximum of 180 square feet)
Water Heaters

Permits are not required for the following projects:

Concrete or Paver Patios
Dog Runs
Playhouses (less than 100 square feet)
Private Sidewalks

NOTES:

A building permit must be approved and issued prior to the start of any construction.

Please allow three to five 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.

In the event a required inspection fails due to incomplete or incorrect work, a reinspection fee of \$25.00 will be charged for each subsequent inspection required.

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 OR 811 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.

*** The information provided in this Guide is subject to change at any time.**

PERMIT REQUIREMENTS

AIR CONDITIONING UNIT / FURNACE / WATER HEATER *

Submittal Requirements

- 1. Submit the completed Miscellaneous Permit form.**
 - 2. Submit the manufacturer's specifications for the air conditioning unit / furnace / water heater.**
 - 3. Indicate whether the replacement unit is a direct replacement or upgrade to a high efficiency unit.**
 - 4. The Permit Fee is \$75.00.**
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Air Conditioning Unit / Furnace / Water Heater Regulations

Any modifications to the venting system must be submitted with the permit application, such as changing from a conventional / draft hood to direct vent.

Liquid tight flexible metallic conduit (LFMC) is required outdoors. Liquid tight flexible non-metallic conduit (LFNC) is NOT permitted.

The circuit breaker size cannot exceed the maximum breaker size indicated on the manufacturer's label on the condenser unit. If the circuit breaker size is changed, it must be listed for use within the distribution panel of the existing breaker box.

For furnace installation, a programmable thermostat is required.

Required Inspection:

1. Final Inspection – The specifications must be on-site for inspection upon completion of the installation.

* An emergency installation still requires a Miscellaneous Permit Application to be submitted to the Building Department the next business day.

DECKS AND PORCHES (UNCOVERED)

(Covered decks and porches require a Remodeling Permit)

Submittal Requirements

- 1. Submit the completed Miscellaneous Permit form.**
 - 2. Submit a Plat of Survey showing where the uncovered deck or porch will be placed.**
 - 3. Indicate the dimensions of the proposed uncovered deck or porch.**
 - 4. Submit the complete construction details, drawn to scale and labeled with dimensions, indicating ALL of the following: Footings, Posts, Beams, Ledgers, Joists, Decking, Guardrails, Stairs, and Handrails.**
 - 5. The Permit Fee is \$75.00.**
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Uncovered Deck and Porch Regulations

Uncovered decks and porches cannot be placed within any easement on the property. Please refer to the property's Plat of Survey for easement locations and dimensions.

CONSTRUCTION MATERIALS: All posts, framing and decking material must be decay-resistant, either natural or pressure treated. All framing members that will be in contact with the ground must be labeled "For Ground Contact".

FOOTINGS: Indicate size and depth in ground, which must be a minimum of 42 inches below the finished grade.

POSTS: Indicate size, spacing, material and location of all posts.

LEDGERS: Where the uncovered deck or porch is supported by attachment to an exterior wall of the existing building, ledgers shall be positively anchored. Indicate the material of the wall structure to which the uncovered deck or porch will be attached (i.e. brick, siding, concrete). Indicate bolt size, spacing and material. The rim joist of the structure must be fully supported. Uncovered decks and porches CANNOT be attached to any cantilever.

JOISTS: Indicate size, spacing, material and method of attachment. Joist hangers are required at the joist to ledger connection.

DECKING: Indicate size, material and fastener type of the proposed decking. Indicate finished deck height above the finished grade.

GUARDRAIL: Uncovered decks or porches 30 inches or more above grade must have a guardrail a minimum of 36 inches above the deck. Indicate guardrail height. Indicate baluster space, which cannot be 4 inches or more between balusters. On stairs, the triangular area between the riser, the tread, and the bottom rail of the guardrail cannot allow the passage of a 6-inch sphere.

STAIRS: Indicate width of stairs, riser height and tread dimensions. Stairs must be a minimum of 36 inches wide, with a maximum riser height of 7-3/4 inches and a minimum tread of 10 inches measured nose to nose. Stairs with 3 or more risers require a handrail.

HANDRAIL: Handrails are required on at least one side of a continuous flight of stairs with three or more risers. The required handrail height is 34 to 38 inches.

RAIL POSTS: Rail posts shall not be notched to the deck frame. Rail posts shall be secured by two bolts per rail post.

Required Inspections:

1. Post Holes – Prior to placing the posts. The bottom of the hole must be the required size and depth and must be free of loose materials.
2. Framing.
3. Rough Electrical (if applicable).
4. Final.

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DRIVEWAYS

Submittal Requirements

- 1. Submit the completed Miscellaneous Permit form.**
 - 2. Submit a Plat of Survey showing the location of the driveway for new or replacement driveways.**
 - 3. Indicate the material to be used for the driveway (asphalt or concrete).**
 - 4. If using concrete, submit the concrete specifications.**
 - 5. If using asphalt, submit the asphalt specifications.**
 - 6. The Permit Fee is \$75.00**
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Driveway Requirements

Concrete Driveways:

The minimum thickness of all concrete driveways shall be 5 inches with 6 by 6 welded wire fabric (W.W.F.) installed at the mid-point of slab thickness. All exposed concrete shall be a minimum 6 bag mixture with an air entrainment of 4% - 7% to achieve a minimum compressive strength of 3,500 psi after 28 days. Fibrous concrete reinforcement shall be permitted in lieu of welded wire fabric (W.W.F.) reinforcement when installed in accordance with manufacturer's specifications and field verification.

SUBGRADE PREPARATION: The sub-grade shall be tamped or rolled until thoroughly compacted. All sub-grade shall be prepared with sufficient granular material to form a level working platform for concrete placement, 3-inch minimum depth. Material shall be approved 3/4-inch stone.

FORMS: Side forms shall be of lumber not less than 2-inch nominal thickness and 6 inches in height, or steel of equal rigidity. Forms shall be held securely in place by stakes or braces, with the top edges true to line and grade.

INSPECTIONS: A concrete pre-pour inspection is required and shall be scheduled after the forms, compacted stone and welded wire fabric (W.W.F.) are in place.

Asphalt Driveways:

The minimum thickness of all asphalt driveways shall be 2 inches compacted to achieve a minimum 90% density. The asphalt surface material shall be a minimum of 2 inches compacted hot mix asphalt Mix "D" N50. The contractor shall provide the Village with load tickets verifying the mix design.

SUBGRADE PREPARATION: Asphalt driveways shall be installed on a minimum 6 inches of compacted CA 6 stone. The subgrade shall be free of vegetation and organic material.

INSPECTIONS: A pre-asphalt inspection is required prior to placing asphalt. The subgrade must be in place and compacted.

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ELECTRICAL SERVICE UPGRADES

Submittal Requirements

- 1. Submit the completed Miscellaneous Permit form.**
 - 2. Indicate the service size.**
 - 3. Indicate whether the electrical service is underground or overhead.**
 - 4. On overhead services, indicate the point of entry and the proximity to windows and doors.**
 - 5. The Permit Fee is \$75.00.**
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Electric Requirements

The minimum service size for single-family residences less than 1,500 square feet is 100 amp. The minimum service size for single-family residences greater than 1,500 square feet is 200 amp.

All electric must be installed in electric metallic tubing, intermediate metal conduit or rigid metallic conduit.

ComEd now requires that all new service heads shall be located no more than 25 feet above the ground and must be positioned so that the service wire installation has safe access from an extension ladder. This new requirement can be accessed through ComEd's website using links located on the Village's website at www.newlenox.net.

Required Inspections:

1. Electrical Service – An inspection is required after the service is installed and prior to energizing by ComEd. The Village will contact ComEd after the installation has been approved, and ComEd will schedule for power.
2. Final Inspection after ComEd energizes the electrical service.

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FENCES

Submittal Requirements

1. **Submit the completed Miscellaneous Permit form.**
 2. **Submit a Plat of Survey showing the proposed location of the fence and labeling the height of the fence.**
(The contractor's proposal will not be accepted as a site plan.)
 3. **Indicate that the supporting posts will be exposed to the interior of the lot and not facing the adjoining properties.**
 4. **The Permit Fee is \$75.00**
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Fence Regulations

The maximum height of a fence in a front yard is 3 feet.

Other than corner lots, the maximum height of a fence in a side and/or rear yard is 6 feet.

On corner lots, the maximum fence height in a corner side yard is 4 feet.

Please see the diagram on the next page for fence restrictions regarding corner lots.

All exposed posts must face the inside of the property.

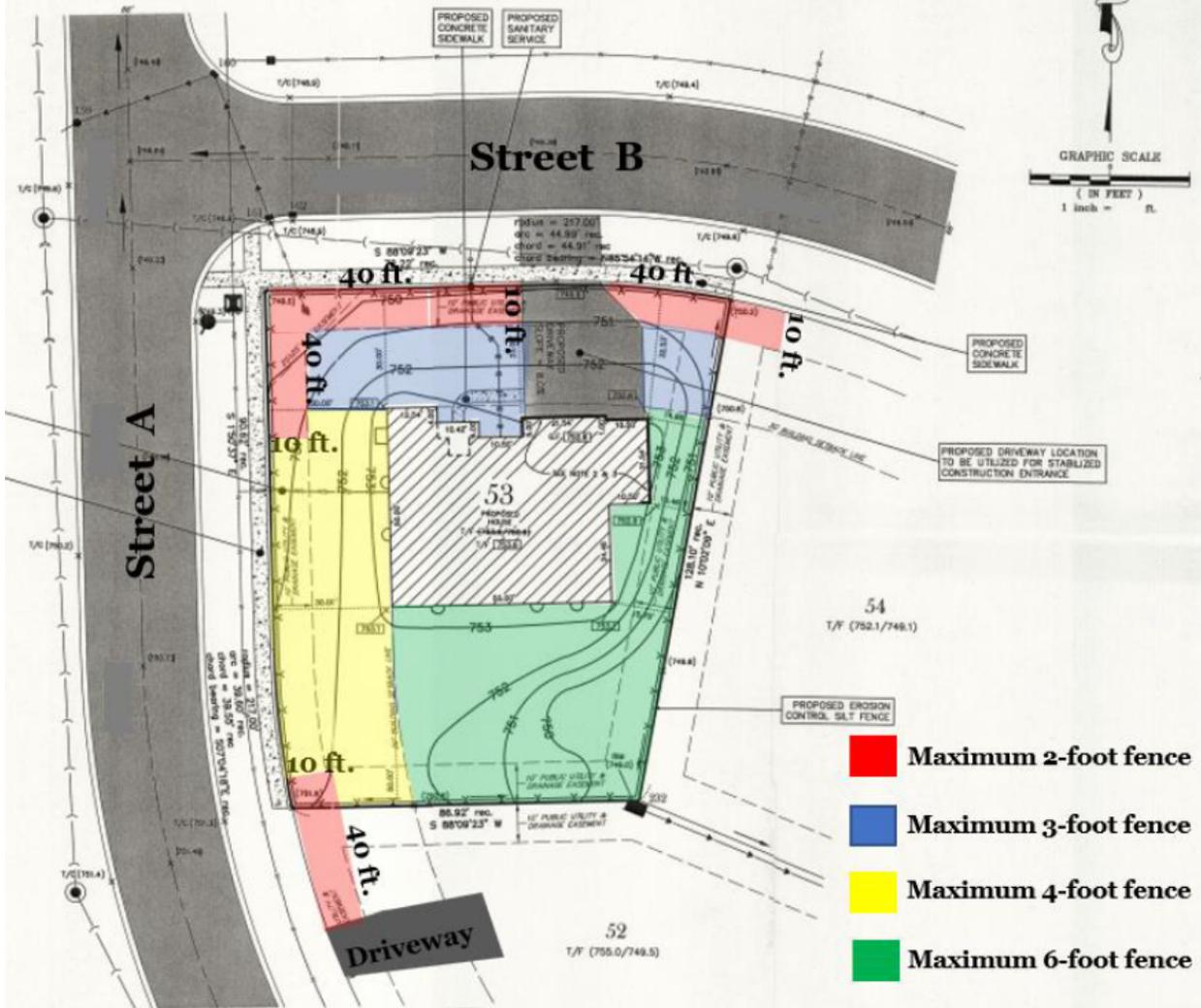
Fences may be installed on or inside the property line. If the fence will be located in an easement, the bottom of the fence must be raised above grade to allow water to pass under the fence.

If the fence is providing safety and security for a swimming pool, the minimum height of a fence is 5 feet, but the fence can be a maximum of 6 feet in height.

No inspections are required.

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CORNER LOT FENCE HEIGHT REQUIREMENTS



GENERATORS / ELECTRIC CAR CHARGERS / GARAGE HEATING UNITS

Submittal Requirements

- 1. Submit the completed Miscellaneous Permit form.**
 - 2. Submit the manufacturer's specifications for the generator/
electric car charger / garage heating unit.**
 - 3. Submit a Plat of Survey indicating the proposed location of the
generator.**
 - 4. The Permit Fee is \$75.00.**
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Required Inspections:

1. Underground Inspection (If applicable, all underground electrical and gas piping shall be inspected BEFORE it is covered).
2. Final Inspection.

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RADON MITIGATION SYSTEMS

Submittal Requirements

- 1. Submit the completed Miscellaneous Permit form.**
 - 2. Submit the manufacturer's specifications for the proposed radon mitigation system.**
 - 3. Submit the scope of work or copy of the contractor's proposal, including details about the radon vent pipe material and installation, vent stack discharge point, radon vent fan installation (for active systems only), sump pit, soil gas retarder (required for crawl spaces without a concrete floor), electric, monitors and labels.**
 - 4. The Permit Fee is \$75.00.**
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Radon Mitigation System Regulations

All radon mitigation systems must be installed by an Illinois Emergency Management Agency (IEMA) licensed radon mitigation contractor.

The technician or agency testing for radon at an address cannot be the same entity that installs the radon mitigation system.

Vent pipes must be labeled "Radon Reduction System" on each level where the pipe is visible. If the vent fan and/or vent pipe are installed on the exterior, it must be labeled in a weatherproof manner.

The circuit breaker controlling the circuit on which the radon vent fan operates must be labeled "Radon Reduction System".

Sump pits, ejector pits, all cracks and slab joists (including the perimeter wall joint) must be completely sealed.

Required Inspections:

- 1. Final Inspection.** Copies of the before and after test results must be on-site for inspection upon completion of the installation.

SHEDS / ACCESSORY BUILDINGS (up to a maximum of 180 square feet)
PLAYHOUSES (larger than 100 square feet)

(Accessory buildings larger than 180 square feet are considered detached garages and require a Remodeling Permit)

Submittal Requirements

- 1. Submit the completed Miscellaneous Permit form.**
- 2. Submit a Plat of Survey that indicates where the shed or accessory building will be placed.**
- 3. Indicate the dimensions of the shed or accessory building and height of the shed or accessory building.**
- 4. Indicate the side yard setback and rear yard setback from the shed or accessory building to the property lines.**
- 5. Indicate the distance from the shed or accessory building to the house.**
- 6. The Permit Fee is \$75.00**

Shed / Accessory Building Regulations

The shed or accessory building must be located at least 5 feet from all side and rear property lines.

The shed or accessory building must be located a minimum of 10 feet from the house.

Sheds or accessory buildings cannot be placed within any easement on the property. Please refer to the property's Plat of Survey for easement locations and dimensions.

The maximum height of a shed or accessory building is 15 feet.

The shed or accessory building cannot exceed 180 square feet in area. Sheds or accessory buildings larger than 180 square feet are permitted but are classified as a detached garage and must be designed and constructed to garage standards, including the minimum foundation requirements.

No inspections are required.

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