

Residential Remodeling Permits Guide



NEW LENOX

COMMUNITY DEVELOPMENT

Village of New Lenox • Community Development Department
1 Veterans Parkway • New Lenox • IL • 60451
Phone: (815) 462-6490 • Fax: (815) 462-6469
www.newlenox.net

UPDATED : August 2023

BUILDING GUIDE

Dear Resident/Contractor:

On behalf of the Village New Lenox, we would like to introduce the building permit application process. Enclosed in this booklet is the general information necessary to complete the building permit application and permit process. Complete requirements can be found in the New Lenox Village Code.

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

Permit applications are available at the Community Development Department on the first floor of the Village Hall, 1 Veterans Parkway, or online at www.newlenox.net. Completed permit applications may be submitted in person at the Community Development Department, Monday through Friday between 8:30 a.m. and 5:00 p.m. Permit applications may also be submitted by mail and will be reviewed in the order in which received.

The permit fee for roofs, underground sprinkler systems, and windows/ doors/ siding replacements are each \$75.00. The fee for all other remodeling permits is based on the estimated cost of the project. **For each failed inspection, there will be a \$25.00 reinspection fee.** Your complete building permit application must also include the name of all contractors that will be working on the project, all of which must have a valid New Lenox Contractor Registration. If the homeowner will be completing all of the work, it should be so noted on the permit application.

If there are 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 for more information.

Village of New Lenox



David Myers
Chief Building Inspector

STANDARDS CITED

INTERNATIONAL RESIDENTIAL CODE – 2018

INTERNATIONAL ENERGY CONSERVATION CODE – 2018
WITH ILLINOIS AMENDMENTS

ILLINOIS STATE PLUMBING CODE – 2014

NATIONAL ELECTRICAL CODE – 2017

INTERNATIONAL FIRE CODE – 2018

INTERNATIONAL PROPERTY MAINTENANCE CODE – 2018

VILLAGE OF NEW LENOX MUNICIPAL CODE

**NOTE:
LOCAL AMENDMENTS TO THE ABOVE CODES
ARE AVAILABLE AT THE COMMUNITY DEVELOPMENT DEPARTMENT
OR CAN BE FOUND ON THE VILLAGE’S WEBSITE AT
WWW.NEWLENOX.NET.**

August 2023

REMODELING PERMIT INFORMATION

Remodeling Permits are required for the following projects:

Attached Garages
Covered Decks and Porches / Gazebos / Pergolas
Detached Garages / Sheds and Accessory Buildings larger than 180 square feet
Interior Remodeling
Roofs (Roofing Permit Application required)
Rooftop Solar Panels
Room Additions
Screened Porches / All Season Rooms
Underground Sprinkler Systems
Window / Door / Siding Replacements

NOTES:

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.

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.

Homeowners are permitted to perform work on their own primary residence. A permit is required if the homeowner is doing the work.

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.**

REMODELING PERMIT REQUIREMENTS

ATTACHED GARAGES / DETACHED GARAGES SHEDS OR ACCESSORY BUILDINGS OVER 180 SQUARE FEET

Submittal Requirements

- 1. Submit the completed Remodeling Permit form.**
 - 2. Submit a Plat of Survey depicting all existing structures, along with the location and dimensions of the proposed attached garage, detached garage, shed or accessory building.**
 - 3. Submit the complete Footing and Foundation details.**
 - 4. Submit the complete Framing details.**
 - 5. If electric is to be installed, submit the complete Electric details.**
 - 6. The Permit Fee is based on \$8.00 per \$1,000.00 of the estimated cost of construction.**
-

Attached Garage / Detached Garage Regulations Shed or Accessory Building over 180 square feet Regulations

Sheds or accessory buildings greater than 180 square feet used for storage shall conform to the requirements for a Detached Garage. If the shed or accessory building is less than 180 square feet, a Miscellaneous Permit is required. Please refer to the Miscellaneous Permits Guide for those requirements.

SETBACKS:

Attached garages must comply with all of the minimum setbacks of the underlying zoning district applicable to the primary residence.

Detached garages / sheds or accessory buildings over 180 square feet must comply with the following minimum setbacks:

Side yard setback 5 feet

Rear yard setback 5 feet

Front yard setback 30 or 35 feet based on the zoning district

Distance from house or any principal buildings 10 feet minimum

If the length of the wall of the detached garage / shed or accessory building that is parallel and next to the principal structure is over 20 feet in length, the minimum required distance between the structures shall increase by 1 foot for every foot the wall is over 20 feet in length.

Detached garages / sheds or accessory buildings are not allowed within any easement. Please refer to the property's Plat of Survey for easement locations and dimensions.

HEIGHT:

Attached garages must comply with the maximum height limitation of the underlying zoning district applicable to the primary residence.

Detached garages / sheds or accessory buildings over 180 square feet shall not exceed a maximum height of 15 feet.

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 square feet in area shall extend to the frost line of 42 inches, and spread footings of adequate size shall be provided where necessary to properly distribute the load within the allowable bearing value of the soil.

FOOTINGS:

1. Indicate size and depth in ground, which must be a minimum of 42 inches below the finished grade.
2. In plain concrete footings, the edge thickness shall not be less than 8 inches for footings on soil. The minimum width shall not be less than 16 inches.
3. For foundations with brick veneer, the minimum edge thickness shall not be less than 10 inches and the width shall not be less than 20 inches.

TIMBER FOOTINGS: Prohibited

FOUNDATIONS:

1. The foundation walls shall have a minimum thickness of 8 inches unless brick veneer is to be installed, in which case the minimum thickness is 10 inches.
2. 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.
3. 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 garages / sheds or accessory structures less than 600 square feet shall be permitted on a floating mat foundation with a minimum edge thickness of 12 inches by 18 inches (12 inches below and 6 inches above grade) and a minimum slab thickness of 5 inches with 6 by 6 welded wire fabric (W.W.F.) installed at the mid-point of slab thickness. All 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.

An addition to a detached garage / shed or accessory structure may be permitted on a floating mat foundation provided the total combined area of the addition and existing 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 inches on center with a minimum 12-inch horizontal penetration into each concrete slab.

POLE BUILDING: Prohibited

FIRE SEPARATION: A 1-hour fire-rated wall is required between the attached garage and the residence. A 1-1/2 hour fire-rated door is required between an attached garage and the residence. The door shall be equipped with a self-closer.

GROUND FAULT CIRCUIT INTERRUPTERS: Ground fault circuit interrupters (GFCI's) are required in all garages with electric. One GFCI is required in each vehicle bay. All exterior receptacles must be weather resistant, tamper resistant and have in-use ("bubble") covers.

COLD WEATHER CONCRETE CONDITIONS: Cold weather concrete conditions are in effect from December 1st until April 1st. Footing and foundation work are restricted during this time period, and exterior flatwork, including the garage floor, is not allowed.

Required Inspections:

1. Footing
2. Foundation Wall (if applicable) – Prior to pouring concrete into forms. All rebar reinforcement and formwork must be done at the time of inspection.
3. Underground Electric (if applicable)
4. Prepour Floor
5. Rough Building / Electric (if applicable) – Includes the structure and everything in the walls and floors (electric, HVAC ductwork, gas piping) which will be hidden by insulation and building finishes.
6. Building Envelope
7. Final Building / Electric (if applicable)

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

COVERED DECKS AND PORCHES / GAZEBOS / PERGOLAS

Submittal Requirements

- 1. Submit the completed Remodeling Permit form.**
 - 2. Submit a Plat of Survey showing where the covered deck or porch, gazebo, or pergola will be placed.**
 - 3. Indicate the dimensions of the proposed covered deck or porch, gazebo, or pergola.**
 - 4. Submit the complete construction details, drawn to scale and labeled with dimensions, indicating ALL of the following: Footings, Posts, Beams, Ledgers, Joists, Decking, Hangers and Hardware, Guardrails, Stairs, and Handrails.**
 - 5. The Permit Fee is based on \$8.00 per \$1,000.00 of the estimated cost of construction.**
-

Covered Deck and Porch / Gazebo / Pergola Regulations

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". Hardware and fasteners must be corrosion-resistant and approved for use with treated wood.

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 covered deck or porch or pergola 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 covered deck or porch or pergola will be attached (i.e. brick, siding, concrete). Indicate bolt type, size, spacing and material. The rim joist of the structure must be fully supported. Covered 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: Submit manufacturer's installation instructions for composite decking. Indicate size, material and fastener type for the proposed decking. Indicate finished deck height above the finished grade.

GUARDRAIL: Covered decks or porches, gazebos, or pergolas 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.

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

ROOF

Submittal Requirements

- 1. Submit the completed Roof Permit form.**
 - 2. Submit a copy of the Permit Applicant's Driver's License or State ID.**
 - 3. The Roofing Contractor must submit a copy of its State Roofer's License.**
 - 4. The Permit Fee is \$75.00**
-

Roof Regulations

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

Dumpsters must be located on private property. Dumpsters cannot be located on the sidewalk, parkway, street, or in the public right-of-way.

Ice and Water Shield is required.

Required Inspection:

1. Drip Edge / Ice and Water Shield – The entire roof must be ready for inspection. Partial inspections will be charged reinspection fees.
2. Final

ROOFTOP SOLAR PANELS

Submittal Requirements

- 1. Submit the completed Remodeling Permit form.**
 - 2. Submit the Electric Plan.**
 - 3. Submit plans indicating the location of the panels on the roof.**
 - 4. Submit an Engineer's Evaluation of the existing roof verifying its structural integrity.**
 - 5. Submit specifications for the solar panels to be installed. The Permit Fee is based on \$8.00 per \$1,000.00 of the estimated cost of construction.**
-

Rooftop Solar Panel Regulations

Required Inspection:

- 1. Final Inspection – A representative from the solar company must be on-site during the inspection.**

SCREENED PORCHES / ALL SEASON ROOMS
ROOM ADDITIONS / REMODELING

Submittal Requirements

- 1. Submit the completed Remodeling Permit form.**
 - 2. Submit a Plat of Survey depicting all existing structures, along with location and dimensions of the proposed screened porch, all season room or room addition.**
 - 3. Submit the complete Footing and Foundation details.**
 - 4. Submit the complete Framing details.**
 - 5. Submit the complete Electric, Plumbing and HVAC details.**
 - 6. The Permit Fee is based on \$8.00 per \$1,000.00 of the estimated cost of construction.**
-

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

SETBACKS: Screened porches / all season rooms and room additions must comply with all of the minimum setbacks of the underlying zoning district applicable to the primary residence.

FOOTINGS:

1. Indicate size and depth in ground, which must be a minimum of 42 inches below the finished grade.
2. In plain concrete footings, the edge thickness shall not be less than 8 inches for footings on soil. The minimum width shall not be less than 16 inches.
3. For foundations with brick veneer, the minimum edge thickness shall not be less than 10 inches and the width shall not be less than 20 inches.

FOUNDATIONS:

1. The foundation walls shall have a minimum thickness of 8 inches unless brick veneer is to be installed, in which case the minimum thickness is 10 inches.
2. 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.

FRAMING LUMBER: All structural framing members are required to be installed a minimum of 16 inches on center. If engineered floor or roof trusses are used, they may be installed 24 inches on center, provided that the signed and sealed truss specifications indicate the spacing dimension.

BORED HOLES AND NOTCHES:

1. Bored holes in stud walls shall not be bored more than 40% of the width of the stud for load-bearing walls or 60% of the width of the stud for non-load-bearing walls.

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 of the depth of the joist.
3. Notches in the top of joists or rafters shall not exceed 1/6 of the depth of the members and shall not be located in the middle third of the span. The tension side of beams, joists and rafters shall not be notched.

WINDOWS: All windows must meet a minimum energy efficiency rating of U-0.30 and a structural design rating Design Pressure (DP) of 30.

BEDROOM WINDOWS: Bedroom windows require a clear opening a minimum of 20 inches wide, 24 inches in height, **and** an operable area of 5.7 square feet for egress. The opening height shall not exceed 44 inches from the finished floor.

WINDOW FALL PROTECTION: When windows are located with the opening 24 inches or less above the finished floor and greater than 72 inches above the finished grade, they shall be provided with an opening control device to restrict the window from opening more than 4 inches.

BASEMENT WINDOWS: All basements shall be provided with a minimum of one egress window that meets the minimum operable size of 5.7 square feet. The egress window shall be provided with a well of not less than 9 square feet with a minimum projection of 36 inches. Window wells with a depth of 44 inches or greater shall be provided with a ladder. Basements shall be provided with a minimum glazing area of at least 2% of the basement floor area.

GUARDRAIL: Guardrails shall be located along open walking surfaces including stairs, ramps and landings 30 inches or more from floor to grade. The guardrail must be a minimum of 36 inches above the walking surface. 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 the 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 depth of 10 inches measured nose to nose. The tread nosing shall be not less than ³/₄ inch and not more than 1-¹/₄ inch.

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.

STAIRWAY HEADROOM: The minimum headroom in all parts of the stairway shall not be less than 6 feet, 8 inches. Headroom required at stairways is measured vertically from the sloped plane adjoining the tread nosings or from the floor surface of the landing or platform.

SMOKE DETECTORS: When alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in an existing dwelling, the entire building shall be provided with smoke detectors located as required for new dwellings. 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. Combination smoke detectors / carbon monoxide detectors are permitted.

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

ARC FAULT CIRCUIT INTERRUPTERS: Arc fault circuit interrupters (AFCIs) are required on all 15- and 20-amp branch circuits in bedrooms, family rooms, dining rooms, living rooms, parlors, libraries, dens, sunrooms, recreation rooms, closets, hallways and similar rooms. The AFCI shall be “combination type” to provide protection of the branch circuit.

GROUND FAULT CIRCUIT INTERRUPTERS: Ground fault circuit interrupters (GFCI's) are required in every bathroom, and all garage, basement, kitchen countertops and exterior receptacles. All exterior receptacles must be weather resistant, tamper resistant and have in-use (“bubble”) covers. At least one receptacle is required in an unfinished basement.

TAMPER RESISTANT RECEPTACLES: All 15- and 20-amp receptacles installed in dwelling units shall be tamper resistant (TR) receptacles unless greater than or equal to 66 inches above finished floor.

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; and
3. Ceiling and floor openings around vents, pipes, ducts and fireplaces at ceiling and floor levels.

RADON: All basements and crawl spaces require a passive radon mitigation system consisting of a minimum 3-inch 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”. A receptacle is required in the attic for a future fan.

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 of 12 inches and all pipes and penetrations sealed.

COLD WEATHER CONCRETE CONDITIONS: Cold weather concrete conditions are in effect from December 1st until April 1st. Footing and foundation work are restricted during this time period, and exterior flatwork is not allowed.

Required Inspections:

1. Footing
2. Foundation Wall – Prior to pouring concrete into forms. All rebar reinforcement and formwork must be done at the time of inspection.
3. Backfill – Prior to covering and filling any excavations. All drain tiles, damp proofing, and insulation (if required) must be done at the time of inspection.
4. Prepour Floor (if applicable)
5. Rough Building / Electric / HVAC – Includes the structure and everything in the walls and floors (electric, HVAC ductwork, gas piping) which will be hidden by insulation and building finishes.
6. Rough Plumbing
7. Ice and Water Shield
8. Building Envelope
9. Insulation
10. Final Plumbing
11. Final Building / Electric / HVAC

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

UNDERGROUND SPRINKLER SYSTEMS

Submittal Requirements

- 1. Submit the completed Remodeling Permit form.**
 - 2. Submit a Plat of Survey showing the location of all sprinkler heads.**
 - 3. Indicate the Reduced Pressure Zone (RPZ) Valve type and location.**
 - 4. Submit the detail sheet for the RPZ Valve.**
 - 5. Submit the detail sheet for the Watersense Labeled Irrigation Controller (rain sensor)**
 - 6. The Permit Fee is \$75.00.**
-

Underground Sprinkler System Regulations

An annual test report is required for the backflow preventer.

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

Required Inspection:

1. Final Plumbing Inspection.

A copy of the certification for the backflow preventer must be submitted to Backflow Solutions Inc. at www.bsionlinetracking.com upon completion of the system.

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

WINDOW / DOOR / SIDING REPLACEMENT

Submittal Requirements

- 1. Submit the completed Remodeling Permit form**
 - 2. For window replacements, submit the window specifications (DP rating and U-factor)**
 - 3. For siding replacements, indicate the type of siding.**
 - 4. The Permit Fee is \$75.00**
-

Window Regulations

BEDROOM WINDOWS: Bedroom windows require a clear opening a minimum of 20 inches wide, 24 inches in height, **and** an operable area of 5.7 square feet for egress. The opening height shall not exceed 44 inches from the finished floor.

ENERGY EFFICIENCY: For energy efficiency, all windows must meet a minimum energy efficiency rating of U-0.30 or better. All windows must be labeled with this information and the label must remain affixed to the windows for inspection.

STRUCTURAL INTEGRITY: For structural integrity, all windows must meet a minimum structural design rating Design Pressure (DP) of 30. All windows must be labeled with this information.

Required Inspections:

- 1. Windows – No inspection required.**
- 2. Doors – No inspection required.**
- 3. Siding – Building Envelope inspection required.**