



HOMEOWNERS MANUAL



Dear Homeowners:

The information in this pamphlet has been compiled from the Village of Mundelein Building Codes. The intent of this pamphlet is to make you, the homeowner, aware of some basic regulations governing the construction, alteration, or repair of fences, decks, swimming pools, etc.

In the following pages we have tried to answer the questions most frequently asked, but it is difficult to anticipate all questions; therefore, if you have a specific question not covered in this pamphlet, please feel free to contact the Building Department. The Building Department will be glad to assist you.

Please note that this pamphlet is only a guide intended to assist you in your project and covers only items listed in the index. For a complete copy of the building regulations, please visit our website at www.mundelein.org.

GOOD LUCK ON YOUR PROJECT!

Steve Lentz
Mayor

Peter J. Schubkegel
Director



GENERAL INFORMATION

Permit approval and processing typically takes ten (10) business days, it could be less depending on the complexity of your project.

Inspections: The required inspections will be listed for you upon receipt of your permit. The building and plumbing inspectors perform the required inspections and inspections are arranged by contacting the Building Department. Please plan on at least a 24-hour notice for inspections.

PERMITS EXPIRE ONE (1) YEAR FROM THE DATE OF ISSUE OR AT SIX (6) MONTHS IF THE PROJECT HAS NOT STARTED.

The construction codes used for all types of construction are as follows:

- 2006 International Building Code with local amendments
- 2006 International Residential Code
- 2012 International Energy Conservation Code
- 2014 Illinois State Plumbing Code
- 2006 International Mechanical Code
- 2008 National Electrical Code with local amendments
- 2006 International Fire Prevention Code with local amendments
- 1997 Illinois State Accessibility Code
- 2006 International Property Maintenance Code with local amendments

To view amendments to the building codes, visit our website at www.mundelein.org and choose the **Quick Links** tab on the toolbar and select **Municipal Code and Ordinances; Title 16 Building and Construction.**

Before any digging, please call:

J.U.L.I.E. — 1-800-892-0123 or 811

INDEX

Fences Page 5

Decks and Porches..... Page 6

Patios and Service Walks Page 8

Driveways Page 9

Garages Page 12

Sheds and Accessory Structures..... Page 14

Roofing Page 15

Gutters and Downspouts Page 15

Siding, Soffit and Fascia..... Page 15

Windows and Doors Page 16

Water Heaters..... Page 16

Electrical Service Page 17

Air Conditioners and Generators Page 18

Remodeling, Additions and Basement Finishing..... Page 19

Swimming Pools, Hot Tubs and Spas Page 21

Underground Sprinklers Page 23

Sewer Repairs Page 24

Contractor Information..... Page 25

Building Permit Application – Major..... Page 27

Building Permit Application – Minor..... Page 28

Construction Waiver..... Page 29

FENCES

1. A building permit fee is required for fences, dog runs and the replacement of existing fences.
 - a. The permit fee is \$25.00
 - b. Provide two (2) copies of your Plat of Survey showing the proposed location of the fence, height, materials and openness.
2. See section 20.52.040 (F)(2)(D) of the Municipal Code for a list of permitted materials.
3. A fence may be located up to, but not over, the property line.
4. The maximum allowable height for a fence is six feet (6-0"), measured from the adjacent finished grade to the highest point of the fence.
5. No solid fence shall be located in any required front yard or side yard adjoining a street, or any required equivalent to a front yard.
6. For ornamental, decorative purposes, a three foot (3-0") split-rail fence may be built in required front and side yards.
7. The finished side of the fence must face the neighbor.
8. Outside water registers must be outside of fenced-in areas.
9. On corner lots, a four foot (4-0") open fence may be built from the rear of the principal building to within one foot (1-0") inside the property line in a side yard adjoining a street to enclose the resulting rear yard.
10. There may be special restrictions in floodways and drainage easements.
11. If a fence is to be used as a safety barrier around a swimming pool, special design requirements need consideration. Please contact the Building Department for more specifics on your installation.
12. For a complete list of requirements please see Section 20.52.040(F) of the Mundelein Municipal Code or contact the Building Department.

DECKS AND PORCHES

1. A building permit and a certificate of occupancy fee are required for decks and porches.
 - a. Permit fee for decks are \$0.08 per square foot with a \$35.00 minimum.
 - b. The certificate of occupancy fee of \$15.00 will be collected at time of permit.
 - c. Provide two (2) copies of your Plat of Survey, showing the existing structures and the proposed location of the deck.
 - d. Provide two (2) sets of drawings, showing dimensions and materials to be used. Indicate spacing of deck joists, joist size, post size, joist and beam spans, size and location of beams and support piers, stair and handrail details and the height of the deck or porch above the ground.
2. Decks cannot be constructed over an easement.
3. Decks can be constructed in the rear yard only and cannot extend more than ten feet (10-0") into the required yard.
4. Piers and Posts:
 - a. Foundation piers shall be a minimum of forty-two inches (42") below grade.
 - b. Minimum post size is four-inch by four-inch (4"x 4").
 - c. All posts must be a minimum of six inch by six inch (6"x 6") if the deck is 5+ feet (5-0"+) or more above grade.
 - d. Minimum pier diameter is eight inches (8").
 - e. Pier diameter shall be double the post diameter.
5. Decks located more than thirty inches (30") above grade shall be provided with a guardrail, not less than thirty-six inches (36") in height, with balusters spaced so that a four inches (4") sphere cannot pass through the opening between the balusters.

6. Stairs with four (4) or more risers must have a continuous, graspable handrail and must be installed on frost protected foundations.
7. All lumber within twelve inches (12") of grade must be of naturally rot-resistant material. (i.e.; pressure treated, cedar, redwood)
8. Deck structures constructed higher than eight feet (8'-0") above ground must contain diagonal cross bracing at each post.

Maximum Span for Deck Joist
40 lb. Live Load (10 lb. Dead Load)

<u>Joist Size</u>	<u>Spacing</u>	<u>Maximum Span</u>
2 x 6	16" OC	9' 4"
	24" OC	8' 1"
2 x 8	16" OC	10' 6"
	24" OC	10' 2"
2 x 10	16" OC	15' 2"
	24" OC	13' 1"
2 x 12	16" OC	18' 0"
	24" OC	15' 5"

5/4" decking must be installed on joists that are spaced a maximum of 16" on center.

2" (nominal) decking material can be installed on joist spacing up to 24" on center.

(Source: 2006 American Forest & Paper Association)

PATIOS AND SERVICE WALKS

1. A building permit is required for patios and service walks.
 - a. The building permit fee is \$35.00.
 - b. Provide two (2) copies of your Plat of Survey, indicating the proposed location of the patio or service walk, including dimensions.
2. Shall be installed in the rear yard only and can extend a maximum of ten feet (10'-0") into the required yard.
3. Remove the vegetation and install the patio or walk on four inches (4") of compacted granular base.
4. Install a minimum of three and a half inches (3 ½") of concrete.
5. Install an expansion joint next to the house.
6. Install a control joint in the center of the patio; as necessary, in service walks.
7. PAVERS: The compacted gravel base for brick pavers shall be a minimum of four inches (4") thick. If a thicker base is needed, it must be compacted in four-inch (4") lifts.
8. PAVERS: Brick paver base material must extend a minimum of eight inches (8") beyond the edge of the brick patio or service walk.
9. PAVERS: Pavers must be retained by methods approved by the manufacturer of the brick; i.e., snap edge, timbers, etc.
10. PAVERS: Maximum of one inch (1") of sand may be used atop the gravel to level the bricks.

DRIVEWAYS

1. A building permit is required for new and replacement driveways.
 - a. The permit fee for a new driveway is \$35.00 and the permit fee for resurface (no removal) is \$25.00.
 - b. Provide three (3) copies of your Plat of Survey, indicating the proposed location of the driveway.
 - c. Please contact the Building Department for additional requirements.
2. When a driveway extends from a curbed street, the curb, where required, shall be removed and depressed. Before permission is granted to break the curb, an escrow deposit must be paid to the Village. This escrow will be refunded after the Village has approved the work.
3. Specifications for driveways are as follows. See Sections 13.08.060 & 20.56.080 of the Village of Mundelein Municipal Code:
 - a. All single-family residential driveways are limited to a width of twenty feet (20'-0") EXCEPT when the garage is wider than twenty feet (20'-0").
 - b. If the garage is wider than twenty feet (20'-0") the drive way is permitted to be the width of the garage for a distance extending twenty feet (20'-0") from the garage doors before it must taper back to twenty feet (20'-0") wide (See figure B on page 11).
 - c. On private property, there must be six inches (6") of Portland cement concrete over four inches (4") of compacted granular base or two inches (2") of asphalt over six inches (6") of compacted gravel base or four inches (4") of concrete over four inches (4") of gravel base when reinforced concrete is used.
 - d. On the street right-of-way, there must be six inches (6") of Portland cement concrete over six inches (6") of compacted granular base or two inches (2") of asphalt over six inches (6") of compacted granular base.

- e. The compacted gravel base for brick pavers shall be a minimum of four inches (4") thick. If a thicker base is needed, it must be compacted in four-inch (4") lifts.
 - f. A maximum two foot (2-0") ribbon is permitted on either side of the driveway and is not included in the total width of the driveway. **Ribbons are to be decorative and cannot be gravel or the same material used to construct the driveway.**
4. Seal coating does not require a permit.

Driveways - Single-Family and Two-Family Dwellings

Please provide an up-to-date Plat of Survey that shows dimensions of the proposed driveway, existing garage width, and all other improvements on the lot.

Notes:

1. Driveways are limited to a **width of 20'**, EXCEPT when the garage is wider than 20'.
2. **If the garage is wider than 20'**: the driveway is permitted to be the width of the garage for a distance extending 20' from the garage doors before it must taper back to 20' wide (see Figure B).
3. **Driveway ribbons** are allowed on either side of the driveway and may be a maximum of 2' wide. They are not to be used for vehicle parking. Ribbons are not included when calculating total driveway width.

**Paved parking pads (not attached to a garage) are regulated under Section 20.56.090 (B)(5)(a)(iii) of the Mundelein Municipal Code. Contact Community Development at (847)-949-3282 for more information.*

Figure A (Typical Garage).

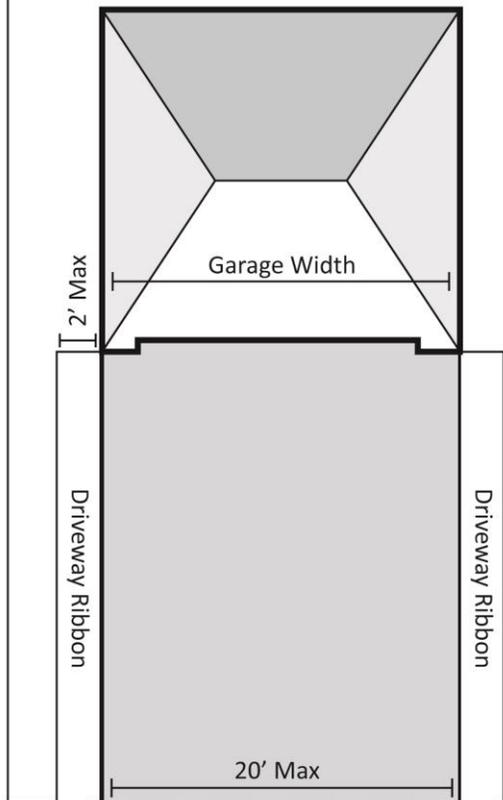
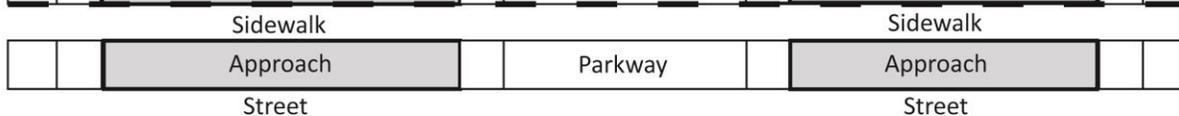
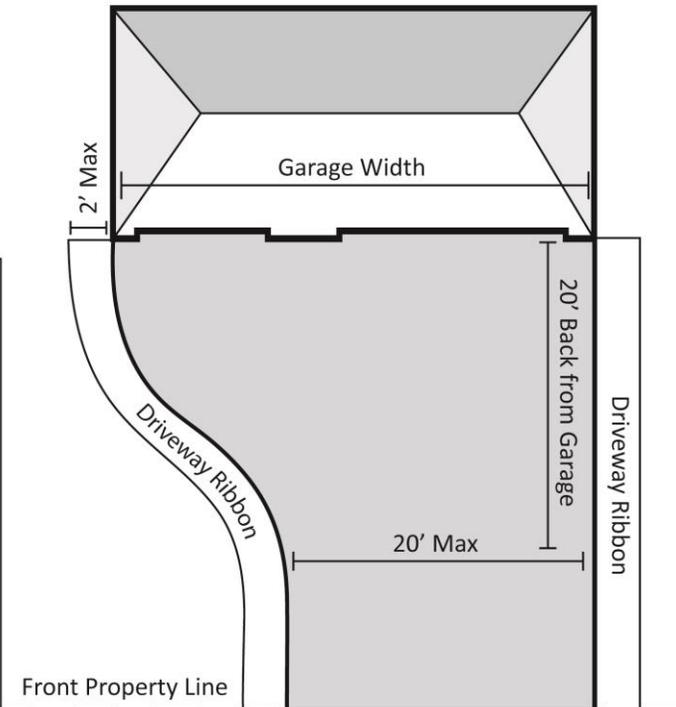


Figure B (Garage Wider than 20').



GARAGES

1. A building permit and certificate of occupancy fee are required for building detached and attached garages.
 - a. Permit fees for detached garages; \$0.16 per square foot with a minimum of \$35.00. For attached garages; \$0.05 per square foot with a minimum of \$35.00.
 - b. The certificate of occupancy fee of \$15.00 will be collected at time of permit.
 - c. An additional permit is required to demolish an existing garage. The permit fee is \$25.00.
 - d. Provide the Building Department with two (2) copies of your Plat of Survey indicating the proposed location of the garage.
 - e. Provide two (2) sets of drawings showing dimensions, materials and the construction of the garage. A garage cross-section is available in the Building Department and can be used as plans by the homeowner building their own garage.
2. Homeowners may do their own work on their own property if a waiver form is signed, and they are technically capable and are familiar with the appropriate codes and local amendments. This does **not** apply to commercial and industrial work.
3. The maximum area of a detached garage is 676 square feet and shall not exceed a maximum of fifteen feet (15-0") in height as measured to the average mean of the building. The average mean equals one-half (½) of the distance between the very peak and the top of the wall, measured down to the adjacent grade. No taller than principal structure.
4. Garages **must be located outside of all easements.**



5. Detached garage setbacks:
 - 3 feet from side property lines
 - 5 feet from rear property line
 - 10 feet from principal structure

*Garages attached to the home must meet building setbacks as required by ordinance for new construction.

6. The electrical trench to the garage must be inspected.
7. The driveway must be completed with an approved hard surface. (Refer to driveway info section of this manual for details)

SHEDS AND ACCESSORY STRUCTURES

1. A building permit and a certificate of occupancy are required. Electrical to accessory buildings require an additional permit and fee. (A fee schedule is available in the building department)
 - a. The building permit fee is \$35.00 due when the permit is issued.
 - b. The additional permit fee for electrical is \$15.00.
 - c. The certificate of occupancy fee of \$15.00 will be collected at time of permit.
 - d. Provide two (2) copies of your Plat of Survey indicating the size and the proposed location of the structure.
 - e. Provide two (2) sets of drawings, detailing construction of the shed or accessory structure.
2. The maximum area of a shed or accessory building is 144 square feet. The maximum height is fifteen feet (15'-0") to the average mean of the building. The average mean equals one-half ($\frac{1}{2}$) of the distance between the very peak and the top of the wall, measured down to the adjacent grade. The shed can be no taller than principal structure.
3. The shed must be anchored to the ground.
4. Setbacks:
 - 3 feet from the side lot line
 - 5 feet from the rear lot line
 - 10 feet from the Principal Structure
5. A shed/accessory structure may not encroach in a utility/drainage easement regardless of the above setbacks.
6. Sheds may only be located in the rear yard.

ROOFING

1. A building permit is required. The permit fee is \$25.00.
2. Maximum of two (2) layers of asphalt shingles (235 lb. weight) can be installed on a roof.
3. Three-tab shingles may not be installed on a roof pitch less than 3:12.
4. An approved ice and water underlayment barrier is required and must extend from the lowest edges of all roof surfaces to a point at least twenty four inches (24") inside the exterior wall line of the building.

GUTTERS AND DOWNSPOUTS

1. Gutter & downspout installations do not require a permit unless an underground retention is installed.
2. All underground discharges must be a minimum of ten feet (10-0") from any property line and may not create a nuisance from ponding or erosion, etc.

SIDING, SOFFIT AND FASCIA

1. A building permit is required.
 - a. The building permit fee is \$25.00.
2. Please contact the Mundelein Water Department (847) 949-3273 for a meter reading prior to removal of the Water Read-O-Matic.

WINDOWS AND DOORS

1. A building permit is required for window, exterior doors and interior garage to house service door.
 - a. The building permit fee is \$35.00.
2. If the opening size changes, please submit two (2) copies of construction details on how the new opening will be constructed.
3. Windows and doors shall have a U-factor of 0.32. The U-factor is listed on all new windows and doors.
4. Garage to house service door shall be equipped with a solid wood door not less than 1-3/8" in thickness, solid or honey comb steel doors not less than 1-3/8" inches thick, or 20-minute fire-rated doors. All garage to house service doors shall be equipped with a listed door closing device to self-close and self-latch the door.

WATER HEATERS

1. A building permit is required for water heater replacement.
 - a. The permit fee is \$35.00, plus \$10.00 per fixture.
2. Provide type and size of new water heater.
3. A licensed and registered plumbing contractor must do all work. The contractor must provide a copy of his State of Illinois Plumbing Contractor's Registration and Plumber's License and a notarized Letter of Intent.
4. Homeowners may do their own work if a waiver form is signed.

ELECTRICAL SERVICES

1. A building permit fee of \$50.00, plus \$25.00 per 100 amps (added to service) or fraction thereof, is required to upgrade or change an electrical service.
 - a. Provide two (2) copies of your Plat of Survey indicating the proposed location of the electrical service and the location of the electrical utility lines/electrical poles or transformers.
 - b. Please go to the Building Department website at www.mundelein.org for the Electric Service Upgrade Permit Requirement handout.
 - c. Please contact the Building Department for additional requirements.
2. A registered electrical contractor must do all work. The contractor must provide a copy of his electrical registration from a municipality in Illinois.
3. Homeowners may do their own work on their own property if a waiver form is signed, and they are technically capable of installing electrical, and are familiar with the 2008 National Electric Code. This does **not** apply to commercial and industrial work.
4. All work must conform to the 2008 National Electric Code (NEC), as amended by the Village of Mundelein. Copies of the NEC amendments are available in the Building Department or on our website at www.mundelein.org
5. Electrical service panels must have a main disconnect. Two (2) forms of grounding are required.
6. If the inside electric panel is farther than five feet (5'-0") away from the outside electric meter, a main disconnect switch must be installed at the electric meter location.

AIR CONDITIONERS AND GENERATORS

1. A building permit is required for a central air conditioner and non-portable generators. A permit is not required for window units.
 - a. The permit fee is \$35.00 per unit, plus \$2.00 per ton of air conditioning (size), and \$1.00 per electrical opening.
 - b. Provide two (2) copies of your Plat of Survey, indicating the proposed location of the compressor/generator.
 - c. Provide two (2) copies of the specifications or cut sheets for the new compressor/generator.
2. A disconnecting means is required at or within sight of the compressor and not behind the unit unless proper clearances are provided.
3. All central air conditioning/generator units shall be located in interior side or rear yards only. They must be at least five feet (5'-0") away from any rear lot line and three feet (3'-0") from the interior side lot line. They must be completely screened from adjoining property or public right of way. Maintenance runs on generators must be performed between 9:00 a.m. and 6:00 p.m.
4. All new air conditioners must follow the latest Federal Guidelines for energy efficiency. The current requirement is a 13 SEER minimum. (SEER = Seasonal Energy Efficiency Rating)

REMODELING, ADDITIONS AND BASEMENT FINISHING

1. A building permit is required and a certificate of occupancy is required.
 - a. The building permit fees vary depending on the complexity of the project. A fee schedule is available in the Building Department or online at www.mundelein.org; choose the Quick Links tab on the toolbar and select Municipal Code and Ordinances; Title 16 Building and Construction.
 - b. Occupancy fee is \$15.00 for a remodel and \$25.00 for an addition. These fees will be collected at the time of permit.
 - c. Provide four (4) sets of detailed plans for additions, and two (2) sets for basement refinishing, including all mechanical, electrical and plumbing work.
 - d. For additions only, provide four (4) copies of your Plat of Survey showing the location of the addition if the footprint of the existing building changes.
2. All work must conform to the 2006 International Building Code, as amended by the Village of Mundelein, the 2008 National Electric Code, as amended by the Village of Mundelein, and the 2014 Illinois Plumbing Code as amended by the Village of Mundelein. Copies of the amendments are available in the Building Department or on our website at www.mundelein.org.
3. If located in the floodplain, the basement cannot be finished and any room additions must be elevated to the flood protection elevation.
4. Additional smoke detectors may be required in the addition and/or within the existing home, dependent on the project. General remodeling may also require the addition of smoke detectors. Please speak directly with a building inspector for more information and specifics regarding your project.
5. Any room addition/remodel or basement finishing that will be heated and/or cooled must be constructed in compliance with the 2012 International Energy Conservation Code. A free website and technical information are available at www.energycodes.gov.



6. Building setbacks vary by subdivision. Please contact Community Development for specific setback requirements.
7. Homeowners may do their own work if they are technically capable and are familiar with the above mentioned codes and local amendments. A waiver form must be signed. This does **not** apply to commercial and industrial work.

SWIMMING POOLS, HOT TUBS AND SPAS

1. A permit is required if the pool contains over two feet (2-0") of water, and/or has a surface area greater than 250 square feet. A certificate of occupancy is also required.
 - a. The permit fee is \$35.00, an electrical inspection fee is \$35.00 plus \$1.00 per electrical opening and the certificate of occupancy fee is \$15.00. These fees will be collected at time of permit.
 - b. Provide two (2) copies of your Plat of Survey, indicating the size and the proposed location of the pool. The location and type of electrical to the pool or tub and the type of safety barrier being used.
2. A ground fault interrupter (GFI) is mandatory when circulating pumps and/or lights are to be installed. A five foot (5-0") separation is required between the pool and any underground wiring, and ten feet (10-0") from any overhead wiring.
3. Pool enclosures (either around the pool or around the property) must be a minimum of four feet (4-0") in height and properly maintained. **Pool enclosures must be in place before the pool is filled.**
4. Verify all utilities in proximity of the proposed pool location as follows:
 - a. All underground wiring shall be a minimum of five feet (5-0"), measured horizontally, from the inside wall of the pool.
 - b. All overhead wiring shall be a minimum of ten feet (10-0"), measured horizontally, from the inside wall of the pool.
5. Setbacks: 3 feet (3-0") from the side lot line
 5 feet (5-0") from the rear lot line

Pools **must be located outside of all easements** regardless of the above setbacks.

6. Provide the type and location of the water source used to fill and maintain the pool. This water source must have an approved backflow device.



7. All gates and doors in the pool safety barrier must be self-closing, self-latching or an approved alarmed system installed.
8. Provide specifications on the pool equipment.
9. Hot tubs with ASTM F1346 safety cover that locks may not require safety barrier.

UNDERGROUND SPRINKLERS

1. A building permit is required for the installation of an underground automatic lawn irrigation system.
 - a. The permit fee is \$35.00, plus \$10.00 per fixture.
 - b. Provide two (2) copies of your Plat of Survey indicating the locations of the sprinkler heads.
2. A backflow device (RPZ) is required on the water supply to the irrigation system and it must be tested and approved for the final inspection.
3. Backflow devices must be tested and approved **annually** by a certified contractor.
4. Sprinkler heads cannot be placed in the Village Right-of-Way.
5. Testing ports must face away from Building or in an upward direction.
6. A boiler drain must be installed after the RPZ Valve to aid in winterization procedures.



SEWER REPAIRS

1. A building permit is required for sanitary or storm sewer repairs.
 - a. The building permit fee is \$35.00.
2. If work is to be performed in the Village Right-of-Way, an escrow deposit must be paid to the Village. This escrow will be refunded after the Village has approved the repair of the Right-of-Way (grass must be growing).
3. Excavation with three feet (3'-0") of a curb, sidewalk, street or driveway must be filled with compacted granular fill.
4. "No shear" couplings **must be used** for all cut in connections.
5. Clean out may only be installed within five feet (5'-0") from front of house.
6. PVC SEC 40 pipe with glued joints must be used when water lines are within ten feet (10'-0") of sewer.



CONTRACTORS INFORMATION

The following trades *must be licensed with the Village of Mundelein*:

Carpentry (includes Siding)

Demolition

Excavation

House Raising or Shoring

HVAC (includes Refrigeration)

Insulation

Landscape Construction

Masonry

Paving

Razing or Moving

Roofing (plus IL State Roofing License)

Sewer

Signs

Fee: \$50.00 per trade from May 1 to April 30
\$25.00 per trade from November 1 to April 30

Electricians must provide a copy of their electrical registration.

Plumbers must provide a copy of their Illinois State Contractor's Registration, License and a Notarized Letter of Intent. The plumbers installing a backflow device must also provide a copy of their CCCDI ID Card.



Irrigation Contractors must provide a copy of their Illinois State Irrigation Registration.

Low-Voltage Alarm Contractors must provide a copy of their Illinois State Private Alarm License.

Note: Homeowners may do their own construction work (electrical, plumbing, carpentry, etc.) if a waiver form is signed. The Homeowner shall reside in the residence for a period of six (6) months after the work is completed and approved. These forms are available in the Building Department.



VILLAGE OF
Mundelein
 Building
 300 PLAZA CIRCLE
 MUNDELEIN, IL 60060

**MAJOR BUILDING
 PERMIT APPLICATION**

OFFICE USE ONLY

Permit #: B ____ - ____ - ____

date stamp

TYPE OF PERMIT

- Single-Family
 Multi-Family
 Commercial / Industrial
 Public
 New Construction
 Addition / Alteration / Replacement
 Demolition

PROJECT INFORMATION

Applicant is: Owner Other:
 (Please check one) Contractor _____
 Architect/Engineer _____

Project Name:

Project Address: _____ Lot/Unit #: _____

Description of Work:

Cost of Improvement: \$ _____

PROPERTY OWNER

Name:

Mailing Address:

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

CONTRACTOR

Name:

Mailing Address:

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

REQUIRED SIGNATURE

I hereby certify that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application. Furthermore, I have read and examined this application and the attached checklist. All provisions of laws and ordinances governing this work will be complied with, whether specified herein or not.

Applicant's signature: _____ Date: _____

Print Name:

OFFICE USE ONLY

Reviewed by:	initials / date
Zoning _____	_____ / _____
Building _____	_____ / _____
Plumbing _____	_____ / _____

REQUIRED INFORMATION

BUILDING SITE DATA

No. of Units: _____

No. of Stories: _____

No. of Fireplaces: _____

Lot Size: _____ Gross SF

Footprint Size: _____ Gross SF

Total Floor Area (All Floors): _____ Gross SF
 (Commercial Only)

Total Living Area: _____ Gross SF
 (Residential Only)

Total Non-Living Area: _____ Gross SF
 (Residential Only)

PLUMBING

No. of **New** Plumbing Fixtures being added: _____

ELECTRICAL

No. of **New** Electrical Openings being added: _____

Service Amperage (New/Upgrade): _____ Amps

Motors: _____ H.P.

Air Conditioning: _____ Units _____ Tons

Heating: _____ K.W.

Swimming Pool: Above Ground In Ground

FIRE PROTECTION

Automatic Fire Alarm System: yes/no _____

Hood and Duct Fire Suppression System: yes/no _____

No. of Sprinkler Heads: _____

Notice:
 1) The Village of Mundelein requires all contractors and subcontractors to be licensed or bonded with the Village under the provisions of Section 5.08.110 of the Village of Mundelein Municipal Code.
 2) This permit application expires if a permit is not obtained within 6 months after it has been submitted and accepted by the Village as complete.
 3) Request for Certificate of Occupancy must be made 24 hours in advance and only after passing final building, fire, and engineering inspections. Voicemail requests will not be accepted.



300 Plaza Circle
Mundelein, IL 60060

**MINOR BUILDING
PERMIT APPLICATION**

OFFICE USE ONLY Permit #: B ____ - ____ - ____

date stamp

PROJECT INFORMATION

Applicant is: Owner Other: _____
 (Please check one) Contractor _____
 Architect/Engineer _____

Project Address: _____

Description of Work: _____

Cost of Improvement: \$ _____

PROPERTY OWNER

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

CONTRACTOR

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

REQUIRED SIGNATURE

I hereby certify that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application. Furthermore, I have read and examined this application and the attached checklist. All provisions of laws and ordinances governing this work will be complied with, whether specified herein or not.

Applicant's signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Reviewed by:	initials / date
Zoning	____ / _____
Building	____ / _____
Plumbing	____ / _____

REQUIRED INFORMATION

(Please check all that apply)

ACCESSORY STRUCTURE: Shed: Size: ____ x ____
 Other: _____

DECK: Size: _____ square feet of surface area

DEMOLITION: Primary Structure Accessory Structure
 Description: _____

DRIVEWAY:** New
 Resurface

FENCE:** Height: _____ feet
 Type: _____

LOW VOLTAGE ALARM: Burglar
 Fire

PATIO OR WALKWAY: Brick Size: ____ x ____
 Concrete

ROOFING: Tear-off
 Second Layer

SATELLITE DISH

SEWER REPAIR: Sanitary
 Storm

SIDING: Type: _____

SIGN: Temporary Quantity: _____
 Permanent

UNDERGROUND SPRINKLERS**

WATER REPAIR

**NOTE: Supplemental form to be filled out by applicant in addition to this permit application form.

Notice:

- 1) The Village of Mundelein requires all contractors and subcontractors to be licensed or bonded with the Village under the provisions of Section 5.08.110 of the Village of Mundelein Municipal Code.
- 2) This permit application expires if a permit is not obtained within 6 months after it has been submitted and accepted by the Village as complete.
- 3) Request for Certificate of Occupancy must be made 24 hours in advance and only after passing final building, fire, and engineering inspections. Voicemail requests will not be accepted.



PETER J. SCHUBKEGEL
Director

CONSTRUCTION WAIVER

Professional contractors are familiar with construction techniques, building codes, permit requirements and the hazards associated with the construction industry. Homeowners may not understand the complexities of these responsibilities.

The purpose of this construction waiver is to assure the practical safeguarding of persons and property from hazards arising from the construction and to guarantee compliance with all ordinances regulating such work.

Homeowners of record in the Village of Mundelein may be permitted to perform construction related projects or alterations on their own private property, provided the owner has the technical ability to complete the work being applied for. The homeowner assumes any and all responsibility and liability for the work performed.

As the homeowner, it is my request and that I be permitted to do my own construction work.

It is agreed that I, _____, will hold
(print name)

harmless the Village of Mundelein from all accidents, suits and damages arising from any negligence or unskillfulness in the execution or protection of the construction work involved and guaranteed compliance with all ordinances regulating such work.

Owner's Signature

Address

Building Department Witness