



Project Information Packet





Dear Homeowner/Resident:

We hope you find the information included in this packet useful and informative. This information contains requirements from Codes and Ordinances adopted by the Village. It is our goal to make you aware of some of these basic regulations as you plan your next project, whether it be a fence, swimming pool or an addition.

Each project can be very individualized, so if the information you need is not contained in this packet, or if you have any other questions, please feel free to contact the Building Department at 847-949-3283. An Inspector will be glad to speak with you and answer any questions you may have.

Depending on the size and complexity of your project will depend on how fast your permit can be reviewed and processed, but it is our goal to issue smaller permits in five days or less. We also encourage pre-design and pre-construction meetings for those larger and more complex projects such as additions or new construction.

Good luck on your project!

Peter J. Schubkegel
Director



GENERAL PERMIT INFORMATION

Permit approval and processing typically takes ten (10) business days or less depending on the complexity of your project. Our goal is to approve minor permits in five (5) days or less.

Inspections: A list of required inspections will be provided to you with your permit. Inspections can be scheduled by contacting the Building Department. Please provide 24-hours advance notice.

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:

- 2015 International Building Code with local amendments
- 2015 International Residential Code
- 2015 International Energy Conservation Code
- 2014 Illinois State Plumbing Code
- 2015 International Mechanical Code
- 2014 National Electrical Code with local amendments
- 2015 International Fire Prevention Code with local amendments
- 1997 Illinois State Accessibility Code
- 2015 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



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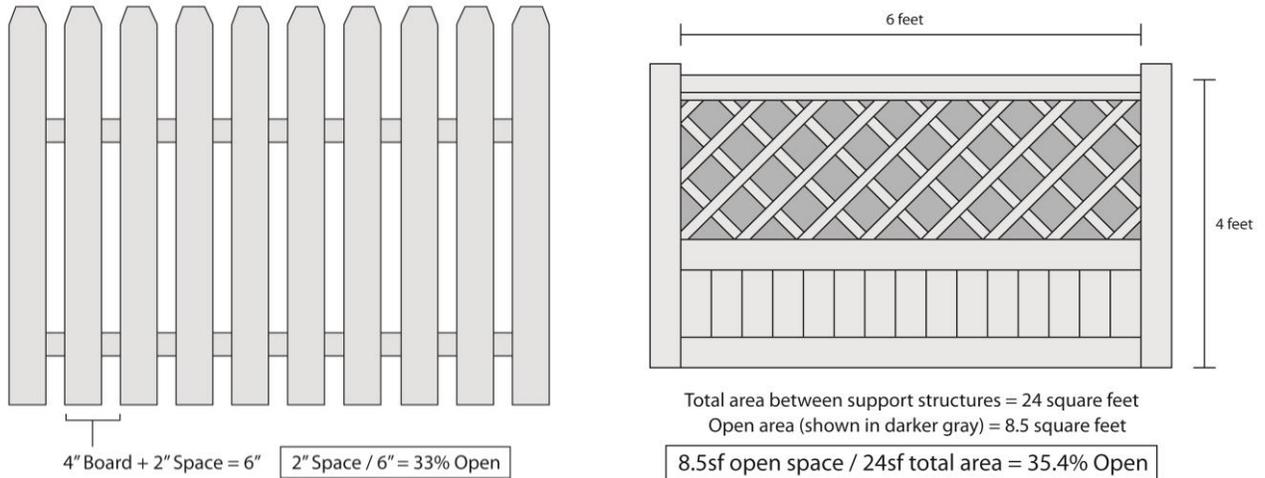
FENCES

1. A building permit fee is required for fences, dog runs and the replacement of existing fences. A permit is not required if repair less than 50% of the current fence.
 - a. The permit fee is \$35.00
 - b. Provide two (2) copies of your Plat of Survey showing the proposed location of the fence, height, materials and openness.

20.52.040(G) Fences.

1. General Requirements.
 - a. No fence shall be erected within the Village without first obtaining a building permit. In addition, replacement of fifty percent (50%) or more of the total area of an existing fence requires a building permit, or when the fence is located in a utility easement.
 - b. All fences shall be measured from grade of the ground adjacent to the fence, unless otherwise specified.
 - c. Fences for utilities and public recreational uses in any district shall be subject to the regulations of Paragraph 5 below.
 - d. Three (3) inches of clearance shall be allowed from grade to the bottom of the fence and does not count towards the overall height of the fence.
 - e. An open fence shall be defined as a fence which has, between each support structure, thirty-three percent (33%) or more of its surface area open, defined as allowing a direct view through the fence from a position perpendicular to the fence. A solid fence shall be defined as a fence which has less than thirty-three percent (33%) of its surface area open.

Figure 20.52-2: Examples of fences that meet the 33% openness requirement.



f. For the purposes of this section, masonry walls are considered solid fences.

2. Fence Construction and Design Requirements.

- a. If there is an unfinished side of a fence, the finished side of all fences shall face away from the lot on which it is located. Both sides of all fences shall be similar in design, construction and appearance.
- b. All fence posts shall be placed on the inside of the fence.
- c. A fence or wall, including all posts, bases, and other structural parts shall be located completely within the boundaries of the lot on which it is located.
- d. Fences shall only be constructed of the following materials:
 - i. Treated wood, pine, cedar or redwood;
 - ii. Simulated wood;
 - iii. Decorative brick or stone;
 - iv. Wrought-iron or simulated wrought-iron;



- v. Coated chain link, brown, black or green in color (permitted in rear and interior side yard only);
- vi. Vinyl.

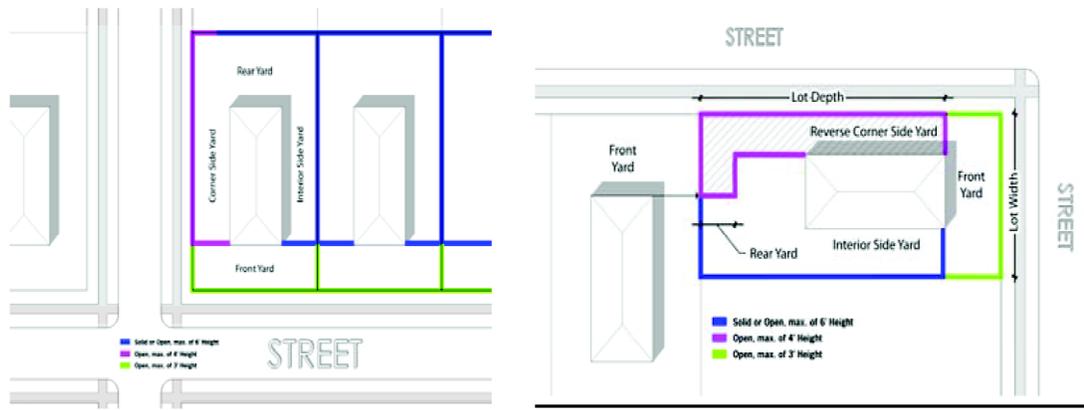
The Zoning Administrator may approve additional fence materials that are professionally manufactured but not listed above.

3. Fences in Residential Districts.

- a. Fences in yards are limited as follows:
 - i. Fences located parallel to the front lot line, between the side lot line and the structure, and at or behind the front building line, may be solid or open fences and are limited to a maximum height of six (6) feet. Fences located in front of the front building line, including fences parallel to the front and side lot lines, must be open fences and are limited to a maximum height of three (3) feet. The front building line is the front façade of the structure, excluding projections such as porches, bay windows and attached garages. However, on a corner lot, the fence at or behind the front building line between the building and a corner lot line meet corner side lot line fence requirements.
 - ii. Fences located parallel to the interior side lot line, between the front building line and the rear lot line, may be solid or open fences and are limited to a maximum height of six (6) feet.
 - iii. Fences located parallel to the corner side lot line, between the front building line and the rear lot line, must be open fences and are limited to a maximum height of four (4) feet. However, the area along the rear lot line that is within the corner side yard is also subject to this regulation.
 - iv. Fences located parallel to the rear lot line, between side lot lines, may be solid or open fences and are limited to a maximum height of six (6) feet. However, on a corner lot, the area along the rear lot line that is within the required corner side yard must meet corner side lot line fence requirements.

- v. On a reverse corner lot, fences located parallel to the reverse corner side lot line, between the front building line and the rear lot line, must be open fences and are limited to a maximum height of four (4) feet.
- b. When a residential lot abuts a County or State highway or tollway, or nonresidential use, the residential lot owner is permitted to erect an eight (8) foot fence along the rear or interior side lot lines that abut such use.
- c. Fences are permitted as shown in Figure 20.52-3: Permitted Residential Fence Location.

Figure 20.52-3: Permitted Residential Fence Location



- 4. Fences in Non-Residential Districts.
 - a. Fences are permitted in the interior side and rear yards and may be solid or open fences, limited to a maximum height of eight feet.
 - b. Fences are permitted in the front and corner side yard but must be open fences and limited to a maximum height of three feet.
- 5. Fences for Utilities and Public Recreational Uses.
 - a. Whenever the lot line of a utility or public recreational use abuts a residential district, or whenever a utility use fronts on a public right-of-way, the use shall be fenced. In addition to the fencing, shrubs a minimum of five feet in height shall be planted along the fence.

- b. Utility uses shall be fenced. Wrought iron, masonry, or other similar material shall be used for a utility facility. Such fences shall be a maximum height of eight feet. Such fences may be located in any yard and are not required to be open.
 - c. Public recreation areas may be enclosed along their boundaries (i.e., all yards) with an open type fence to a height not to exceed eight feet. Tennis courts and other similar uses may be fenced in accordance with national standards for such uses.
 6. Fences Installed in Utility or Drainage Easements. Fences may be installed or constructed across or upon certain utility or drainage easements located on the owner's property upon the issuance of a permit provided that the following conditions are met:
 - a. No fence shall be installed or constructed across or upon any access easement or pedestrian walkway.
 - b. No drainage easement, stormwater management easement, special "A" drainage easement, drainage swale, overland flow path, or storm inlet (individually and collectively referred to in this chapter as "drainage easement") shall be altered or in any way impeded by such fence. A minimum clearance of three inches from the bottom of the fence to the ground shall be maintained at all times on fences installed or constructed within the drainage easement.
 - c. Prior to digging postholes within the utility or drainage easement, the property owner or contractor shall notify J.U.L.I.E. (Joint Underground Location Information for Excavators) of the proposed work and obtain from J.U.L.I.E. all information relating to the location and depth of all underground pipes, conduits, wires and other apparatus within the utility or drainage easement.
 - d. Prior to installing fence posts within the utility or drainage easement, the property owner or contractor shall notify the Village and request an inspection of the postholes.
 - e. All owners of the property on which the fence is installed or constructed and contractors performing work thereon shall be jointly and severally

responsible for any damage to any pipes, conduits, wires and other apparatus within the utility or drainage easement.

- f. No further improvements, additions or alterations may be performed on such fence or within the utility or drainage easement, without first applying for and receiving a new permit from the village.
 - g. It is the property owner's obligation to promptly remove the fence or such portion of the fence as may be necessary upon notice from the village or public utility company in order for the village or public utility company to install, repair, remove, replace, maintain or do other work on such pipes, conduits, wires or other apparatus within the utility or drainage easement. If the property owner fails to do so in a timely manner or if there is an emergency as determined by the village or public utility company, the village or public utility company may remove the fence or such portion of the fence as may be necessary to do work within the utility or drainage easement.
 - h. The village or public utility company and their contractors, employees and agents shall have no liability for the removal or damage to such fence in the course of performing any work on such pipes, conduits, wires or other apparatus within the utility or drainage easement and the property owner shall be responsible, at his/her cost, for the repair or reinstallation of any portion of the fence damaged or removed.
 - i. This section shall be referenced in all fence permits regarding fences to be installed or constructed within a utility or drainage easement, and the permit shall state that it is conditioned on the property owner and his contractor fully complying with this section. The obligations and responsibilities of the property owner under this section shall apply to the property owner applying for and receiving the fence permit and all subsequent owners of the property.
7. Nonconforming Fences. A nonconforming fence may be maintained. Maintenance is defined as incidental repairs and/or replacement to less than fifty percent of the total area of an existing fence. No such maintenance shall expand any existing or create any new nonconformity. Replacement of more than fifty percent of the total area of an existing nonconforming fence requires the entire fence to be brought into conformance. Replacement of more than fifty percent of the total area requires a building permit.



DECKS AND PORCHES

1. A building permit and a certificate of occupancy fee are required for decks and porches.
 - a. Permit fee is \$70.00 and includes certificate of occupancy fee.
 - b. Provide two (2) copies of your Plat of Survey, showing the existing structures and the proposed location of the deck.
 - c. 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 with a side yard setback of 3'-0" and a rear yard setback of 5'-0".
4. Construction requirements based on (2015 International Residential Code):
 - 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. Minimum pier diameter is eight inches (8") depending on size and load of deck.



This table should be used as a guide to designing the size of the foundation supports for your deck. The load for each column must be determined and then the appropriate foundation size selected.

Based on 2,500 lbs. Soil Bearing Capacity

<u>Hole/Pier Diameter</u>	<u>Square Foot Multiplier (x2,500)</u>	<u>Pier Load Capacity</u>
8"	.35	873
10"	.55	1,364
12"	.79	1,964
14"	1.07	2,673
16"	1.40	3,491

*Assured 2,500 lbs. Concrete Strength

Deck Beam Spans

	JOIST LENGTH					
	6'	8'	10'	12'	14'	16'
2-2" x 6"	5'-5"	4'-8"	4'-2"	3'-10"	3'-6"	3'-1"
2-2" x 8"	6'-10"	5'-11"	5'-4"	4'-10"	4'-6"	4'-1"
2-2" x 10"	8'-4"	7'-3"	6'-6"	5'-11"	5'-6"	5'-1"
2-2" x 12"	9'-8"	8'-5"	7'-7"	6'-10"	6'-4"	5'-11"

2015 International Residential Code Table 507.6

Deck Post Height

Post Size	Maximum Height
4 x 4	8'
4 x 6	8'
6 x 6	14'

2015 International Residential Code Table 507.8

- 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, except non-structural or trim materials must be of naturally rot-resistant material (i.e.; pressure treated, cedar, redwood).
8. Deck structures constructed higher than two feet (2'-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	8'-8"
	24" OC	7'-2"
2 x 8	16" OC	11'-1"
	24" OC	9'-1"
2 x 10	16" OC	13'-7"
	24" OC	11'-1"
2 x 12	16" OC	15'-9"
	24" OC	12'-10"

2015 International Residential Code Table 507.5

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.

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. Patio can only be installed in the rear yard with a side yard setback of 3'-0" and a rear yard setback of 5'-0".
3. Remove the vegetation and install the patio or walk on four inches (4") of compacted granular base.
4. Install a minimum of four inch (4") of concrete (3 ½ nominal).
5. Install an expansion joint next to the house.
6. Control joints should be spaced no more than two (2) the slab thickness (a 4" slab joints are spaced every 8').
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.
11. Rear Yard - The minimum distance a structure or other improvement on a lot must be located from the rear property line.

DRIVEWAYS

1. A building permit is required for new and replacement driveways.
 - a. The permit fee for a new driveway is \$70.00 and the permit fee for resurface (no removal) is \$35.00.
 - b. Provide two (2) copies of your Plat of Survey, indicating the proposed location of the driveway.
2. 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.**
3. Seal coating does not require a permit.

Attachment for Driveway Permit

Permit Number B _____ - _____ - _____
To Be Completed by Staff

Driveway Width Calculation	
Garage Door(s) Width	_____ ft
Garage Width	_____ ft
Total Width of Proposed Driveway (At Garage)	_____ ft
Total Width of Proposed Driveway (At Property Line)	_____ ft
Ribbon Width (If applicable)	_____ ft
<p>Do you intend to replace the approach?</p> <p>Changes between the property line and the street require signed Indemnification and Hold Harmless Agreement (See Page 2)</p> <p>_____ Yes _____ No</p>	

- Notes:**
- Attached Garages**—driveway may be no wider than the width of the garage to a maximum of 20' wide at the property line (See Figures Below).
 - Detached Garages**—driveways may not exceed 20 feet in width. A driveway apron the width of the garage is permitted to extend up to 20 feet from the garage doors before tapering back to the required maximum 20 foot driveway width (See Figures Below).
 - Paved Parking Pads** are prohibited in the front yard.
 - Driveway Ribbons** are allowed on either side of the driveway and may be a maximum of 2 feet wide. Ribbons are not included in the total driveway width.
 - The surface area of all driveways, ribbons, walkways, and other impervious surfaces count towards the maximum permitted impervious surface area according to the Zoning District. Contact Community Development for additional Zoning Standards (847) 949-3282.

Figure A. Garages 20 Feet in Width or Less

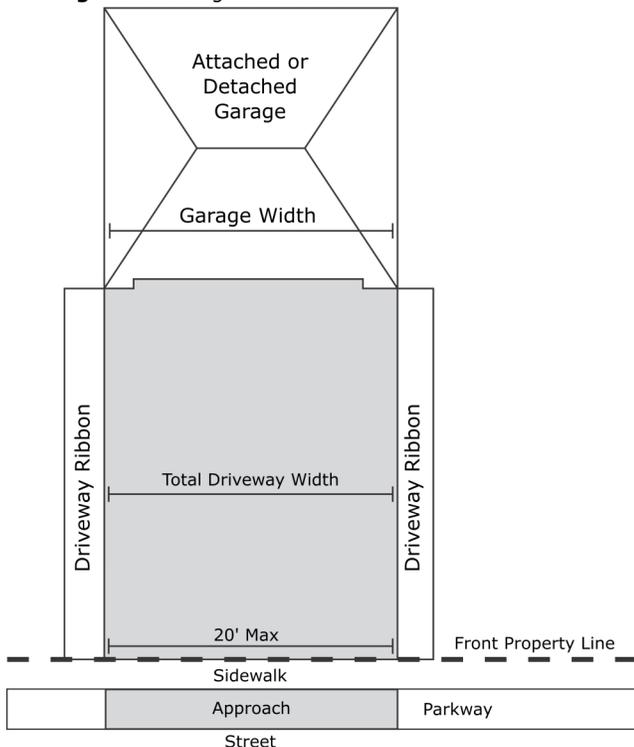
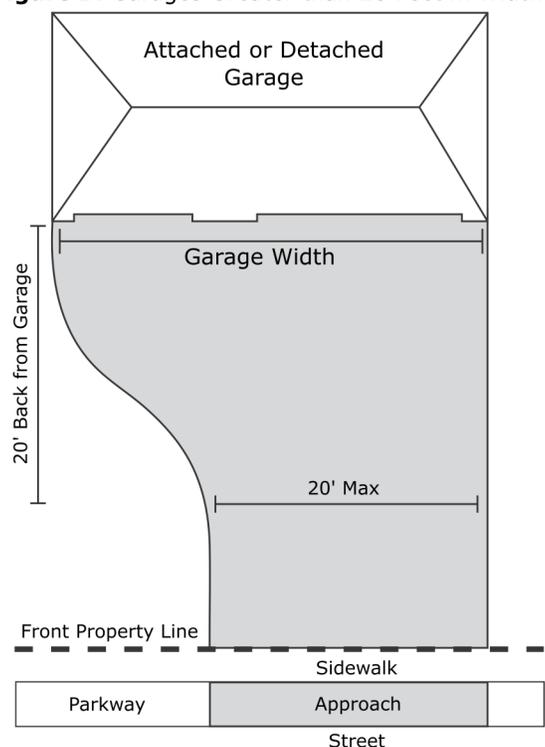


Figure B. Garages Greater than 20 Feet in Width





**VILLAGE OF MUNDELEIN
RIGHT-OF-WAY/PARKWAY IMPROVEMENT
INDEMNIFICATION AND HOLD HARMLESS**

(Required for all work impacting or within the Village Right of Way)

The undersigned owner(s) of property located at _____
(Street address)

Mundelein, Illinois hereby agree(s) to indemnify and hold the Village of Mundelein harmless from any and all liability, damages, costs, expenses, and claims therefore, including reasonable attorney’s fees, arising in any way from improvements constructed or installed in the right-of-way/parkway of the public street fronting said property, or within any easement on said property, whether such work was caused to be done by the undersigned owner(s) or a previous owner, and whether or not a permit was issued previously.

The undersigned owner(s) also agree that no further improvements, additions, or alterations shall be performed in the public right-of-way fronting said property or within any easement on said property, without the approval of the Corporate Authorities, receipt of a permit from the Village Clerk and submission to the Village of a further indemnification on this form or such other form as may be required by the Village.

The undersigned owner(s) also agree to be responsible for all costs associated with the permitted work, including costs to restore the street, alley or other property disturbed to as good a state and condition as before the proposed work, and to obtain or cause to obtain required bonding and/or insurance.

The undersigned owner(s) additionally agree that they and any future owner(s) agree that they are responsible for any and all of the maintenance of permitted improvement, under any and all conditions, and that the present undersigned owner(s) acknowledge it is their responsibility to provide this information to any all future or potential owner(s).

Owner’s Signature

Owner’s Signature

Date

GARAGES

1. A building permit and certificate of occupancy fee are required.
 - a. Permit fees for detached garages is \$70.00, including electrical and certificate of occupancy fee.
 - b. An additional permit is required to demolish an existing garage. The permit fee is \$35.00.
 - c. Provide the Building Department with two (2) copies of your Plat of Survey indicating the proposed location of the garage.
 - d. Provide two (2) sets of drawings showing dimensions, materials and the construction of the 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.
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.
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 as follows:
 - a. The building permit fee is \$35.00 without any electrical and \$70.00 with electrical and includes certificate of occupancy fee.
 - b. Provide two (2) copies of your Plat of Survey indicating the size and the proposed location of the structure.
 - c. 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") as measured from the floor of the structure to the peak of the roof. 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 or interior lot line
 5 feet from the rear lot line and corner side lot line.
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 and interior side yards, with property setbacks.



ROOFING

1. A building permit is required. The permit fee is \$35.00.
2. Maximum of two (2) layers of asphalt shingles (235 lb. weight) can be installed on a roof.
3. Asphalt 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 being installed to underground basins.
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.
3. Permit fee for underground installation is \$35.00 and requires a Plat of Survey showing location of the installation.

SIDING, SOFFIT AND FASCIA

1. A building permit is required.
 - a. The building permit fee is \$35.00



WINDOWS AND DOORS

1. A building permit is required for window, exterior doors and interior garage to house service door replacement or new installations.
 - a. The building permit fee is \$35.00 for replacement windows and doors \$70.00 for new windows/doors in new openings.
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 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.
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 by completing a plumbing waiver.



ELECTRICAL SERVICES

1. A building permit fee is \$70.00.
 - 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. Indicate whether underground or overhead.
 - c. Provide the make and voltage rating of the new panel board.
 - d. Location of the panel board in relationship to the meter housing.
 - e. Wire size.
 - f. Conduit size and type.
 - g. Height of service mast if overhead.
 - h. Size and type of grounding electrode conductor.
 - i. Size, type and location of grounding electrode (i.e., water pipe, ground rod, etc.)
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.
4. All work must conform to the 2014 National Electric Code (NEC), as amended.
5. Village of Mundelein. Copies of the NEC amendments are available in the Building Department or on our website at www.mundelein.org
6. Electrical service panels must have a main disconnect. Two (2) forms of grounding are required.



7. 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 air conditioning units.
 - a. The permit fee is \$35.00 per unit for replacement units and \$70.00 for new units.
 - 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. The permit fee for generator is \$70.00.
3. A disconnecting means is required at or within sight of the compressor and not behind the unit unless a minimum of 36" is provided behind the air conditioning unit.
4. 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.
5. 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 and a certificate of occupancy is required.
 - a. The building permit fees for remodeling is \$1.00 square foot of floor area. Additions are \$2.00 per square foot of floor area being added, both include the certificate of occupancy fee.
 - b. Provide three (3) sets of detailed plans for additions, and two (2) sets for basement refinishing, including all mechanical, electrical and plumbing work.
 - c. For additions only, provide three (3) 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 2015 International Building Code, as amended by the Village of Mundelein, the 2014 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 2015 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, when designing additions.
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.

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 \$70.00 for permanent pools and \$35.00 per year for “storable” pools.
 - 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. All pools, hot tubs, and spas must be properly bonded per Article 680.26 of the 2014 National Electric Code. Please contact the Building Department for more information.
4. 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.** A typical fence may not qualify as a safety barrier.
5. 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.
6. 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.

7. 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.

8. All gates and doors in the pool safety barrier must be self-closing, self-latching and/or an approved alarmed system installed.
9. Provide specifications on the pool equipment.
10. 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.
 - 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.
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.

SEWER REPAIRS



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.



Building Department

PERMIT NO.

300 Plaza Circle • Mundelein, IL 60060

Phone (847) 949-3283 • Fax (847) 949-4278 • building@mundelein.org

BUILDING PERMIT APPLICATION

PROJECT ADDRESS: _____ UNIT #: _____

PROJECT NAME AND DESCRIPTION: _____

NAME OF APPLICANT: _____ ADDRESS: _____

PHONE: _____ EMAIL: _____

APPLICANT IS: PROPERTY OWNER CONTRACTOR ARCHITECT/ENGINEER OTHER: _____

NAME OF CONTRACTOR: _____ ADDRESS: _____

PHONE: _____ EMAIL: _____

PROJECT IS: SINGLE FAMILY MULTI-FAMILY COMMERCIAL INDUSTRIAL MIXED-USE PUBLIC

CATEGORY/SQUARE FOOTAGE: NEW: _____ S.F. ADDITION: _____ S.F. ALTERATION: _____ S.F.

VALUE OF PROJECT: _____ NUMBER OF UNITS: _____

MINOR PROJECTS:

✓	QTY.	✓	QTY.	✓	QTY.
<input type="checkbox"/>	Accessory Structure, No Electric	<input type="checkbox"/>	Driveway Resurface	<input type="checkbox"/>	Satellite Dish (over36")
<input type="checkbox"/>	Air Conditioning (Replacement)	<input type="checkbox"/>	Fence	<input type="checkbox"/>	Sewer / Water Repair
<input type="checkbox"/>	Brick Paver Patio and Walkways	<input type="checkbox"/>	Furnace Replacement	<input type="checkbox"/>	Storable Pools
<input type="checkbox"/>	Concrete Patio/Walkways	<input type="checkbox"/>	Re-Roof Single Family	<input type="checkbox"/>	Water Heater Replacement
<input type="checkbox"/>	Demolition, Accessory Structure	<input type="checkbox"/>	Re-Roof Townhome	<input type="checkbox"/>	Window / Door Replacement
<input type="checkbox"/>	Drainage Downspouts	<input type="checkbox"/>	Residing	<input type="checkbox"/>	Other:

STANDARD PROJECTS:

✓	QTY.	✓	QTY.	✓	QTY.
<input type="checkbox"/>	Accessory Structure, With Electric	<input type="checkbox"/>	Electrical, Misc.	<input type="checkbox"/>	Rooftop Furnace or A/C
<input type="checkbox"/>	Air Conditioning (New)	<input type="checkbox"/>	Fire Alarm	<input type="checkbox"/>	Re-Roof, Multi-Family
<input type="checkbox"/>	Demolition, Primary Structure	<input type="checkbox"/>	Fire Pump	<input type="checkbox"/>	Re-Roof, Commercial/Indst.
<input type="checkbox"/>	Deck	<input type="checkbox"/>	Fire Sprinkler	<input type="checkbox"/>	Swimming Pool, Above Ground
<input type="checkbox"/>	Detached Garage	<input type="checkbox"/>	Fireplace	<input type="checkbox"/>	Window / Door, New
<input type="checkbox"/>	Driveway, New	<input type="checkbox"/>	Hood and Duct	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Electrical Service Upgrade	<input type="checkbox"/>	Parking Lot		

NOTICE: The Village of Mundelein requires all contractors and subcontractors to be licensed under Section 5.08.110 of the Village of Mundelein Code.

- 1) This permit application expires if a permit is not obtained within six (6) months after it has been submitted and accepted by the Village as complete.
- 2) Request for Certificate of Occupancy must be made 24 hours in advance and only after passing final building, fire, engineering inspections.

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. All provisions of law and ordinances governing this work will be compiled with, whether specified herein or not.

Signature: _____

Date: _____

Print Name: _____



Building Department

300 Plaza Circle • Mundelein, IL 60060

Phone (847) 949-3283 • Fax (847) 949-4278 • building@mundelein.org

BUILDING PERMIT FEE SCHEDULE

COMMERCIAL BUILDINGS – 16.06.030	New Construction	Additions	Alterations
<p>Building Permit Fee</p> <p>Includes plan reviews, site improvement, plumbing, electrical & mechanical fees, fire sprinkler & alarm fees, certificate of occupancy fee and sewer & water expansion fees for up to a 1-inch water meter.</p> <p>*Water meter requests for a larger size require payment of additional sewer and water expansion fees.</p>	\$3.00 per gross sq ft of floor area	\$2.00 per gross sq ft of floor area (Minimum: \$120.00)	\$1.00 per gross sq ft of floor area (Minimum: \$120.00)
INDUSTRIAL BUILDINGS – 16.06.030	New Construction	Additions	Alterations
<p>Building Permit Fee</p> <p>Includes plan reviews, site improvement, plumbing, electrical & mechanical fees, fire sprinkler & alarm fees and certificate of occupancy fee.</p> <p>*Sewer & water expansion and connection fees are additional.</p>	\$1.00 per gross sq ft of floor area	\$1.00 per gross sq ft of floor area (Minimum: \$120.00)	\$1.00 per gross sq ft of floor area (Minimum: \$120.00)
SINGLE FAMILY, TWO FAMILY, AND TOWNHOMES – 16.06.040	New Construction	Additions	Alterations
<p>Building Permit Fee</p> <p>Includes plan reviews, site improvement, plumbing, electrical & mechanical fees, fire sprinkler & alarm fees, certificate of occupancy fee and sewer & water expansion fees for up to ¾ - inch water meter.</p> <p>*Water meter requests for a larger size require payment of additional water connection fees.</p>	\$3.00 per gross sq ft of living space	\$2.00 per gross sq ft of floor area (Minimum: \$120.00)	\$1.00 per gross sq ft of floor area (Minimum: \$120.00)
MULTI FAMILY BUILDINGS – 16.06.050	New Construction	Additions	Alterations
<p>Building Permit Fee</p> <p>Includes plan reviews, site improvement, plumbing, electrical & mechanical fees, fire sprinkler & alarm fees and certificate of occupancy fee.</p> <p>*Sewer & water expansion & connection fees are additional.</p>	\$2000.00 per dwelling unit	\$2.00 per gross sq ft of floor area (Minimum: \$120.00)	\$1.00 per gross sq ft of floor area (Minimum: \$120.00)
MIXED USE BUILDINGS – 16.06.060	New Construction	Additions	Alterations
<p>Building Permit Fee</p> <p>Includes plan reviews, site improvement, plumbing, electrical & mechanical fees, fire sprinkler & alarm fees and certificate of occupancy fees.</p> <p>*Sewer & water expansion & connection fees are additional.</p>	\$2000.00 per dwelling unit Plus \$3.00 per gross sq ft of commercial area or \$1.00 per gross sq ft of industrial area	\$2000.00 per new dwelling unit Plus \$2.00 per gross sq ft of commercial area or \$1.00 per gross sq ft of industrial area	\$1.00 per gross sq ft of floor area (Minimum: \$120.00)

**VILLAGE OF MUNDELEIN
BUILDING PERMIT FEE SCHEDULE – OTHER PROJECTS (AS OF FEBRUARY 1, 2018)**

OTHER PROJECTS – 16.06.070	
The Building Director shall be responsible for determining which Building Permit Fee, Minor or Standard, shall apply to all projects based on the complexity and description of the project for which a building permit is being applied for. The charts below are only a representation of the types of projects in each category.	
Minor Permits - \$35.00	Standard Permits - \$70.00
Accessory Structure (No Electric)	Accessory Structure with Electric
Air Conditioner, Replacement (Non-Rooftop Unit)	Air Conditioner, New (per unit)
Brick Paver Patio & Walkway	Demolition, Primary Structure
Concrete Patio & Walkway	Deck, New
Demolition, Accessory Structure	Detached Garage
Drainage, Downspout Connection	Driveway (Replacement or New)
Driveway Resurface	Electrical, Service Upgrade
Fence	Electrical, Miscellaneous
Furnace Replacement (Non-Rooftop Unit)	Fire Alarm
Re-roof (One and Two Family)	Fire Pump
Re-roof Townhome (per address or unit)	Fire Sprinkler
Residing	Fireplace (New)
Satellite Dish (Over 36" Diameter)	Hood and Duct System
Sewer and Water Repair	Parking lot, New or Resurface
Storable Pools (per year)	Rooftop Furnace or Air-conditioner Replacement
Water Heater Replacement	Re-roof, Multi-family, Commercial, Industrial
Window or Door Replacement	Swimming Pool, Above Ground with Electric
	Window or Door Opening, New



ELECTRICAL WAIVER

Ordinance No. 09-06-42, of The Mundelein Electrical Code, requires that a licensed electrical contractor perform all electrical work in the Village of Mundelein. The purpose of this requirement is to assure the practical safeguarding of persons and property from hazards arising from the use of electricity, and to guarantee compliance with all ordinances regulating such work.

Homeowners of record in the Village of Mundelein may be permitted to perform electrical installations, repairs or alterations on their own private property provided the owner has the technical ability to complete the work being applied for. The homeowner shall reside in the residence for a period of six months after the work is completed and approved. The homeowner assumes any and all responsibility and liability for the work performed and shall be the only person approved to do this work on their property.

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

It is agreed that I, _____, will save harmless
(print name)
the Village Mundelein from all accidents, suits, and damages arising from any negligence or unskillfulness in the execution or protection of the electrical work involved, and guaranteed compliance with all ordinances regulating such work.

Owner's Signature

Address

Building Department Witness

ELECTRICAL WAIVER



PLUMBING WAIVER

Village Ordinance No. 08-07-37 requires that an Illinois State licensed and bonded plumbing contractor complete all plumbing work within the Village of Mundelein.

Homeowners are permitted to complete plumbing installations under the following conditions:

- The property in which the plumbing work is being completed is the primary place of residence.
- The owner must reside in the house for a period of six months after completion and approval by the Village of the plumbing work.
- The owner understands and agrees to follow the Mundelein Plumbing Code and all other ordinances and codes adopted by the Village.
- The owner is knowledgeable with regards to the health safeguards required by plumbing installations.
- The owner agrees to indemnify and save harmless the Village of Mundelein from all accidents, suits, and damages arising from any negligence or unskillfulness of the installation, any excavation, grading or landscaping work involved and guarantee that all ordinances regulating such work will be complied with.

_____ is my primary place of
(Address)

Residence and as the homeowner, I agree with and will follow the above provisions, and request that I be allowed to perform my own plumbing work

Owner's Signature

Print Name

Building Department Witness

PLUMBING WAIVER



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 save
(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

CONSTRUCTION WAIVER