



GENERAL INSTRUCTIONS FOR A RESIDENTIAL ADDITION

Need to submit:

1. Building permit application filled out completely, including cost of job with labor & materials (pg 4).
2. General contractor and subcontractor information (if applicable)
3. Plumber's Letter of Intent (if applicable)
4. Fox Metro Water Reclamation District approvals (if applicable)
5. Plat of survey showing location of proposed structure with:
 - a. All dimensions/distances to the lot lines and set back lines
 - b. Location of all easements
 - c. Location of all utilities
 - d. Location of any subsurface seepage system, septic tank, aerobic treatment plant or distribution box (if applicable)
6. Impervious Surface Worksheet (page 3).
7. Two sets of construction plans, signed and sealed by Illinois Registered Design Professional, which include the following:
 - a. Type of structure
 - b. Foundation sections and details including proposed attachment to the existing structure
 - c. Floor, wall, roof, ceiling, and stair sections and details
 - i. Drawing of the construction details of the walls including:
 1. Stud size and spacing
 2. Door and window opening headers
 3. Wall sheathing
 4. Siding
 - ii. Drawing of the construction details of the roof including:
 1. Rafter size and spacing (if trusses, provide stamped drawings)
 2. Thickness and type of roof sheathing
 3. Ceiling joist size and spacing
 4. Size of hip and valley rafters and ridge board
 5. Type of roof covering
 - iii. Drawing of the construction detail of the floor system(s) including:
 1. Floor joist size, spacing, and span
 2. Sub-flooring material
 - d. Light and vent schedule, including roof ventilation
 - e. Window sizes and emergency egress documentation for bedroom windows (if applicable)
 - f. Electrical layout showing all switches, lighting, and receptacle outlets
 - g. Plumbing layout (if applicable)
 - h. Mechanical layout (if applicable)
 - i. Insulation/energy conservation compliance per the adopted 2021 Illinois Energy Conservation Code and the 2021 International Residential Code.



BUILDING & PERMITS DEPARTMENT

100 Parkers Mill • Oswego, IL. 60543 • (630) 554-2310

Email: bzinfo@oswegoil.org

PLEASE NOTE:

1. Per amended Village Code, all additions and accessory roofed structures attached to the primary structure shall have a minimum of either a trenched footing or footing and wall configuration. The minimum required size for a trench footing is 10 inches wide and 42 inches below the surrounding grade.
2. No work can commence until a permit is approved, paid for, and issued.
3. Contact your Homeowner's Association before you begin work. The Village of Oswego has no authority to enforce the covenants or adopted rules of your Homeowner's Association.



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IMPERVIOUS SURFACE WORKSHEET

INCLUDE WITH PERMIT APPLICATION

Residential lots have a maximum impervious surface coverage requirement. “Impervious Surface” refers to surfaces that alter the natural course or rate of absorption of stormwater, and may include, but is not limited to, principal structures, accessory structures, decks, walkways, paved parking lots, and paved driveways.

To assist staff in calculating the impervious surface of your property, please provide the below information with your permit application:

Impervious Surface Type	Impervious Surface Area (sq ft)	
	Existing	Proposed
Building Footprint (including attached garage)		
Driveway		
Walkways		
Decks, Porches, Patios		
Swimming Pools, Hot Tubs		
Detached accessory structures (sheds, gazebos, garages)		
Other		
TOTAL		



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 Building & Zoning Email: BZinfo@Oswegoil.org

RECEIVED _____
 ENTERED _____
 APPROVED _____
 CONTRACTOR REG. _____
 COMPLETE _____

Building Permit Application

Permit No. _____

CUSTOMER/OWNER INFORMATION	Name _____ Project Address _____ Sub-division _____ Lot No. _____ Phone No. _____ Email _____
CONTRACTOR INFORMATION	Name _____ Address _____ City _____ State _____ Zip _____ Phone No. _____ Email _____ Field Contact Name _____ Phone No. _____

Approximate Construction Cost (Including Labor): \$ _____
 All permit applications require supplementary documents for each permit request

EXISTING & NEW STRUCTURE REQUESTS	<input type="checkbox"/> Re-roof <input type="checkbox"/> Siding <input type="checkbox"/> Replacement Windows <input type="checkbox"/> Replacement Doors <input type="checkbox"/> Deck <input type="checkbox"/> Patio/Side Walks <input type="checkbox"/> Driveway <input type="checkbox"/> Radon Mitigation <input type="checkbox"/> Solar <input type="checkbox"/> Fence <input type="checkbox"/> Shed <input type="checkbox"/> Pergola <input type="checkbox"/> Hot Tub <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Above <input type="checkbox"/> Inground <input type="checkbox"/> Temporary <input type="checkbox"/> HVAC <input type="checkbox"/> Water Heater <input type="checkbox"/> Plumbing Work <input type="checkbox"/> Electrical Work <input type="checkbox"/> Additions <input type="checkbox"/> Basement/Remodel • Location _____ <input type="checkbox"/> Lawn Irrigation <input type="checkbox"/> Garage <input type="checkbox"/> Other _____	CHICKEN COOP & TENT	<input type="checkbox"/> Chicken Coop <input type="checkbox"/> Tent
COMMERCIAL & NEW HOME REQUESTS	<input type="checkbox"/> Single Family Residence <input type="checkbox"/> Senior Housing <input type="checkbox"/> Two Family Residence (Duplex) <input type="checkbox"/> Senior Housing <input type="checkbox"/> Multi-Family Residence • (No. Units _____) <input type="checkbox"/> Senior Housing <input type="checkbox"/> Demolition <input type="checkbox"/> Commercial/Industrial Building (NEW) <input type="checkbox"/> Commercial/Industrial Remodeling (Build outs) <input type="checkbox"/> Fire Protection: <input type="checkbox"/> Sprinkler <input type="checkbox"/> Alarm <input type="checkbox"/> Ansul <input type="checkbox"/> Storm Water Connection <input type="checkbox"/> Right of Way	Square Footage of All Areas	1st Floor _____ 2nd Floor _____ 3rd Floor _____ Add. Floors _____ Basement _____ Crawlspace _____ Garage _____ Porch _____ Deck/Patio _____ Outdoor Seat. _____ Outdoor Storage _____ Total _____
	<u>New Residential Only</u> No. of Bedrooms _____ No. of Baths _____	<u>New Construction Only</u> No. of Tenant Spaces _____ No. & Sizes of Water Connect _____ _____	

Certificate:

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

The applicant agrees to conform to all applicable Federal, State, and Local laws of this jurisdiction. They also agree that all work performed under this permit will be in accordance with plans and specifications accompanying this application, except for changes as may be required by the adopted Building Code and inspection officials.

Applicant's Signature _____

Date _____

Permit Approved By: _____ Date: _____