

A Residential Owner's Guide to PERMITS



CITY OF

Elgin

PLANNING & NEIGHBORHOOD SERVICES

Welcome!

This booklet has been prepared to provide residential property owners with an easy to follow reference. It indicates when building permits are required for work undertaken on private property owned in the City of Elgin. **The listings on pages 8 through 10** conveniently separate work by trade and answers the following questions:

1. Is a permit required?
2. What type of permit is needed?
3. Are plans, drawings and/or a plat of survey required?

For questions regarding building permits, call the Community Development office at **847-931-5920**, Monday through Friday, 8 a.m. to 5 p.m.





INFORMATION OVERVIEW

Most repairs do not require a building permit. However, many projects may only be performed after securing a permit from the City of Elgin's Community Development Department. Permit projects are inspected to ensure improvement completion is in accordance with the City's building codes.

Owner/occupants of single family residences may do their own work; however plumbing, electrical and most heating work in vacant, rental or multiple family buildings must be done by registered and bonded contractors. Property owners should follow up on all references and check with the Community Development Department to ensure that the contractor has met all City requirements.

When a permit is obtained, property owners are required to have work inspected at various stages. City staff will inform property owners when inspections are necessary and when work will be checked for code compliance and workmanship to ensure the safety of property owners.

Work performed in the public right-of-way requires an engineering permit, and is issued for curb cuts, driveway approaches, sidewalks, parking lots, parking lot striping and signs, and storm water connections.

IF YOU HAVE QUESTIONS ABOUT:

- **work within the city right-of-way** (public sidewalk, drive approach, fencing, excavation work in treebank or street), call 847-931-5955.
- **zoning requirements** – call 847-931-5920.
- **If you live in one of the historic districts or in a locally designated historic landmark** and need information about a Certificate of Appropriateness (COA), call 847-931-5910 before doing any exterior work.
- **To find out if your property taxes may be affected by your project**, contact the respective agency for the county and township in which you reside:
 - Kane County/Elgin Township: 847-741-5110
 - Cook County/Hanover Township: 630-837-0301, ext. 117
 - Plato Township: 847-464-4221
 - Rutland Township: 847-428-5219

Building Permits

WHAT IS A BUILDING PERMIT?

A building permit is a license which grants legal permission to begin construction projects.

WHAT CONSTRUCTION PROJECTS NEED BUILDING PERMITS?

Permits are typically required for:

- New buildings
- Additions
- Renovations
- Demolitions
- Heating/air conditioning
- Electrical
- Plumbing
- Miscellaneous: shed, fireplace, fence, pool, deck, driveway, roof, siding, windows, etc.



WHY A BUILDING PERMIT

Permits allow the enforcement of codes which have been adopted to protect public health, safety and welfare by reducing the potential hazards of unsafe construction.

The building permit process helps citizens understand local laws and ordinances before any construction or remodeling work begins. Building permits provide the means for code officials to inspect construction to ensure that minimum standards are met and appropriate materials are used.

THE PERMIT PROCESS

1. Call or visit the Community Development office at City Hall, 150 Dexter Court, Elgin.
2. Give the property address and explain what you want to do. If your property is a designated landmark or located in a historic district you may need a Certificate of Appropriateness. (See page 7 for more info.)
3. Listen to an explanation of the requirements regarding the project.
4. Participate in a plan review.
5. Complete work once a permit is issued—call for inspections during and at the end of the project.

WHY BUILDING CODES?

Structure safety is important for everyday living. Protection from disaster caused by fire, structural collapse and deterioration underscores the need for modern codes and their administration. Many aspects of building construction – electrical, wiring, heating, sanitary facilities – represent a potential hazard to building occupants and users. Codes provide safeguards. Although no code can eliminate all risks, reducing risks helps provide safety.

THE PLAN REVIEW PROCESS

Applications and plans must be reviewed by the plan examiner and/or the zoning officer and the City's engineering division. This usually takes up to 10 working days.

RECEIVE PERMIT

When compliance with all applicable regulations is determined, and the permit fee has been paid, the application is approved and a permit is issued.

Post a building permit card in a window or other prominent place at the construction site. A copy of the approved building plans (if required) also must be kept at the site. Any proposed changes to these plans must be approved by the code official or plan examiner.





INSPECTIONS

City staff will inform residents of required inspections. Inspections should be requested by residents 24-hours in advance, if possible. If an inspector finds that some work does not meet code requirements, corrections will be required and a reinspection must be arranged. Rough and final inspections will assure you that the work has met city requirements.

ABOUT CERTIFICATES OF APPROPRIATENESS

If your structure is in one of Elgin's locally designated historic districts or is a local landmark and you want to make any changes to the exterior of your property, you may be required to obtain a Certificate of Appropriateness (COA). A COA is required in addition to a building permit and, in some cases, where a building permit is not required.

A Certificate of Appropriateness (COA) is a form issued to ensure that the exterior work planned for a building's rehabilitation or construction meets the criteria of design guidelines. The City does not charge a fee for a COA.

WHEN IS A COA REQUIRED?

A Certificate of Appropriateness is generally required for:

- Any construction, alteration, repair demolition or removal of buildings or addition to buildings which require a building or demolition permit.
- Construction, alteration, repair, demolition or removal of structure(s) or accessories, any of which affect the exterior architectural appearance of a property, but not requiring a building permit.
- Maintenance such as painting surfaces, porch repair, window/door repair, masonry repair like walls, chimneys, foundations, etc.

COAs are not required for:

- Landscaping
- Interior changes

The following tables indicate the type of permit required and whether drawings are required. Permits are issued by trade categories: building (accessory structures or home improvement and repairs), mechanical, plumbing and electrical.

Refer to this code throughout the following pages regarding permit and drawing requirement.

- B Building
- M Mechanical
- P Plumbing
- E Electrical
- N No permits or drawings are required.
- Y Yes. Drawings required.
- * Physical Survey or site plan needed

BUILDING

A. Accessory Structures

	Permit	Drawing
Build shed greater than 150 sq. ft.*	B	Y
Build shed up to 150 sq. ft.*	B	Y
Build shed attached to carport*	B	Y
Erect carport*	B	Y
Build Deck*	B	Y
Construct garage*	B	Y
Build skateboard Ramp	N	N
Install satellite dish on ground level*	B	Y
Install satellite dish on rooftop Not to exceed 12 ft.	N	N
Demolish accessory buildings	B	N
Install swimming pool (above or in-ground)*	B	Y

B. Home Improvement and Repairs

	Permit	Drawing
Build patio covers*	B	Y
Install aluminum or canvas awning over windows	B	Y
Screen an existing covered porch	B	Y
Enclose carport*	B	Y
Build porch* (open or enclosed)	B	Y
Replace porch flooring	N	N
Repair steps using same materials and dimensions	B	Y
Repair steps from second level to first level	B	Y
Fireplace (pre-fab or masonry)	B	Y
Wood stoves	B	Y
Build dormers	B	Y
Lay hardwood or asphalt tile floor on a sub floor	N	N
Install kitchen cabinets	N	N
Fill in space between kitchen cabinets and ceilings	N	N
Install brick siding	B	Y
Install exterior siding	B	N
Painting Historic Dist.	B	N
Replace roof	B	N
Patching roof less than 100 sq. ft. roof area	B	N
Putting up storm windows	N	N
Install replacement windows	B	N
Install rugs	N	N
Install insulation	N	N
Repairing and lining closets	N	N
Panel interior walls	N	N
Put up partitions and finish rec room	B	Y
Construct, dig or excavate a basement under existing dwelling	B	Y
Build concrete patio on grade*	B	Y
Resurface driveway without enlarging the curb cut*	B	Y
Build retaining walls (over 2 ft. high)*	B	Y
Construct fence*	B	Y
Build brick or block privacy wall*	B	Y

MECHANICAL

	Permit	Drawing
Install air conditioning system	M	N
Install or replace portable air conditioning unit	N	N
Install or replace boilers	M	N
Install ducts	M	N
Install or replace furnaces	M	N
Venting systems	M	N
Repair heating unit	N	N

PLUMBING

	Permit	Drawing
Install bathtub, sink, shower or toilet	P	N
Install or replace dishwashing machine	N	N
Install or replace garbage disposal	N	N
Install or replace sewer lines	P	N
Install or replace sewer clean-out	P	N
Install or replace water service line	P	N
Install floor drain	P	N
Repair Leak in sink, shower, tub or toilet	N	N
Repair or replace faucets	N	N
Clear or unplug stoppages in sewer line	N	N
Install or replace drain line	N	N
Replace water piping	P	N
Install gas piping	P	N
Wells*	P	Y

ELECTRICAL

	Permit	Drawing
Replace switch plates	N	N
Replace outlet plates	N	N
Replace junction box covers	N	N
Replace electrical wiring	E	N
Relocating switches	E	N
Relocating outlets	E	N
Relocating lighting fixtures	E	N
Relocating sub panels	E	N
Relocating services	E	N
Changing service	E	N
Installing smoke detectors (permanently wired)	E	N
Installing smoke detectors (batter or plug-in)	N	N
Replace switches	N	N
Replace outlets with same type	E	N
Replace ungrounded outlets with grounded type 3 outlets	E	N
Replace light fixtures with same type	N	N
Replace circuit breakers	N	N
Install or replace dishwasher	N	N
Install or replace garbage disposal	N	N
Install or replace electric oven/range	N	N
Install or replace garbage compactors	N	N
Install or replace electric A/C	E	N
Install or replace gas A/C	E	N
Install or replace heat pump	N	N
Install or replace humidifier	N	N
Install or replace a disconnected switch for boiler	N	N
Install branch circuit for portable cooling or A/C unit	E	N
Install electric air cleaner	N	N
Install attic fan	E	N
Install swimming pool electrical wiring	E	N
Install ceiling fans	E	N

NOTE: Any extension or addition of new wiring requires electrical permit.

Phone Numbers

Department of Code Administration and Neighborhood Affairs

New Construction Division 847-931-5920

OTHER CITY OFFICES:

Engineering/Public Works	847-931-5955
Fire Prevention	847-931-6191
Graffiti Hotline	847-931-5599
Hispanic Outreach	847-931-6019
Historic Preservation	847-931-5924
Parks and Recreation	847-931-6123
Planning	847-931-5910
Property Maintenance	847-931-5921
Streets and Sewers	847-697-5982
Water Billing	847-931-5630
Zoning	847-931-5920

OTHER AGENCIES

ComEd	800-334-7661
Nicor	888-642-6748
Comcast	866-594-1234
J.U.L.I.E.	800-892-0123
Waste Management (trash collection)	847-742-8492



For more information, contact:

Community Development

150 Dexter Court

Elgin IL 60120

Phone: (847) 931-5910

Email: <mailto:elginDCA@cityofelgin.org>

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150 Dexter Court, Elgin, IL 60120

www.cityofelgin.org