



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

For Single-Family Residential Alterations

Attached is a description of the procedures and the required applications for a building permit for a single-family residential alteration. Included are the following documents:

- Procedures for Building Permit
- Building Permit Application
- Fees for Single-Family Residential Alterations
- Architect's Certification of Plans
- Required Inspections for Residential Alterations

If you have any questions regarding your permit, please contact the following Community Development staff during regular Village Hall hours (Monday through Friday; 8 A.M. to 5 P.M.).

Building and Zoning Assistant
Julie Tejkowski
(630) 654-8181, ext. 3010
jtejkowski@burr-ridge.gov

Community Development Director
J. Douglas Pollock, AICP
(630) 654-8181, ext. 3000
dpollock@burr-ridge.gov

The Community Development Department staff is available to provide information and guidance throughout the building permit process. All of this information and more is available on our web site at www.burr-ridge.gov. Your cooperation is greatly appreciated.



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Alteration to a Single-Family Residence

The following information is being provided by the Community Development Department concerning construction of an alteration to a single family residence. ***Construction may not begin until a permit has been issued by the Village of Burr Ridge.***

The following is required with a permit application for single-family residential alteration:

Building Permit Application; A permit application (attached) must be completed and submitted to the Village. Any authorized representative of the property owner may be the applicant. However, the property owner must sign the permit application or provide written consent for another party (e.g. the contractor) to act as the permit applicant.

Plan Exam Fee/Deposit: A deposit of \$200 is due at the time of application.

Required Plans: The following plans are required:

- 4 copies of the architectural plans, signed, sealed and certified by a registered Architect.

The initial plan review process will be completed within 14 working days. If the plans and related documents are not completed in full compliance with the applicable codes, resubmittal of said plans will be required. You should allow 7-10 working days for review of resubmitted plans.

Contractor's License: The Village of Burr Ridge does not require contractors to be licensed. However, for all plumbing work, a copy of the plumber's Illinois plumbing license is required.

At the time of permit issuance, the applicant is responsible for the following:

- **Payment of Building Permit Fee :** See attached fee schedule

During construction, the applicant is responsible for the following:

- **Additional fees** may include \$100 for re-inspections and \$200 for a stop work order.
- If there are any **deviations from the approved plans**, the applicant must contact Village staff to review and approve changes before proceeding. Construction without a permit or not conforming to an approved plan is subject to a \$200 stop work order and a penalty fee equal to 150% of the building permit fee.
- A list of **required inspections** will be provided at the time of permit issuance. Applicant is responsible for scheduling all inspections. Call 630 654-8181, ext. 3100 by 3 pm at least one day prior to the desired inspection date.

Architectural plans should be prepared in conformance with the following codes:

- International Residential Code for One-and Two Family Dwellings (IRC), 2012 Edition
- Illinois State Plumbing Code (ISPC), Latest Edition as mandated by the State of Illinois
- International Plumbing Code (IPC), 2012 Edition
- NFPA 70, National Electric Code (NEC), 2011 Edition
- 2012 International Energy Code
- Miscellaneous Amendments to the above codes as set forth in Article VII, Section 701 in the Burr Ridge Building Ordinance #1002

All plans should be signed, sealed, and certified by the architect. Certification of plans shall conform to the requirements set forth in Section 242 of the Building Ordinance (see attached).



VILLAGE OF BURR RIDGE

APPLICATION FOR BUILDING PERMIT

Single-Family Residential

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

- New Residence—\$1000 Deposit
 Addition —\$600 Deposit
 Alteration—\$200 Deposit
 Accessory Structure—No Deposit
 Accessory Building – With Electrical, Mechanical or Plumbing (EMP) - \$200 Deposit
 Accessory Building – No EMP – No Deposit
 Electrical, Plumbing or Mechanical Alteration or Service Upgrade -No Deposit
 Other – Deposit to be determined

Description:

\$ Deposit Due at Time of Application

Additional Fees Will Be Due Prior to Issuance of the Permit

Address of Property:	PIN #:
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All permit applications must be accompanied by a Plat of Survey and 4 sets of plans for all proposed improvements.

Permit Applicant:	
Applicant's Address:	Business Phone:
	Cell Phone:
	FAX:
	Email:

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant, only.

General Contractor: Address:	Email:
	Phone:
Architect: Address:	Email:
	Phone:
Property Owner: Address:	Email:
	Phone:

Please allow **14 business days for the first plan review and 10 for each subsequent review**. You will be contacted upon completion of each plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

The above information and the submitted plans are true and accurate to the best of my knowledge.

Signature of Applicant	Date of Submittal
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VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Fees for Alterations to Single Family Residences

The following fees are required for construction of alterations to single-family residences in the Village of Burr Ridge:

Building Permit Fee Deposit:	\$200	Due at time of application; Non-refundable if permit is not issued; will be applied to final permit fee upon issuance of permit.
Re-Inspection Fee(s):	\$100	Only when initial inspection fails.
Removal of Stop Work Order:	\$200	Must be paid before a stop work is removed.

Permit Fee for Alterations to Single-Family Residences							
Not Exceeding	500	square feet	=	\$1.30	per square foot		
From	501	to 750	square feet	=	\$650	plus \$1.20	for each square foot over 500
From	751	to 1,000	square feet	=	\$950	plus \$1.10	for each square foot over 750
From	1,001	to 2,000	square feet	=	\$1,225	plus \$0.90	for each square foot over 1,000
From	2,001	to 3,000	square feet	=	\$2,125	plus \$0.80	for each square foot over 2,000
From	3,001	square feet plus	=	\$2,925	plus \$0.70	for each square foot over	3,000



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Certification of Plans

Architect, Structural Engineer, or Licensed Design Professional Must Certify that Plans and Specifications Comply with the Building Ordinance By Signing and Sealing

It shall be unlawful for any architect, structural engineer, or any other licensed design professional to prepare or submit to the Building Commissioner for his approval any final plans for any building or structure which do not comply with all of the provisions of this Building Ordinance and all other applicable laws and ordinances specifically including but not limited to the Burr Ridge Zoning Ordinance. Any plans submitted under this Ordinance shall bear the signature and seal of the architect, structural engineer, or other licensed design professional who prepared the plans and specifications. A seal will not be required where the Building Commissioner determines the work to be non-structural or minor in nature.

Every licensed architect or structural engineer shall have a reproducible seal, or facsimile, the print of which shall contain the name of the architect or structural engineer, the license number, and the words "Licensed Architect," or "Structural Engineer," "State of Illinois." The licensed architect or structural engineer shall affix the signature, current date, date of license expiration, and seal to the first sheet of any bound set or loose sheets of technical submissions utilized as contract documents between the parties to the contract or prepared for the review and approval of any governmental or public authority having jurisdiction by that licensed architect or structural engineer or under that licensed architect's or structural engineer's responsible control. The sheet of technical submissions in which the seal is affixed shall indicate those documents or parts thereof for which the seal shall apply. The seal and dates may be electronically affixed. The signature must be in the original handwriting of the licensee. Signatures generated by computer shall not be permitted. All technical submissions issued by any corporation, partnership, professional service corporation, or professional design firm as registered under this Act shall contain the corporate or assumed business name and design firm registration number, in addition to any other seal requirements as set forth by the Illinois Department of Professional Regulation.

Anyone falsely making any such certification shall be subject to the penalty provided in Section 501 (Article V) of this Ordinance and to such further penalties as may be provided or allowed by law.



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Inspections for Residential Alterations

At the time of permit issuance, a list of required inspections for your project will be provided. The following is a complete list of all standard inspections for a residential alteration.

Inspections must be requested prior to 3 PM for next business day inspections. To schedule inspections, please call (630) 654-8181, ext. 3100. **Specific times are not given for inspections other than concrete pre-pour inspections.** Re-inspections require a \$100 fee paid prior to any re-inspection.

Sewer and Water Tap-On Inspections – Water tap-on inspections are done by the Burr Ridge Public Works Department and require 24 hour notice. Sewer tap-on inspections are conducted by the sanitary sewer provided (Burr Ridge, Du Page County, or Flagg Creek). *It is the applicant's responsibility to contact the sewer provider and schedule all necessary inspections with the provider.*

Electric Service - An inspection is required after electric panel, meter enclosure, and temporary grounds have been installed.

Underground Plumbing - An inspection is required before concrete is poured in a basement or floor slab and after underground plumbing work has been completed.

Garage and/or Basement Floor – An inspection is required before concrete is poured.

Rough Framing - An inspection is required before any insulation and vapor barrier is installed and after the rough framing, rough plumbing, and rough electrical work are completed.

Fireplace Inspection - An inspection is required for all masonry and pre-fab fireplaces. This inspection shall be scheduled at the same time as the rough framing inspection.

Rough Plumbing - An inspection is required before any insulation and vapor barrier is installed and after the rough plumbing work is complete.

Rough Electric - An inspection is required before any insulation and vapor barrier is installed or any underground electrical work is covered by concrete and after the rough electrical work is complete.

Insulation and Vapor Barrier - An inspection is required before any interior wall finish is applied and after the insulation and vapor barrier are installed.

Finals –The final inspection shall ensure that the building and site comply with all Village codes and regulations including but not limited to the building codes, Zoning Ordinance, and engineering requirements. The final inspection may include inspections for the following: building, mechanical, electrical, plumbing, and water and sewer service.