

COUNTY OF KANE

DEVELOPMENT DEPARTMENT
Building and Community Services Division
Mark D. VanKerckhoff, AIA Director



County Government Center
719 Batavia Avenue
Geneva, Illinois 60134
Phone: (630) 232-3485
Fax: (630) 232-3411
Website: www.co.kane.il.us

SINGLE FAMILY RESIDENTIAL INFORMATION PACKET

**THIS PACKET CONTAINS INFORMATION REGARDING ITEMS THAT NEED TO BE SUBMITTED
AT THE TIME OF APPLICATION FOR A NEW RESIDENCE
AND OTHER RELATED INFORMATION**

REQUIRED SUBMITTALS AT TIME OF APPLICATION:

- Building Permit Application
- 2 complete sets of building plans
- 3 copies of a site plan drawn to scale - no larger than 11x17
- 2 copies of a site grading plan for lots with sanitary sewer hookup (in addition to site plan)
- Appropriate form for either well/septic or sewer/water hookup approval
- 1 copy of access/culvert permit (from the appropriate highway authority)
- 1 copy of legal description of property (if not on plat of survey)
- Kane County Road Impact Fee receipt (from the Kane County Division of Transportation)

In the State of Illinois, Fire Protection Districts have the authority to adopt and enforce ordinances independent from Kane County's adopted building codes and ordinances. It is the owner's responsibility to notify the appropriate fire protection district and comply with any required submittals.

ADDITIONAL INFORMATION FOR YOUR REFERENCE (enclosed):

- Site Plan Requirements
- Building and Zoning Rules and Regulations
- Building Permit Fee Schedule
- Residential Square Foot Areas Calculation Worksheet
- Plan Examination and Code Compliance Worksheet
- Residential Design Criteria
- Building Plan Revisions
- Soil Engineer's Report Requirements - (If required or furnished)
- Policy for Decks and Stoops
- Site Grading Plans
- Stormwater Permit Information
- Health Department Information
- Kane County Township Highway Commissioners Information
- Kane County Road Impact Fee Ordinance Information
- Permit Posting, Site Identification and Driveway Requirements for New Construction
- Fire Districts Phone Numbers and Map

NOTE: Copies of the Building Regulations effective May 15, 2004, are available upon request

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RESIDENTIAL SITE PLAN REQUIREMENTS

THREE (3) COPIES OF A CURRENT PLAT OF SURVEY SHOWING PROPOSED CONSTRUCTION OR SITE PLAN DRAWN TO SCALE

- Required with application for permits for any new construction and additions on parcels 5.0 acres or less. (new residences, additions, detached accessory buildings, sheds, pools, decks and fences)
- Plat of survey must be a complete legible copy that includes the legal description as well as the surveyor's name and date of survey. A site plan drawn to scale or a reproduction of a plat of survey is acceptable if it includes the surveyor's name, date of survey and includes all easements and other information from the original plat of survey.
- Site Plan must include all existing buildings, driveways, improvements and easements.**
- Proposed new construction must be drawn on the Site Plan to scale, list exterior dimensions of proposed new construction and indicate dimensions from property lines.
- Location of existing well and septic system must be indicated, if applicable.
- The size of the copies can be no larger than 11x17 paper size. If the site plan must be reduced to meet this requirement it must be reduced to scale with the new reduced scale indicated. The site plan copies must be separate from any building plans.

THREE (3) COPIES OF A CURRENT PLAT OF SURVEY SHOWING PROPOSED CONSTRUCTION, SITE PLAN DRAWN TO SCALE OR SITE PLAN FORM*

- Required with application for permits for new construction and additions on parcels larger than 5 acres. (new residences, additions, detached accessory buildings, sheds, pools, decks and fences)
- Plat of Survey, Site Plan or Site Plan Form must include all existing buildings, driveways, improvements and easements.**
- Proposed new construction must be drawn on the Plat of Survey, Site Plan or Site Plan Form, list exterior dimensions of proposed new construction and indicate dimensions from property lines.
- Location of existing well and septic system must be indicated, if applicable.
- The size of the copies can be no larger than 11x17 paper size. If the plat of survey must be reduced to meet this requirement it must be reduced to scale with the new reduced scale indicated. The site plan copies must be separate from any building plans.

* Site Plan Forms are available at the Building & Community Services Division.

** For parcels that contain any areas in a flood plain, contact Water Resources Department for additional requirements.

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BUILDING AND ZONING SETBACKS AND REGULATIONS

A. NEW SINGLE FAMILY RESIDENCES – SETBACKS

1. Distance required from any road right-of-way is thirty-five (35) feet unless stipulated greater on zoning map or recorded plat. Some exceptions may exist in older neighborhoods.
2. Distance required from side and back lot lines is ten (10) feet and three (3) feet from any easement. Lots of record of fifty (50) feet or less in width: Distance required from side lot lines is five (5) feet.

B. ADDITIONS TO SINGLE FAMILY RESIDENCES

1. Lot line setbacks apply as stated above.
2. Distance from septic field – ten (10) feet. Distance from septic tank – five (5) feet.

C. DECKS

1. Decks and Patios not over three (3) feet above grade and not roofed over may encroach into a setback area, but must stay three (3) feet from any easement.

D. INGROUND POOLS/ABOVE GROUND POOLS

1. Lot line setbacks apply as stated in A, B, & C above.
2. Distance from septic tank and field – twenty-five (25) feet (Inground Pool) and ten (10) feet (Above Ground Pool).
3. Every person owning land on which there is situated a swimming pool shall erect and maintain adequate enclosure surrounding the property or pool area. Such enclosure must not be less than four (4) feet high with latching gate.
4. IF ABOVE GROUND POOL sides are four (4) feet high and NOT dug into the ground- a fence is not required; however, stairs need to be pulled up when not in use.

E. ACCESSORY BUILDINGS (DETACHED GARAGES/SHEDS/ BARN)

ZONING RESTRICTIONS

1. Not more than two (2) detached buildings accessory to a residence are permitted.
2. On lots of two (2) acres or less in size, the detached accessory buildings or structures shall not exceed a combined total of nine hundred (900) square feet in total floor area under roof.
3. On lots greater than two (2) acres in size, but less than five (5) acres in size, the detached buildings or structures shall not exceed a combined total of one thousand eight hundred (1,800) square feet in total floor area under roof.
4. No accessory or incidental building or structure may be constructed on any lot prior to the time of construction of the principal building to which it is accessory.

SETBACKS

1. Distance required from any road right-of-way is thirty-five (35) feet unless stipulated greater on zoning map or recorded plat.
2. Side and Back Lot Lines
 - a. Distance required from side and back lot line is ten (10) feet and three (3) feet from any easement.
 - b. Lots of fifty (50) feet or less in width require a distance from side lot lines of five (5) feet.
 - c. If accessory building is placed back on lot seventy-five (75) feet or more from the front property line (road right-of-way line), the side and back lot line setback is reduced to a minimum of three (3) feet. If an easement is involved, a three (3) foot distance from the easement is required.
3. Agricultural animals must be housed and yarded no closer than one hundred (100) feet from any residence other than that of the owner or user of the property.

F. FENCES

1. Any privacy fence requires a building permit. A privacy fence is described as one that cannot be viewed through. Chain link or split rail fences do not require permits.
2. A fence can be placed up to the lot line with front side facing either direction. No height limit. Fences placed in drainage or other recorded easements shall not block or alter drainage and are governed by the recorded restrictive language of the easement.
3. Zoning Ordinance: Sec. 7.5-3

Within one hundred feet (100) of the center line of any intersecting road, street, railroad at grade, no fence or hedge which cannot be viewed through or over from a three foot (3') height above the traveled roadway shall be constructed, planted, or allowed to grow nearer to the road or street center line than the dimensions set in forth in Sec. 7.5-2.
4. No fence equipped with or having barbed wire, spikes or any similar device, or any electrically charged fence, sufficient to cause shock, shall be erected, placed or maintained on or within any lot used for residential purposes.

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BUILDING PERMIT FEE SCHEDULE

Effective May 15, 2004

BUILDING PLAN REVIEW FEES

- 10% of building fee as calculated below (\$8.00 minimum fee) for all permits except pools and sheds under 200 square feet
- Independent review fees may be applicable for non-residential construction
- Re-examination for changes to approved plans - \$50.00 (increases in area additional)

RESIDENTIAL CONSTRUCTION (not over 2 single family dwelling units)

New Residence

- \$25.00 per 100 square feet of overall area of each floor above ground, and basement area - (\$200.00 minimum fee)
- \$10.00 per 100 square feet of overall crawl space - (\$100.00 minimum fee)

Addition to Residence

- \$25.00 per 100 square feet of overall area of each floor above ground, basement and crawl area - (\$100.00 minimum fee)

Accessory Building

- \$50.00 - less than 200 square feet
- 200 square feet or larger - \$100.00 minimum fee, \$25.00 per one hundred 100 square feet

Alterations, remodeling, re-roofing, re-siding (not part of an addition to an existing building)

- \$50.00 - \$1,000.00 or less of estimated cost
- \$10.00 for each additional \$1,000.00 of estimated cost

Electrical Service Upgrade

- \$50.00

SWIMMING POOLS

- \$60.00 - Above ground pool
- \$180.00 - In ground pool

FENCES

- \$25.00 - A fence which cannot be viewed through

DAMAGE ASSESSMENT AND REPAIR - due to fire, wind or flood

- A minimum fee of \$50.00 for the initial assessment of damage. Additional fees shall apply as required by the type of repair, alteration or reconstruction of the damaged building. Additional permits and subsequent fees may be required.

DEMOLITION

- \$50.00 - Building under 500 square feet
- \$75.00 - Building 500square feet or over
- \$100.00 - Residence or commercial building

AGRICULTURAL EXEMPTION SETBACK PERMIT

- \$50.00 - A permit is required for agriculturally exempt buildings strictly for the purpose of determining conformance with building setback lines as allowed in the Illinois Compiled Statutes; 5/5-12001.

ALL OTHER CONSTRUCTION (Business, Institutional, Commercial)

New construction and additions

- \$30.00 per 100 square feet, or portion thereof, of overall area of each floor above ground - (\$300.00 minimum fee)
- \$30.00 per 100 square feet of overall basement and crawl space - (\$300 minimum fee)

Alterations, remodeling, re-roofing, re-siding (not part of an addition to an existing building)

- \$50.00 - \$1,000.00 or less of estimated cost
- \$10.00 for each additional \$1,000.00 of estimated cost

Electrical Service Upgrade

- \$100.00

ESTABLISHMENT OF USE

- \$50.00 – required to establish a new business, commercial or institutional use in a new or existing building

ADVERTISING SIGNS AND BILLBOARDS

- \$4.00 per square foot (\$20.00 minimum)

TOWERS (including associated equipment structures)

- New towers - \$25.00 per each foot of tower height
- Co-location of antennae on exiting towers or structures - \$1,200.00

MOVING, RAISING, SHORING OR UNDERPINNING OF STRUCTURES

- \$50.00 - Less than 1,000 square feet ground floor area (outside measurements)
- \$100 - 1,000 or over square feet ground floor area (outside measurements)
- Foundation - \$10.00 per 100 square feet of overall unfinished basement area and crawl space (\$100.00 minimum fee plus a plan examination fee)

PERMIT EXTENSION

- \$50.00 – For up to six months upon written request stating justifiable cause and projected date of completion. Subject to approval by the Building Officer.

RE-INSPECTION FEES

A reinspection fee of \$50.00 shall be paid prior to scheduling the reinspection, necessitated by either of the following conditions:

- All second and subsequent reinspections.
- When the construction work to be inspected was incomplete at the time the Building Inspector arrived at the construction site for a scheduled inspection and the holder of the building permit failed to provide reasonable notice to cancel said scheduled inspection.

RELIGIOUS, EDUCATIONAL OR CHARITABLE PURPOSES

- Whenever the construction, alteration or addition is being made for religious, educational or charitable purposes, the maximum fee for each permit issued and for all services in connection therewith shall be \$500.00.

WORK STARTED WITHOUT PERMIT

- Where work for which a permit is required by this Article is started or proceeded with, prior to obtaining said permit, the fees above specified shall be increased by 100 percent (100%)

PERMIT OR PERMIT APPLICATION CANCELLATION

- A permit application will be considered canceled when the applicant fails to provide requested information that the minimum code requirements have been met within six (6) months from the date of application. The applicant will owe the plan examination fee plus twenty-five percent (25%) of the total building fee.
- When a permit has already been issued, an applicant may only cancel, in writing, within six (6) months of the date of issuance of such permit, if no construction has commenced. The applicant will receive a refund of seventy-five percent (75%) of the building permit fee less the plan examination fee and any fees assessed by other departments. If no inspections are scheduled within six (6) months of date of issuance, the permit will be canceled and the entire building fee forfeited.

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RESIDENTIAL SQUARE FOOT AREAS CALCULATION WORKSHEET

Applicants for new residential construction and additions may calculate the square foot areas of the proposed construction and enter them on their application. The square foot areas must be calculated by the method and format shown below. The building permit fee is partially based on the square foot areas of proposed new construction and will be checked during plan review. Misrepresentation of the square foot area will result in additional fees.

- ***This form must be submitted with the Application if the applicant selects to calculate and include the square foot area on the application.***
- If the square foot area is not included on the application it will be calculated for you. This will add additional processing time to the application.

What areas need to be calculated?

- All new construction above ground
 - living space
 - garage area
 - storage areas
 - closets
 - decks
 - porches and stoops
- All new construction below ground
 - basements
 - storage areas
 - crawl spaces
- *Unfinished attic spaces, grade-level patios and sidewalks do not need to be included.*

How should the areas be calculated?

All areas are to be calculated by using the exterior, or "outside to outside" dimensions. Areas on a second floor that are open to the floor below do not need to be included.

CALCULATION WORKSHEET

First floor area: _____
 Second floor area: _____
 Garage area: _____
 Decks and stoops: _____

(totals to be added to the application)

TOTAL ABOVE GROUND AREA

Basement area: _____

TOTAL BASEMENT AREA

Crawl space area: _____

TOTAL CRAWL SPACE AREA

TOTAL AREA

For Office Use Only:
 Permit number: _____

Submitted by: _____
 Date: _____

KANE COUNTY

PLAN EXAMINATION & CODE COMPLIANCE WORKSHEET

2003 IRC CODE AS AMENDED BY KANE COUNTY (Effective 5/15/04)

Please review your plans before you submit them for a building permit.
The following items should be noted on the building plans in the appropriate locations

<u>CODE</u>	<u>DESCRIPTION</u>
I. FOUNDATION PRINT	
R 408	Crawl space vents/heated with return air allowance
R 408 (Amended)	Access to crawl size/location
R 408 (Amended)	4" Gravel over vapor barrier in crawl space
R 310 (Amended)	Basement Emergency escape & rescue opening (in sq. ft. net clear opening with sill height) well size (9 sq. ft. min.) & location ladder (Note: A removable sash does not meet code requirements).
Chpt. 29 (Amended)	Basement floor drain - to sanitary sewer
R 407	Column size
R 403	Column footings - size and thickness
R 1003	Fireplace footing 12" thick - project 6" all sides
R 311	Landings at doors - required at exit door and where there are more than 2 risers
R 408	Crawl height (24" min.-48" max.)
II. CROSS SECTION	
Table R 404.1.1(1-4)	Foundation walls
R 403 (Amended)	Footing min 42" below grade Table R 301.2(1)
R 405	Drain tile & washed stone crawl space/basement - 6" of washed stone over tile and 2" under tile
R 403 (Amended)	Footing size
R 403	½" Anchor bolts - 6'oc max - 7" into concrete
R 406	Damp proofing foundation walls
R 503	Deck sheathing - thickness of APA rated sheathing - osb or plywood
R 602	Exterior walls & bearing partition framing - max 10'0" for 2x4 studs - stud size & spacing
TABLE N1102.1 (Amended)	Insulation R value (flat ceiling R 38 - cathedral ceiling R 30 with 1" airspace above - walls R 13 - floors R 19 - crawl walls R 7(Amended) - min R 5 perimeter insulation at walkout foundation walls.
R 318	Vapor barrier (wall - ceiling)
R 806	Roof vents & eave vents - size and spacing per code requirements
R 305	Ceiling heights - at all levels
R 404	Foundation wall 6" min over finished grade
R 703	Stone/Brick veneer - air space - metal ties - base flashing - weep holes
Table R 602.10.1 (Category A&B)	Wall bracing-required on all corners and at 25' intervals
R 803	Roof sheathing - thickness of APA rated sheathing - osb or plywood
R 905	Roof covering & weights - shingles & felt - ice shield underlayment (eave to 24" horz. past interior side of exterior wall).
R 703	Siding thickness and type
R 320	Provide termite protection per 2003 IRC- Identify or detail type on wall section or foundation plan sheet.
III. FLOOR PLANS	
R 313 (Amended)	Smoke alarms req'd in all sleeping rooms and at all floor levels - mark locations: 110 v interconnected - within 15' of each sleeping area door on hall side of door
R 308	Glazing requirements - add note to plans : All glazing to follow R 308 of the 2003 IRC as required
R 303	Glass sizes - mark at all window locations
R 310 (Amended)	Mark egress window - mark egress window locations and sizes in sq. ft. on floor plans
M 1506	Exhaust fan - bathroom - kitchens
R 303.6	Stairway illumination
R 311, R 312	Handrail detail 34-38" with spindle spacing / Guard detail - 36" high - with spindle space. Stair detail rise (max. 7 ¾") and run (min. 10" nose to nose) also show nosing profile of not less than ¾" but not more than 1 ¼".
Table R 1003.1	Hearth extension - min 16" to front & 8" to sides of fireplace opening - if opening is 6 sq. ft. or greater 20" to frt & 12" to sides
R 703, R 1002, R 1004	Pre-Fab fireplace - list the type of face and hearth material and what supports each (if masonry, support on masonry or steel per archt/s.e. design)

(over)

<u>CODE</u>	<u>DESCRIPTION</u>
R 807	Access to attic size/location - min 22" x 30"
R 309	Fire resistant material - common walls to roof sheathing/common walls and ceiling. All walls, ceiling & steel (if living area above garage) solid core door (no glass) between house and garage
E 3802	2002 NEC - GFCI: all outlets (bathroom-exterior-garage-kitchen) basement minimum of one (typical for all)[use single dedicated outlets for sump/furnace not GFI]- mark whirlpool location: follow 2002 NEC.
E 3802	Include note on floor plans or electrical sheet "Arc fault protection - all circuit supplying power to sleeping area - per 2002 NEC."

IV. ELEVATIONS

R 106	Include grade & foundation design - all elevations - DEFINITION [B] STORY ABOVE GRADE
R 1001 ,G2427.5	Chimney - 2' over highest structural point w/i 10'- Include termination vents for gas equipment

An Illinois Registered Architect/Structural Engineer may be required to check specific items in the following section and issue a letter with calculations.

V. STRUCTURAL

R 403	Column footing - base on psf soil capacity
R 112 (Amended)	Beams - not sufficient for spans indicated - See R 301, R 501, R 801
R 502, R 602, R 802	Show grade & species of lumber (floor and ceiling joists-headers-rafters-beams) at locations used. Specify manufacturer of specific floor I-joist or laminate header or beam product - furnish latest design data per manufacturer
R 502 (Amended)	Floor joist over-spanned
R 502 (Amended)	Lateral restraints at supports - bridging
R 502	Cantilever - construction detail of floor framing
R 106, R 301	Furnish detail sunken floor - at beam and wall
R 301, R 501	Double all joist under whirlpool (show at location joists are to be doubled)
Table R 502.5(1&2)	Header sizes at the location used - typical frame bearing headers
R 112, R 301, and R 501, R 801	Special headers that do not fit into circumstances shown in header tables - architect/structural engineer design
R 802 (Amended)	Ceiling joist over-spanned
R 301, R 802 (Amended)	Roof rafter over-spanned
R 502, R 802	Truss certificates and truss layouts to be submitted at time of application for permit (two copies of each stamped by the same State of Il. licensed Structural Engineer) - architect/structural engineer to verify all truss supports and required tie-downs per his design in letter form
R 301	Cathedral ceiling - show ridge connection detail to prevent horizontal thrust and sliding of rafter and detail rafter tie downs- See footnote (a) on rafter span tables R 802.5.1(3)&(5)
R 311,R 319,R 502	Exterior deck detail (see attached sheet)
Chpt. 17, G 2407	Combustion air - appliances

ADDITIONAL ITEMS TO INCLUDE ON PLANS

Provide roof plan – show rafter size and spacing, the type of valleys (true or over-framing), what is supporting upper ends of true valleys and what is supporting lower rafters supporting over-framing.

Indicate the location/s of interior roof supports and what the supports are on the roof plan and floor plan.

Architect of record to review all truss reaction loads and truss layouts (both sealed by the same state of IL. licensed structural engineer) and verify all bearing supports for the trusses are per his design (in letter form).

Detail the brick support at the following location/s.

Detail the tray ceiling framing in plan view and section view through the roof rafters at both ends of ceiling joists – showing rafter tie-downs.

Detail the vaulted ceiling through roof rafters and both ends of the ceiling joist – Also detail the rafter tie-downs.

Detail the beam/lvl/header intersection connection.

Detail section of bearing/non-bearing walls (roof and wall intersection).

Provide all design data for dimensional lumber, lvs, I-joists, and lam beam, as called for, in the design criteria box attached. Use latest design data per manufacturer of specific product.

Provide rafter ties 48"oc directly above ceiling joists that run perpendicular to rafters.

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RESIDENTIAL DESIGN CRITERIA

Include this information on building plans

FLOOR	40# LL 10# DL ALL AREAS EXCEPT SLEEPING
FLOOR	30# LL 10# DL SLEEPING AREAS
WALLS	60# PLF OR ACTUAL
CEILINGS	20# LL 10# DL 10# LL 5# DL ROOF SLOPES NOT OVER 3 IN 12
ROOF CATHEDRAL	30# LL 10# DL 30# LL 15# DL
EXT. DECKS	40# LL 10# DL
EXT. BALCONY	60# LL 10# DL

FRAMING LUMBER

(FLOOR JOISTS, CEILINGS JOISTS, RAFTERS, HEADERS AND BEAMS)

GRADE _____ SPECIES _____ DOMESTIC OR CANADIAN BASE FB = _____
(CIRCLE ONE)

SOUTHERN PINE OR MIXED SOUTHERN PINE LUMBER

GRADE _____ SPECIES _____

PRESSURE TREATED: YES OR NO

ENGINEERED WOOD PRODUCT

(BEAMS & GIRDERS)

MANUFACTURER _____ PRODUCT TYPE _____
(LVL, PSL, LSL, GLU-LAM)

SIZE _____ FB= _____ E= _____

PRESSURE TREATED: YES OR NO

ENGINEERED WOOD PRODUCT

(I-JOIST)

MANUFACTURER _____ SERIES# _____ SIZE _____

ENGINEERED WOOD PRODUCT

(STUDS & COLUMNS)

MANUFACTURER _____ PRODUCT TYPE _____

PRESSURE TREATED: YES OR NO

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BUILDING PLAN REVISIONS

TO AVOID POSSIBLE DELAYS IN APPROVAL OF YOUR PLANS PLEASE FOLLOW THESE PROCEDURES
ALL CORRECTIONS AND REVISIONS MUST BE MADE IN RED.

- 1) The Kane County Development Department, Building and Community Service Division must approve ALL revisions to approved building plans.
- 2) FOR ALL REVISIONS: (during application review process and after permit is issued)

Revisions may be made on the original submitted plan sets. If "new drawings" are submitted the originally submitted plan marked "permit copy" must be returned with two new plan sets.

- a) Each revision set must be identified by a "revision #, item #" and date. The revision numbers must be sequential e.g. "first revision" 1.1, 1.2, 1.3, etc., 6-18-05, "Second revision" 2.1, 2.2, 2.3, etc., 7-10-05. Each revision must have a "cloud" drawn around it and "item number triangle" to call attention to its location on the plan.

Examples:  NEXT → CHANGE DATE 

- b) Revisions in response to a Plan Review or Field Inspection Report must be added to the proper locations on the plans and correlated to the plan review or field inspection report. A EXAMPLE OF THIS IS ON THE REVERSE SIDE OF THIS SHEET.
 - c) Revisions to plans sealed by an Illinois licensed architect or Illinois structural engineer must be approved and added to the plans by that same professional.
 - d) Revisions prepared by an Illinois licensed architect or Illinois structural engineer must have their initials at each revision and be accompanied by two sealed copies of an approval letter confirming the added revisions.
 - e) New building plans may be required for plans that have extensive changes and/or are in a unreadable condition or damaged beyond reasonable repair, as determined by the Building Division.
 - f) No faxed or mailed revisions will be accepted.
- 3) FOR REVISIONS TO APPROVED PERMIT PLANS:
 - a) A \$50.00 minimum re-examination fee will be charged plus other fees e.g. "additional square footage."
 - b) The approved Permit Copy plan set must accompany all proposed revisions.
 - c) Submit all revisions for approval one week prior to any scheduled inspections. The Building Division cannot assure "on the spot" review of revisions. Major revisions may require review by other county departments.

SAMPLE OF CORRELATED PLAN EXAM SHEET



Building Plan Review Notice
County of Kane
Plan Review Notice

Make All Corrections in Red on Original Prints Submitted

Review # 1

Code Section	Comment
FOUNDATION PLAN	
R310 AMENDED	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p style="text-align: right; margin-right: 20px;">SHT-4 5-2-06</p> <p>Basement Emergency escape and rescue opening (in sq.ft. net clear opening with sill height) well size (9 sq.ft. min.) and location ladder (Note: A removable sash does not meet code requirements). * NOTES ARE WRONG ON PLAN AND INCOMPLETE ATTACHMENT IS OK - REMOVE NOTE ON PLAN AND USE ATTACHMENT</p> </div> </div>
R407	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p style="text-align: right; margin-right: 20px;">SHT-5 5-2-06</p> <p>Column size * BASEMENT</p> </div> </div>
WALL CROSS SECTION	
TABLES R404.1.1(1-4)	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p style="text-align: right; margin-right: 20px;">SHT-4 5-2-06</p> <p>Foundation walls * SEALED DESIGN PER ARCHITECT/S.E. WITH ANY REQUIRED REINFORCEMENT - ALSO INCLUDE COMPLETE DETAIL OF RETAINING WALL AND REINFORCEMENT IF IT IS A POURED CONCRETE WALL ATTACHED TO FOUNDATION WALLS</p> </div> </div>
R403 AMENDED	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p style="text-align: right; margin-right: 20px;">SHT-1 5-2-06</p> <p>Footing minimum 42" below grade Table R301.2(1)</p> </div> </div>
R602	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p style="text-align: right; margin-right: 20px;">SHT 4 5-2-06</p> <p>Exterior walls & bearing partition framing - max 10'0" for 2x4 studs - stud size & spacing * WALKOUT FRAMED WALLS</p> </div> </div>
R806	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p style="text-align: right; margin-right: 20px;">SHT 7 5-2-06</p> <p>Roof vents & eave vents - size and spacing per code requirements * EAVE VENTS AS CALLED FOR ABOVE</p> </div> </div>
R905	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p style="text-align: right; margin-right: 20px;">SHT 7 5-2-06</p> <p>Roof coverings and weights - shingles & felt - ice shield underlayment (eave to 24" horz. past interior side of exterior wall). * ICE SHIELD AS NOTED IN RED ON WALL SECTION</p> </div> </div>
FLOOR PLAN	
TABLE R1003.1	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p style="text-align: right; margin-right: 20px;">SHT-5 5-2-06</p> <p>Hearth extension - min 16" to front & 8" to sides of fireplace opening - if opening is 6 sq. ft. or greater than 20" to frt & 12" to sides * IF OPENING IS 6 SQ FT OR GREATER - AS CALLED FOR ABOVE</p> </div> </div>
R309	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p style="text-align: right; margin-right: 20px;">SHT-4 5-2-06</p> <p>Fire resistant material - common walls to roof sheathing/common walls and ceiling. All walls, ceiling & steel (if living area above garage) solid core door (no glass) between house and garage * SOLID CORE DOOR TO HOUSE</p> </div> </div>
E3802	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p style="text-align: right; margin-right: 20px;">SHT-8 5-2-06</p> <p>2002 NEC - GFCI: all outlets (bathroom-exterior-garage-kitchen) basement minimum of one (typical for all)[use single dedicated outlets for sump/furnace not GFI]- mark whirlpool location: * BASEMENT</p> </div> </div>
E3802	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> </div> <div> <p style="text-align: right; margin-right: 20px;">SHT-8 5-2-06</p> <p>Include note on floor plans or electrical sheet, "Arc fault protection - all circuits supplying power to sleeping area per 2002 NEC."</p> </div> </div>

COUNTY OF KANE

DEVELOPMENT DEPARTMENT
Building and Community Services Division
Mark D. VanKerkhoff, AIA Director



County Government Center
719 Batavia Avenue
Geneva, Illinois 60134
Phone: (630) 232-3485
Fax: (630) 232-3411
Website: www.co.kane.il.us

SOIL ENGINEER'S REPORT REQUIREMENTS

THIS IS THE INFORMATION THAT IS REQUIRED TO BE SUBMITTED IF A SOIL TEST IS REQUESTED OR IF ONE IS FURNISHED BY THE APPLICANT

If a soil report test is requested or furnished, it must be sealed by a registered state of Illinois engineer who is qualified to do soil engineering.

The report is to show the location of the testing and the conditions that are found to an adequate depth below the excavated footing levels. If the test is made before excavation, then the conditions must be verified by the engineer after excavation is complete.

If poor soil conditions are encountered, the engineer must make his recommendations to rectify the soil conditions, as well as, verify that the proper procedures were followed. The report shall include a detailed drawing of any reinforcement that may be required for the foundation walls and/or footings.

You will be required to submit a report of the soil testing and a report that verifies that existing conditions are satisfactory to provide a minimum 1500 psf soil bearing capacity. The engineer should be on site during excavation and placement of fill materials to witness the soil conditions and that the soil report was followed for corrective measures.

YOU ARE REQUIRED TO COME IN TO THE BUILDING DIVISION OFFICE WITH:

- **THE PERMIT COPY OF THE BUILDING PLANS**
- **TWO COPIES OF THE SOILS REPORT**
- **IF PERMIT PLANS HAVE BEEN SEALED BY AN ARCHITECT, TWO COPIES OF A LETTER FROM THE ARCHITECT INDICATING THAT THE SOIL REPORT HAS BEEN REVIEWED AND ANY REVISIONS MADE TO THE APPROVED PERMIT PLANS**

THE CHANGES MUST BE APPROVED IN OUR OFFICE AND ADDED TO THE PERMIT AND FILE COPIES OF THE BUILDING PLANS.

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POLICY FOR DECKS AND STOOPS

Decks and Stoops that are proposed and/or required as part of a permit for a new home or addition must be constructed per the Approved Permit Plans prior to the final inspection.

The Kane County Building & Community Services Division does understand that during the construction process an owner may desire to change the size or design of decks and stoops, or may wish to build the deck after the house or addition has been completed. If so, the following approvals must be obtained well in advance of the final inspection:

CHANGES IN SIZE OR DESIGN – to be constructed prior to Final Inspection

- Bring Permit Copy of Approved Plans to the Building Division along with two copies of proposed changes to deck or stoop for review and approval. If the Permit Copy was sealed by an architect, the plans must be signed and sealed by the original architect.
- Pay \$50 Plan Re-examination fee, payable to Kane County, plus \$25 per 100 S.F. for increased size.

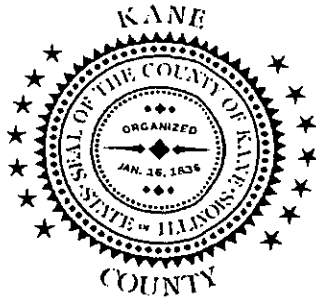
REMOVING DECKS OR STOOPS FROM PLANS– may only be removed at doors not required as an exit.

- Bring Permit Copy of Approved Plans to the Building Division to have the deck or stoop removed from the original permit.
- A guard rail must be securely attached to the exterior of the house to prevent exiting.
- Pay \$50 Plan Re-examination fee payable to Kane County.

A NEW PERMIT IS REQUIRED TO CONSTRUCT THE DECK OR STOOP IN THE FUTURE.

- Complete application for a new permit, including PIN and legal description
- Submit three site plans meeting the Site Plan Requirements
- Submit two copies of the deck or stoop plans
- Fee will be charged at \$20 per 100 S.F. Building Fee for the area of the deck or stoop to be constructed under the new permit, and a 10% Plan Review Fee

NOTE: The applicant must provide the above information - application information and plans will not be copied from the existing permit file for the new permit application.



Kane County Water Resources Department
719 Batavia Ave.
Geneva, IL 60134
630-232-3497
630-232-3837 Fax

KANE COUNTY SITE GRADING PLAN REVIEW FEES

DATE: January 8, 2002
TO: Homeowners & Builders
FROM: Paul M. Schuch, P.E., Director, Kane County Water Resources Dept.

At the time of application for a "new home" residential building permit, a **Site Grading Plan** is to be submitted showing the existing topographic features, ground contours and drainage patterns as well as the proposed building elevation(s), site improvements, ground contours and drainage design.

During the review process, it may be determined that a **Spot Survey** and/or a **Final Grading Survey** may be required. These surveys verify the actual construction has met the intent of the approved site grading plan. Specifically, the Spot Survey certifies that the location and elevation of the foundation was constructed in compliance with the approved site grading plan. The Final Grading Survey is more detailed and certifies that the actual grading of the property was completed to comply with the approved site grading plan.

In order to cover the County's costs in reviewing the Site Grading Plan, Spot and Final Grading Surveys, the following fee schedule was adopted by the County Board on January 8, 2002 as Ordinance No. 02-04.

RESIDENTIAL SITE GRADING PLAN REVIEW FEES

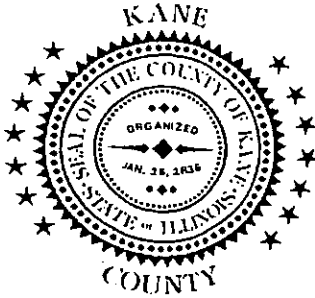
The following fees are to be paid as part of the Building Permit Fees when the permit is picked up:

Application fee and Review and Acceptance of Grading Plan	\$50
Review and Acceptance of Foundation (Spot) Survey (if required)	\$50
Review and Acceptance of Final Grading Survey (if required)	\$50

The following fees are to be paid to the Kane County Water Resources Dept. (as required):

Re-review of the Grading Plan; Foundation or Final Grading Survey	\$50
Site inspection (when required at the discretion of the Building Officer)	\$50
Plan Revisions after Issuance of Permit or Field Changes	\$50
Postponement of Final Grading Survey (Letter of Intent)	\$50
Fine for Violations or Commencement of work without a Permit - 100% of the Fees associated with the Grading Plan Review and Survey(s)	

If you have questions regarding the specific requirements of a Site Grading Plan, or Spot or Final Grading Survey as it pertains to your project, please contact the Kane County Water Resources Department at 630-232-3497. We are located on the First Floor of Building "A" at the Kane County Government Center in Geneva.



Kane County Water Resources Department
719 Batavia Ave.
Geneva, IL 60134
630-232-3497
630-232-3837 Fax

NOTICE TO HOMEOWNERS & BUILDERS

DATE: January 9, 2002
FROM: Paul M. Schuch, P.E., Director, Kane County Water Resources Dept.
SUBJECT: Kane County Stormwater Management Ordinance

When is a **Stormwater Permit** required?

In addition to your building permit you may be required to obtain a **Stormwater Permit** from the Kane County Water Resources Department under the new **Kane County Stormwater Management Ordinance** which became effective January 1, 2002.

- For the typical single family residential project, including new construction, additions, fences, etc., a Stormwater Permit will only be required if any portion of your property falls within a **floodplain**.
- For multi-family and commercial projects, a Stormwater Permit will be required if there is either floodplain, or the disturbed area exceeds 5,000 square feet.
- For other projects that do not require a building permit for the Development Department, but exceed 5,000 square feet of disturbance, a Stormwater Permit will be required.

Be aware that even if a Stormwater Permit is not required, the Soil Erosion & Sediment Control section of the Ordinance must be followed and will be enforced.

The entire Stormwater Management Ordinance is located on the Kane County website at www.co.kane.il.us

Copies of the Ordinance and Technical Manual are available for purchase from the Kane County Department of Environmental Management.

If you have questions regarding the requirement of a Stormwater Permit as it pertains to your project, please contact the Kane County Water Resources Department at 630-232-3497. We are located on the First Floor of Building "A" at the Kane County Government Center in Geneva.

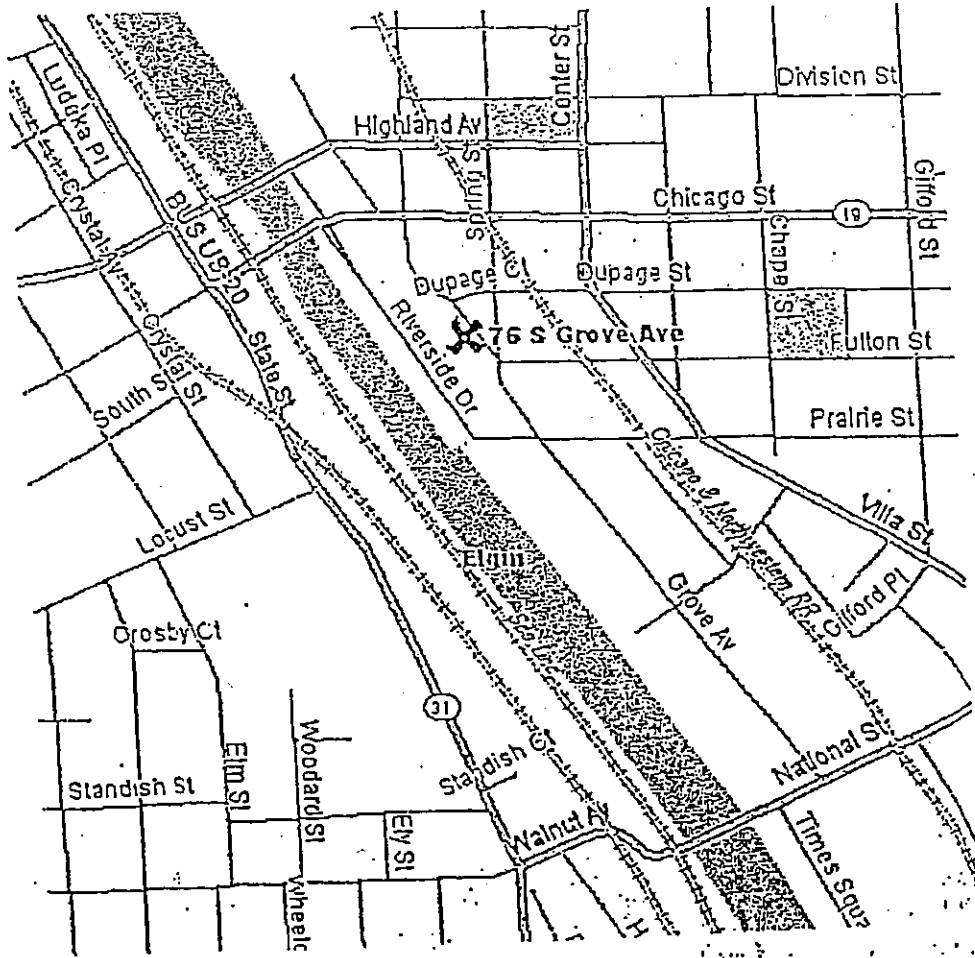
**KANE COUNTY HEALTH DEPARTMENT
WELL & SEPTIC DIVISION
CONTACT INFORMATION**

Kane County Health Department
Well & Septic Division
76 S. Grove Ave.
Elgin, IL 60120
(847) 608-2850
Fax: (847) 888-6458
Julie Wiegel – Well & Septic Program Manager

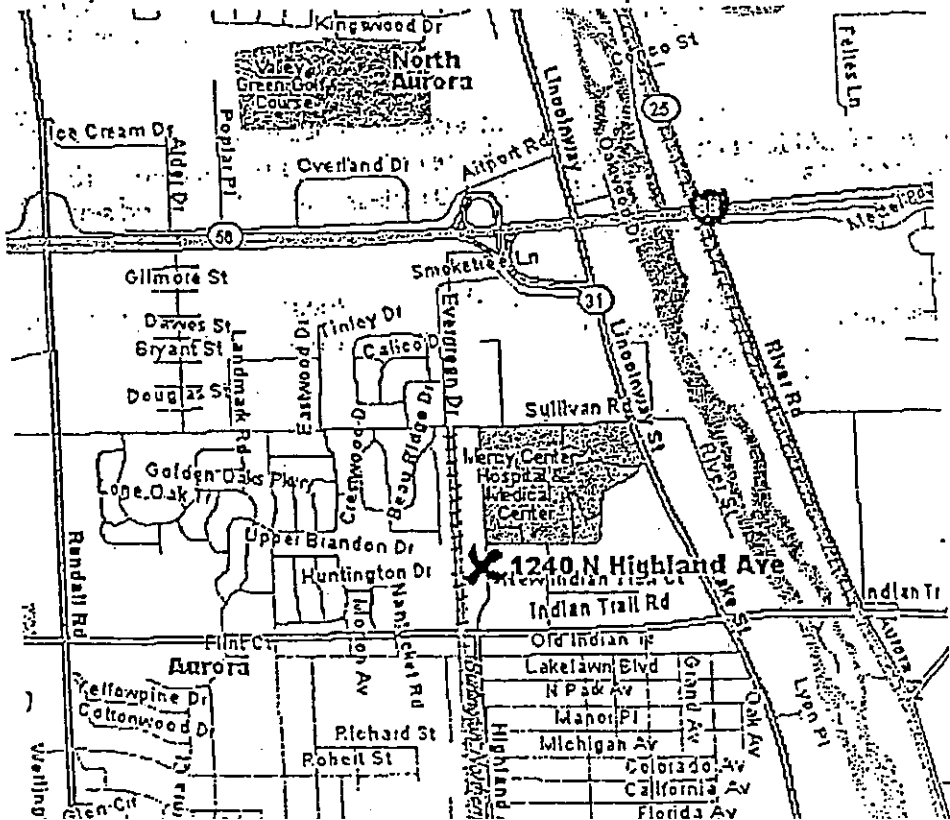
Kane County Health Department
Well & Septic Drop Off Location Only
1240 Highland Avenue Suite 5
Aurora, IL 60506

Well and septic applications, soil interpretation requests, variance requests, feasibility requests and mortgage survey requests will be accepted at the Aurora office. Please allow two days for applications submitted in Aurora to reach the Elgin Location.

76 S Grove Ave
Elgin, IL 60120-6404



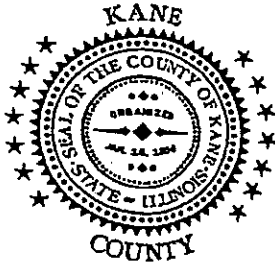
1240 N Highland Ave
Aurora, IL 60506-1450



KANE COUNTY TOWNSHIP HIGHWAY COMMISSIONERS

Updated 12/06

TOWNSHIP	COMMISSIONER	ADDRESS	Email Address	PHONE #'S
AURORA	FRED BURGESS	220 BUTTERFIELD NORTH AURORA, IL 60542	ahd@aol.com	Office: 630-892-0246
BATAVIA	CHRIS LONG	100 N. ISLAND AVENUE BATAVIA, IL 60510	clong@bataviatownship.com	Office: 630-742-7587
BIG ROCK	STEVEN R. BRACKETT	BOX 63 / 47W860 E. 2 ND ST. BIG ROCK, IL 60511	bigrocktwpwhwyd@aol.com	Office: 630-556-4331
BLACKBERRY	ROD FEECE	43W989 OAK LEAF DR. ELBURN, IL 60119	roads@blackberrytwp.com	Office: 630-365-9109
BURLINGTON	PETE HANSEN	BOX 129 / 434 S. MAIN ST. BURLINGTON, IL 60109		Office: 847-683-4848
CAMPTON	SAM GALLUCCI	5N790 IL ROUTE 47 MAPLE PARK, IL 60151	sgallucci@inil.com	Office: 630-365-9300
DUNDEE	LARRY BRAASCH	1900 SLEEPY HOLLOW RD. DUNDEE, IL 60118	DundeeTownHwyDep@aol.com	Office: 847-426-0898
ELGIN	RICHARD BURNIDGE	725 S. McLEAN ELGIN, IL 60123	rcbet@aol.com	Office: 847-741-4637
GENEVA	JOHN CARLSON	400 WHEELER DR. GENEVA, IL 60134		Office: 630-232-3600
HAMPSHIRE	STAN WALKER	BOX 833 / 193 N. STATE ST. HAMPSHIRE, IL 60140		Office: 847-683-4485
KANEVILLE	DENNIS LONG	3S015 DAUBERMAN ROAD ELBURN, IL 60119		Office: 630-557-2773
PLATO	JOE HULKE	10N924 RIPPBURGER RD. PLATO CENTER, IL 60123		Office: 847-464-5121
RUTLAND	JAY SCHULTZ	16N491 POWERS ROAD GILBERTS, IL 60136-9630		Office: 847-428-6789
ST. CHARLES	RON JOHNSON	1725 DEAN STREET ST. CHARLES, IL 60174	rjohnson@stcharlestownship.org	Office: 630-584-3496
SUGAR GROVE	GREG HUGGINS	BOX 465 / 70 1 ST ST. SUGAR GROVE, IL 60554	sgcommish@aol.com	Office: 630-466-4274
VIRGIL	LARRY PETERSON	110 N. SUMMER, BOX 189 MAPLE PARK, IL 60151		Office: 815-827-3383



Kane County Development Department
719 Batavia Avenue
Geneva, IL 60134
Tel: (630) 232-3480
Fax: (630) 232-3411

March 30, 2004

**ATTENTION PROPERTY OWNERS,
ARCHITECTS AND BUILDERS**

**The Kane County
Road Improvement Impact Fee
Ordinance
Is effective starting April 1, 2004**

This new ordinance generally applies to new single family residences and most non-residential construction. A copy of the receipt from KDOT for the payment of the impact fee is required before your building permit can be issued.

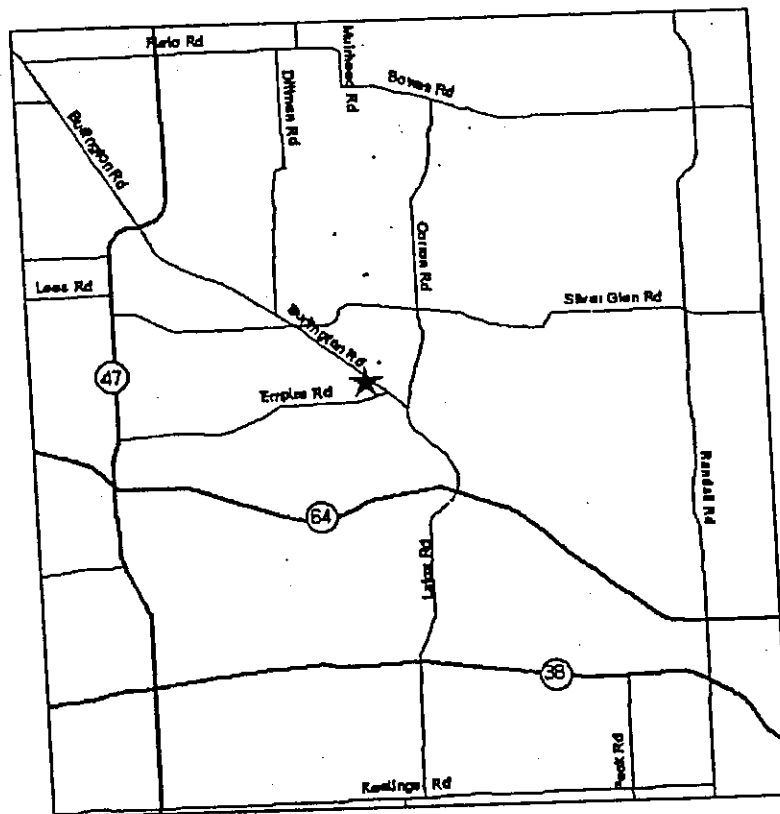
Please contact the Kane County Division of Transportation as listed on the back of this sheet.

Kane County Road Improvement Impact Fee Payment Location and Contact Information

Kane County Division of Transportation
41W011 Burlington Road
St. Charles, IL 60175

Impact Fee Program Phone Number: (630) 845-3799
Office Hours: 8:00 a.m. - 4:00 p.m.

Office Location Map:



For an application and additional information on the Kane County Road Improvement
Impact Fee Program visit the program website at:

www.co.kane.il.us/dot/roadimpact/roadimpact.htm

COUNTY OF KANE

DEVELOPMENT DEPARTMENT
Building and Community Services Division
Mark D. VanKerkhoff, AIA Director

County Government Center
719 Batavia Avenue
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Phone: (630) 232-3485
Fax: (630) 232-3411
Website: www.co.kane.il.us



PERMIT POSTING, SITE IDENTIFICATION AND DRIVEWAY REQUIREMENTS FOR NEW CONSTRUCTION

Safety of construction workers and building inspectors is a priority for the Kane County Development Department. Unfortunately, construction site accidents do occur. The following requirements for permit posting, site identification the installation of driveways are critical for contacting 911 and for emergency personnel to locate and access the construction site.

Thank you in advance for your cooperation.

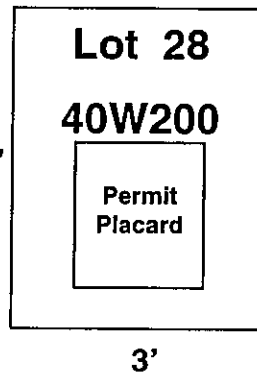
Mark D. VanKerkhoff, AIA, Building Officer
Director, Building & Community Services Division

Permit Posting and Site Identification

The following information must be posted and maintained at the front of the lot and be clearly visible from the street prior to excavation and County inspections:

1. Lot Number (if location in a subdivision)
2. Address (Fire Number)
3. Permit Placard

Example with numbers
painted on plywood:



Installation of Driveways

An approved solid base for the proposed drive must be installed from the appropriate public right-of-way to within 25 feet of the structure prior to scheduling a footing and foundation inspection to provide safe and adequate access to the structure for building inspectors and emergency vehicles.

Failure to post and maintain the required information and/or failure to install and maintain a solid base for the driveway will result in the failure of any scheduled inspections and a minimum fine of \$50.00

FIRE DISTRICT PHONE NUMBERS

Kane County, Illinois

In the State of Illinois, Fire Protection Districts have the authority to adopt and enforce ordinances independent from Kane County's adopted building codes and ordinances. It is the owner's responsibility to notify the appropriate fire protection district and comply with any required submittals, inspections and occupancy requirements in addition to those required by Kane County.

Algonquin - Lake In The Hills Fire District	847-658-8233
Batavia Township & Countryside Fire District	630-879-1404
Big Rock Fire District	630-556-3214
Burlington Fire District	847-683-2199
Village of Carpentersville Fire Department	847-426-2131
Carpentersville & Countryside Fire District	847-836-1793
East Dundee Fire District	847-426-7521
West Dundee Fire District	847-551-3805
Elburn & Countryside Fire District	630-365-6855
Geneva Fire Department	630-232-2530
Hampshire Fire District	847-683-2629
Hinckley Fire District	815-286-7711
Huntley Fire District	847-669-5066
Kaneville Fire District	630-557-2443
Maple Park Fire District	815-827-3500
Marywood Fire District	630-898-2421
Moecherville Fire District	630-898-2121
Montgomery Fire District	630-897-0622
North Aurora Fire District	630-897-9698
Pingree Grove & Countryside Fire District	847-741-3151
Rutland & Dundee Fire District	847-426-2522
St. Charles & Countryside Fire District	630-377-4457
For sprinkler ordinance information contact David Baird at B & F Technical Code Services, Inc.	630-762-3900 847-490-1443
South Elgin Fire District	847-741-2141
South Park Fire District	630-898-3222
Sugar Grove Fire District	630-466-4513
Sycamore Fire District	815-895-4514

