

## HOME IMPROVEMENT GUIDE

- Adding a fence?
- Building a deck?
- Plumbing or Electric work?
- Planning a home improvement dream project?

If you answered yes to any of these questions, this guide is for you. This guide will help explain some of the Village regulations regarding permits, home improvement projects and provide some of the most frequently asked questions and their answers. While this is not a comprehensive guide, we hope it will be helpful.

Many of the subdivisions in Bartlett have private covenants that may limit your ability to do certain projects. If you live in a subdivision that has recorded covenants you should review them before starting your project. The Building Department Staff can let you know if you live in an area that has covenants.

Unfortunately, space does not allow the listing of all of the regulations for each individual property or project. Therefore, it is very important to contact the Building Department at (630) 837-0800 prior to starting any project. When in doubt contact the Building Department. In addition, make sure you have all the information available to you before beginning your project.

**Building permits** are a vital part in the enforcement of building codes. When you have a large investment, such as your home, it is important that you keep the property in compliance with all the appropriate building codes. By doing so, property values will increase and building safety is ensured. Applying for a building permit notifies the Code Official that you plan on constructing or remodeling a building structure, so he or she can ensure code compliance, safety considerations, and ensure that you get what you're paying for.

If you have any questions or concerns, please call the Building Department or stop by the Village Hall. Staff is on hand to help make your project a success!

## GENERAL INFORMATION

Building permits are required for many types of construction projects. Listed in this guide are handouts that our staff has put together for the most common projects. All require permits. If required, building permits must be obtained from the Building Department prior to beginning any construction. Failure to obtain the necessary permits may result in significant financial penalties.

All projects are regulated by Village Code to maintain uniformity and safety.

For your protection, contractors performing work under an approved permit must be licensed and insured to work in the Village of Bartlett.

Inspections are required as the work progresses. A final inspection is required upon completion of a project. Upon successful completion of this step, a certificate of occupancy or completion will be issued.

## **VILLAGE CODES**

The Village adopts codes to establish minimum standards for the safety and benefit of all Village residents. The Village has adopted the following codes relating to home improvement:

- The International Building Code 2006 with amendments
- The International Energy Conservation Code 2006 with amendments
- The International Residential Code 2006 & appendices F,G and J with amendments
- The International Mechanical Code 2006 with amendments
- The Illinois Plumbing Code-latest edition with amendments
- The National Electric Code 2005 with amendments
- The Illinois Accessibility Code, latest edition
- The International Property Maintenance Code 2006 with amendments
- The International Fire Code 2006 & appendices B,C and D with amendments
- The International Fuel Gas Code 2006

The above aforementioned codes are available for your review at the following locations:

- The Village Hall in the Clerk's Office
- The Village Hall in the Building Department
- The Bartlett Public Library

All of the codes can be purchased through the International Code Council at [www.iccsafe.org](http://www.iccsafe.org). If you have any specific inquiries regarding the aforementioned codes, the Building Department will be happy to help.

## **CONTRACTORS**

All contractors performing work under an approved permit must be licensed, insured and bonded in the Village of Bartlett. A Building permit will not be issued until all contractors listed on the application and performing work on the project are licensed and insured. This requirement is for the protection of all the homeowners and the Village of Bartlett.

The Village Clerk's Office registers all contractors. Please contact the Village Clerk's Office at (630) 837-0800 with any questions regarding contractor licensing or how to obtain an application.

A homeowner may do his/her own construction work on his/her home. However, a homeowner should not take on a project that may be too large or complicated.

In instances where the homeowner is acting as the general contractor, they are responsible for making sure all work is completed as per plan, scheduling contractors in proper sequence and timely manner, attending all inspections made by the Village representatives, and bearing additional cost of repairing mistakes, omissions or failures.

## **BUILDING PERMITS**

Permits allow the enforcement of the codes that have been adopted as law by State, County and Village. No matter what the specific project may be, the enforcement of codes is carried out to protect the public health, safety and welfare. The Village of Bartlett, which enforces the code, is acting to assure safe construction.

Codes are designed to reduce potential hazards of unsafe construction and therefore, ensure the public health, safety and welfare. These codes ensure that minimum standards are met and appropriate materials are used.

Permits are required for many remodeling projects, repairs, replacements, new structures, and additions. Prior to starting any home improvement projects, please contact the Building Department for permit requirements. Some of the common construction projects requiring permits are listed below. If your project is not listed, contact Village staff to inquire about regulations that may apply to your project.

- Balconies
- Basement Buildouts
- Central A/C, new or replacement
- Concrete stoops, slabs and stairs
- Decks or porches
- Driveway replacement or expansion
- Electrical Work
- Fences
- Fireplaces
- Furnaces, new or replacement
- Garages, attached or detached
- Gazebos
- Gutters and downspouts
- Lawn Sprinkler system
- Patios
- Plumbing work
- Remodeling, interior & exterior
- Retaining walls
- Roofs
- Room additions or sunrooms
- Sewer repair, replacement, cleanout
- Shed
- Sidewalk or stairs
- Siding

- Soffit & fascia
- Swimming pools above ground
- Swimming pools in ground
- Under drains installed in yard
- Wall partitions
- Water heaters, new or replacement
- Water softeners, new or replaced
- Whirlpools/spas
- Windows or doors when added, increased or decreased in size
- Yard regarding or filling

Before starting any project that requires digging, contact (JULIE) Joint Utility Location for Information for Excavators at (800) 892-0123 and the Village Public Works Department to ensure the location of utilities.

### **THE BUILDING PERMIT PROCESS**

1. The applicant submits a plat of survey, building drawings, and complete applications and pays for the processing fee. Additions and new construction require a plan review fee to be paid when the application is submitted.
2. Plans are reviewed by the plans examiner.
3. Once the permit fee is approved, it will be processed in approximately ten days. The Building Department will allow a verbal approval when the permit has been approved to let applicants get started. Once the permit is processed, the Building Department will mail permit to the applicant.
4. Construction is inspected and approved.
5. Certificate of occupancy or certificate of completion is issued.

Please remember to obtain a building permit before starting any work. Work started without a permit will be stopped by Village personnel and homeowners may be assessed a fine. Your plan review will be a quicker process if your drawings and specifications are complete. Architectural drawings are required for additions and any structural changes to the primary structure.

## INSPECTIONS

As work progresses, it must be inspected by Village staff to ensure that it complies with the approved permit plans and all code regulations. Required inspections for your project are listed in the appropriate handouts. If you are unsure whether or not an inspection is required, contact the Building Department. Most work that is performed is required to be inspected before it is covered up. To schedule an inspection, call the Building Department at least 24 hours in advance and before 3:30 for the following day's inspections. Have the address handy, since it is necessary to request an inspection. Due to the workload and scheduling backlog, inspections are not always available the next day. It is recommended that you call as early as possible, as inspections are taken up to one week in advance.

As a general rule, specific inspection times are only available for the pre-pour of concrete; however, other time-sensitive inspections can be made to accommodate a resident. You may request a morning (9:00 am-11:30 am) or an afternoon (1:00 pm-3:00 pm) inspection. Prior to calling for an inspection, please make sure the work for which you are requesting an inspection, has been completed. A fee of \$75.00 is charged for any failed inspection. This includes projects that are not ready when the inspector arrives.

If you are encountering problems, need advice, specific information, or are unsure as to how to proceed, please contact the Building Department. All of the Village inspectors are trained in their field. While they cannot design your project, they are willing to offer advice to assist you in completing the job as quickly and easily as possible. If it is necessary to have an inspector stop by your project for assistance, please let Village staff know when you call. There is no charge for this type of interim inspection assistance.

It is our goal to see that your project is completed quickly, with as little disruption or inconvenience as possible. If you wish to speak to one of the inspectors, you may contact them directly. The best time to reach one of the inspectors is Monday-Friday, between 8:30 am and 9:00 am or between 4:00 pm and 4:30 pm when they are usually in the office.

For your protection, you may want to have the final inspection completed and approved by the Building Department prior to making the final payment to your contractors.

## QUESTIONS AND ANSWERS

Q. How long is the building permit valid?

A. Work authorized by a permit must begin within six months of the date of the permit and be completed within one year of the permit approval. Work extending beyond these time frames requires the issuance of a new permit.

Q. Who is JULIE?

A. JULIE stands for Joint Utility Locating Information for Excavators. Upon receiving your call, JULIE will visit your property within 48 hours and mark the location of non-Village underground utilities. Call JULIE toll free at (800) 892-0123.

Q. Does the Public Works Department locate its underground utilities?

A. Yes, the Village Public Works Department will locate underground Village street light electric cables and other utilities such as water, sewer lines.

Q. What is a "Stop Work" order?

A. A "Stop Work" order is issued for jobs that are not being completed in accordance with the approved plans or for jobs that were started without a permit.

Q. What if I make changes to my plans as work on the project progresses?

A. Be sure to obtain permission from the Building Department prior to making any changes to the approved permit plans.

Q. What do I do with the approved permit sheet I was given?

A. This is your printed permit that you should keep for your records. The permit should be displayed in a window of your home so that it is visible from the street.

Q. What inspections are required?

A. Inspections are listed in handouts or in chapter 22 of the Bartlett Building Code.

Q. What's the difference between the plan review fee and the permit fee?

A. The plan review fee covers the cost of reviewing new construction plans or additions for compliance with Village codes. The permit fee covers the cost of processing and inspecting the improvement.

Q. What is a certificate of occupancy or certificate of completion?

A. A certificate of occupancy or completion is the Village's indication that the improvement meets the code requirement and is safe for occupancy.