

## **BUILDING PERMIT CHECKLIST**

The Permit Application is to be filled out and returned to the Building and Zoning Officer along with other required documents attached.

Fees will be determined by the Building and Zoning Officer and you will be notified of the required fees within approximately five (5) working days after the application is received. All fees must be paid and required documentation received prior to processing of your permit. Fees include both the building permit charges and the inspection charges. Checks for permits and inspections must be made out to the City of Plano. Checks for Transition Fees must be made out to the School, Library, or Fire District (as noted on your permit) Permits will be issued within approximately fourteen (14) working days of receipt of fees and required documentation.

**ADDITIONAL INSPECTION FEES:** Whenever, at the discretion of the Building and Zoning Officer, additional or extra inspections shall become necessary because of faulty, incorrect or substandard workmanship, the particular contractor concerned, or the owner of said premises, if there is no contractor, shall pay in advance to the City Clerk, the sum or thirty-five dollars (\$35.00) for each such additional or extra inspection.

**PERFORMANCE BONDS:** Whenever, at the discretion of the City Engineer, it is necessary to insure that street surfaces be returned to their original condition following construction, a \$1,000 performance bond may be added to the building permit costs. This bond will be returned to the permit holder upon satisfactory restoration of street surfaces and/or parkways.

Any permit issued shall become invalid if the authorized work is not commenced within six (6) months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing the work.

### **BUILDING CODES (as amended) IN EFFECT:**

- International Building Code 2006
- International Residential Code, 2006
- International Plumbing Code 2006
- International Mechanical Code 2006
- International Energy Conservation Code 2009
- NFPA 101, Life Safety Code 2006
- NEC, National Electric Code, (Most Current Edition)
- Illinois State Plumbing Code, (Most Current Edition)
- City of Plano, Minimum Construction Standards (C.C. Title 4, Chap. 9)

THE FOLLOWING MUST BE SUBMITTED WITH APPLICATION FOR BUILDING PERMIT. (Multiple dwelling drawings and commercial and industrial drawings must be signed and sealed by a licensed professional engineer or architect).

PLAT OF SURVEY: (See attached examples) drawn to scale 1" = 20' preferred  
Identification of easements and flood plains  
Actual size and shape of property  
Location and size of all existing structures and/or all new Construction  
Distance from lot lines and distance between buildings  
Driveways and parking areas  
Names of all streets bordering property  
Location of all water and sewer lines  
Date of recorded plot

SEPTIC PERMIT - If necessary, to be obtained and approved by the Kendall County Health Department

PARCEL NUMBER OF LOT:

CONSTRUCTION DRAWINGS: Three sets drawn to scale (See attached examples) including but not limited to the following:

Foundation Plan  
Typical floor and wall cross section  
(Noting size and material of structural elements)  
Floor plan of each floor and basement  
(Designate bedroom egress & basement escape windows)  
Mechanical, Plumbing, and Electrical layout  
Residential Construction documents shall include  
A Light & Vent Schedule,

CULVERT PERMIT: (If necessary)

FLOOD PLAIN INFORMATION: (If necessary)

PROPOSED CONSTRUCTION MUST BE STAKED OUT PRIOR TO SUBMISSION OF APPLICATION FOR BUILDING PERMIT.

### **BUILDING INSPECTION SCHEDULE**

The following is a general list of required inspections; your Project may require some or all of the following. It is the applicant's responsibility to schedule inspections as required.

TO SCHEDULE AN INSPECTION, PHONE THE BUILDING & ZONING DEPARTMENT AT 552-8425 NOT LESS THAN 48 HOURS BEFORE THE INSPECTION IS REQUIRED.

- FIRST INSPECTION: Zoning inspection. Often this inspection will be made prior to approval of your building permit, so have the parcel staked out before submitting the application.
- SECOND INSPECTION: Footing inspection: Before calling for a footing inspection:  
1. Have excavation complete  
2. Have footing forms laid out and ready to pour concrete
- THIRD INSPECTION: Foundation / Backfill (Approximately 8 days after pouring)  
Following should be complete:  
1. Forms stripped off and foundation walls cured  
2. Damp-proofing applied and visible to the footing  
3. Perimeter of foundation tiled to point of distribution - tiles covered with gravel
- FOURTH INSPECTION: Water service & sanitary sewer hook-up, install water meter (Licensed Plumber only)
- FIFTH INSPECTION: Electric Service Inspection
- SIXTH INSPECTION: Under floor plumbing (before basement slab)
- SEVENTH INSPECTION: Framing & Wiring  
The following should be complete:  
1. Framing complete  
2. Conduit / Wiring must remain exposed  
3. No insulation or drywall applied
- EIGHTH INSPECTION: Rough Plumbing (All Firestops in place at this inspection)
- NINTH INSPECTION: Insulation
- TENTH INSPECTION: Remote Water Meter Reader (and Installation)
- 11<sup>th</sup> & 12<sup>th</sup> INSPECTION: Final Plumbing & Occupancy Inspection  
The following must be complete:  
1. All work of life-safety nature, only cosmetic will be allowed to be incomplete.

#### **PLUMBING INSPECTIONS**

TO SCHEDULE AN INSPECTION, PHONE THE BUILDING & ZONING DEPARTMENT AT 552-8425 NOT LESS THAN 48 HOURS BEFORE THE INSPECTION IS REQUIRED.

- FIRST INSPECTION: Under Floor Plumbing
- SECOND INSPECTION: Rough Plumbing
- THIRD INSPECTION: Final Plumbing Inspection (To be completed BEFORE Final Occupancy Inspection)

IF WORK IS NOT READY WHEN THE INSPECTOR ARRIVES FOR A SCHEDULED INSPECTED, A REPEAT INSPECTION FEE WILL BE CHARGED.