



DEKALB COUNTY
PLANNING/ZONING/BUILDING DEPARTMENT
110 E. Sycamore
Sycamore, IL 60178-1497
(815) 895-7188
Fax: (815) 895-1669

**BUILDING APPLICATION CHECKLIST FOR NEW CONSTRUCTION, ADDITIONS,
REMODELING AND/OR ALTERATIONS TO ONE AND TWO FAMILY
DWELLINGS**

**CODES AND STANDARDS
ADOPTED BY DEKALB COUNTY**

1. 2003 International Residential Code*
2. 2003 International Building Code *
3. 2002 National Electrical Code
4. Illinois State Plumbing
5. 1995 DeKalb County Code

***NOTE: Amended**

This check list may not be used in lieu of submitting required plans and/or material lists. Plans and schedules, completed application forms, and fees must be submitted prior to acceptance for plan review.

A SITE DEVELOPMENT PERMIT MAY BE REQUIRED AFTER REVIEW OF YOUR APPLICATION.

IMPORTANT NOTICE!

When work for which a permit is required is started prior to obtaining a permit, the fee specified in fee schedule shall be **DOUBLED**. The payment of such additional fees, reviewed and/or approval of plans is not meant to imply that all errors and omissions are noted herein, nor does it relieve the applicant from answering to and complying with, all requirements and regulations of the adopted codes of DeKalb County.

Submittals Required At Time Of Permit Application:

1. Septic Permit - obtained from DeKalb County Health Department.
(Required for SFD and all structures on parcels 1 acre or less)
2. Culvert Permit - obtained from Township Road Commissioner.
3. 1 complete set of Building Plans - which will not be returned to you - see below.

(If deck is to be included - plans must be submitted.)

4. **Window List - by room including: Manufacturer, Stock Number (size) & U-Factors (maximum .35 or less)*.**
5. **Illinois Engineer Sealed Specs for any engineered building components - trusses, etc.**
6. **Completed Permit Application**
7. **Payment of Applicable Fees**

Building Plans must include the following:

1. **Footing and foundation**
 - Footing size**
 - Foundation dimensions including: height, wall thickness, etc.**
 - Top of foundation elevation - as applicable**
 - Perimeter drain detail - including tile sock or rosin paper installed over required gravel, etc.**
 - Basement means of egress - (2) exits required**
2. **Basement**
 - Floor details Including: vapor barrier, placement of floor drain, ejector pit, sump pit, etc.**
 - Girder size and placement**
 - Column size, spacing and placement**
 - Floor joist (size, species, grade & spacing)**
 - Floor truss - engineer's specifications and seal**
 - Egress window size, location and window well size (unless two stairways included)**
3. **Floor Plan - for all above grade and habitable areas.**
 - Floor and decking (size and type)**
 - Floor joist (size, species, grade, & spacing)**
 - Floor truss - engineer's specifications and seal**
 - Headers (size, species & grade)**
 - Window list - showing U-factor, size and location of all windows.**
 1. **Every basement and sleeping room (bedroom) must have at least one window (or exterior door) for emergency escape.**
 - a. **Minimum net clear opening area of 5.7 square feet (5.0 for grade floor openings.) Applies to lower opening of single/double hung window or each opening of a casement or sliding type window.**
 - b. **Minimum net clear opening height of 24 inches and minimum net clear opening width of 20 inches**
 - c. **Maximum sill height of 44 inches**
 2. **Tempered window glazing required if:**
 - a. **Hazardous areas i.e. whirlpool tub compartments**
 - b. **Living areas as follows if all three conditions exist:**

1. glazing is 9 square feet or more in area
 2. glazing is within 18 inches of finished floor
 3. glazing is within 36 inches of any walking area
- c. Within 24 inches of the vertical edge of any door.

Stairways with handrail/guardrail detail

Bathroom and kitchen layout

Interior bearing an/or non-bearing walls (size, species, grade & spacing)

Inside wall covering (type)

Wall bracing

Draft stopping - material must be ASTM E-136 or 814 compliant.

Fire stopping

4. **Roof framing - rafters, ceiling joists, spacing, etc.**

Pitch

Roof truss - engineer's specifications and seal

Rafters (size, species, grade, spacing)

Sheeting (size and type)

Shingles (type)

Attic ventilation

Ceiling joists (size, species, grade, spacing)

5. **Electric Layout -**

Electric service size & location

Electric service disconnect panel size & location

Light fixtures & switches - location

Receptacles - location

Ground fault circuit interrupters - above all kitchen countertops, bathrooms, garage, unfinished areas, exterior, etc.

Smoke detectors - required in each bedroom and adjacent hallway with a minimum of one per floor. Units must be A/C powered with battery back-up and must be interconnected.

6. **Plumbing Layout - including water piping and drain, waste, vent layout.**

7. **Mechanical plans indicating location and type of flues**

Chimney for heating unit :

1. **Factory built (type, size, model, height above roof) specification**

2. **Masonry (size, type, height above roof)**

Fireplaces:

1. **Factory built (model, size, placement, hearth extension, draft stopping, etc.)**

2. **Masonry (size, type, placement, hearth extension, draft stopping, etc.)**

Bathroom - must have an operable window or an exhaust fan for ventilation. Fan must exhaust directly to exterior - not into soffit - not tied to roof vent, etc.

8. **Exterior Details**

Front, rear and side elevations.

**Exterior bearing an/or non-bearing walls (size, species, grade & spacing)
Exterior sheeting and wall covering (size & type)**

9. Misc.

Doors - Manufacturer and stock number

- 1. At least one entry door into house must be at least 36" in width**
- 2. Doors may not swing over stairways without landings (min 36 X 36")**
- 3. Doors between garage and house must be 1- 3/8" solid wood, solid or honeycomb steel not less than 1 3/8" thick or 20 minute fire rated.**

Stairs -

- 1. Maximum rise - 8 1/4"**
- 2. Minimum run / tread - 9"**
- 3. Handrails required at any stairway with (2) or more risers (steps).
See Stair Geometry Handout for more information.**

Attics

must have a minimum access-way of 22" X 30" located in readily accessible area and be ventilated.

Crawl spaces

must be ventilated and have an access-way of at least 18"x 24".

Garage:

- 1. No opening between garage and sleeping rooms.**
- 2. Garage and dwelling must be separated by more than 5 feet (i.e. detached garage) or by gypsum board of at least 1/2" thick type class X on garage side extending to underside of roof sheathing, with joints taped & finished.**
- 3. All wall electrical receptacle within 7'6" of floor must be GFCI protected & labeled as such - unless dedicated.**
- 4. Floor must be non-combustible.**
- 5. Floor vertically separated from living area by at least 4" gas curb.**
- 6. See Garage Drain Handout for more information.**

Required Insulation Values:

- 1. Ceilings (min. R-38)**
- 2. Walls (min. R-13)**
- 3. Foundation wall above grade (min. R-0)**
- 4. Floors over unheated area (min. R-21)**
- 5. Slabs (min. R-9)**
- 6. Crawl Space Walls (min. R-20)**
- 7. Glazing - windows, doors, etc. (max U-factor .35)***

***Calculated at maximum 15% of walls enclosing conditioned space.
If over 15% glazing, must comply with International Energy Conservation Code (Zone 13)**

A material list shall be submitted for windows, doors, insulation, finish materials, plumbing

fixtures and pipe, electrical equipment, devices and materials, heating equipment and materials.

IF LOT IS LOCATED WITHIN A SUBDIVISION THE FOLLOWING IS REQUIRED:

Site plan shall be drawn on the plat of survey (a subdivision Plat of Survey can be obtained in the DeKalb County Records Office).

1. show location of existing and proposed buildings and other structures
(house foundation work must be completed prior to start of work on accessory structure)
2. indicate existing and proposed driveways and adjacent right-of-ways on other streets
3. delineate all easements directly affecting subject property (drainage, utility, ingress/egress etc.)
4. indicate front door location

If any construction is done within 100 feet of the floodplain or involves 250 cubic yards of fill or more or exceeds 10,000 square feet of area, a Site Development Permit is required.