



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**110 E. Sycamore St., 4<sup>th</sup> Floor**  
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## **BUILDING APPLICATION CHECKLIST: Residential**

**NEW CONSTRUCTION, REMODELING AND/OR ALTERATIONS OF RESIDENTIAL DWELLINGS AND STRUCTURES**

### **CODES AND STANDARDS ADOPTED BY DEKALB COUNTY, ILLINOIS**

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1. 2015 International Residential Code\*
2. 2015 International Mechanical Code
3. 2015 International Fuel Gas Code
4. 2014 National Electrical Code
5. 2014 Illinois State Plumbing Code (by IL State Plumbing Inspector)
6. 2018 IECC - Illinois State Energy Conservation Code
7. DeKalb County Code

\*NOTE: Amended

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### **IMPORTANT NOTICE!**

- A SITE DEVELOPMENT PERMIT MAY BE REQUIRED AFTER REVIEW OF YOUR APPLICATION.
- ALL FEES FOR REVIEW OF SITE DEVELOPMENT MUST BE PAID PRIOR TO ISSUANCE OF PERMIT.

When work for which a permit is required is started prior to obtaining a permit, the fee specified in the 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 DeKalb County.

The timeliness of plan review is based on the complexity of the plan review, completeness of submittal, and other pending plan reviews in queue. Due to plan review volume or complexity of individual plan review, DeKalb County reserves the right to utilize a third-party plan review at the owners' expense.

### **CHECKLIST INSTRUCTIONS:**

These checklists have been designed to assist building designers to expedite a complete first plan review. This checklist is not all inclusive. If additional information is required for specialty inspection or additional requirements; items will be noted on the plan review comments.

### **SUBMITTALS REQUIRED PRIOR TO PERMIT REVIEW:**

1. Fully completed permit application including names, addresses, licensing, and registration for all contractors and sub-contractors. Septic permit and Access/Culvert permit, as applicable.
2. Two (2) sets of Building Plans and specifications – one of which will be returned to the applicant and is to be kept on-site and available for all inspections. (Decks must be shown on plan or will require a separate permit.)
3. Site Plan (See details below)
4. Exterior elevations (for determining compliance with development standards), as applicable.
5. List of windows – manufacturer, stock numbers, sizes, u-factors, safety glazing, etc.
6. Payment of all applicable fees.
7. Two (2) copies of [DeKalb County Health Department Site Verification Form](#).

### **THE FOLLOWING INFORMATION MUST BE SHOWN ON THE PLANS (DRAWN TO SCALE):**

1. Front, rear, and side elevations
2. Footing sizes and location of concrete-encased electrode
3. Basement floor or slab thickness including vapor barrier detail
4. Basement foundation height, thickness and proposed reinforcement
5. Girder beam and support columns (size & placement)
6. Exits and landings (2 means of egress required from basement & bedrooms)
7. Stairways with handrail/guardrail detail.
8. Footing drains and sump, including tile and filter membrane detail. Indicate location of sump discharge.
9. Radon reduction system detail
10. Bathroom and kitchen fixture detail
11. Insulation schedule, including minimum values of:
  - a. Ceilings (min. R-49 / min. R-30 for cathedral ceilings for up to 500 sq')
  - b. Wood-frame walls (if 2x6" framing; min. R-20 / if 2x4" framing; min R-13 with min. R-5 insulated sheathing.)
  - c. Basement walls, to minimum 4' below grade (if continuous insulation is provided; min. R-15 / if cavity insulation; min. R-19.)
  - d. Floors over unheated area (min. R-30)
  - e. Slabs (min. R-10, min 2' in depth – R-15, if slab is to be heated.
  - f. Crawlspace Walls (if continuous insulation is provided; min. R-15, if cavity insulation; min. R-19.)
  - g. Fenestration U-Factors; Windows / Doors, max. .32 / Skylights, max. .55.
  - h. Permanent certificate shall be posted on or next to the electrical distribution panel listing all R-values, U-factors, type and efficiency of HVAC and service water heating systems.
12. If foam insulation is specified, all installation instructions must be provided including; UL listing, ICC evaluation reports, etc.
13. Building thermal envelope detail including: house wrap, rim joists and all joints, seams and penetrations must be sealed. Attic access openings must be gasketed / weather-stripped, etc.
14. Floor and decking (size and type)
15. Floor joist (size, species, grade, & spacing)
16. Floor truss – engineer's specifications and seal.
17. Exterior and interior bearing and non-bearing walls (size, species, grade, & spacing)
18. Inside wall covering detail.

19. Outside sheeting and wall covering detail (size & type)
20. Wall bracing and anchoring
21. Draft stopping (ASTM compliant – NO FOAM SEALANT unless fire-rated)
22. Fire Blocking
23. Roof:
  - a. Truss (manufacturer, loading, size, spacing, engineer's specification and seal)
  - b. Pitch
  - c. Rafters (size, species, grade, spacing)
  - d. Ice Shield (located a minimum of 24" inside exterior wall line)
  - e. Shingles (type)
  - f. Sheeting (type) – no rips < 24" in width in structural sheathing
  - g. Flashing detail
24. Ceiling Joists (size, species, grade, spacing)
25. Smoke detectors (type, location, and power source)
 

NOTE: One smoke detector is required in each bedroom, adjacent hallway (within 15' of sleeping area) with at least one on each level, including basement. All detectors must be A/C with battery backup.
26. Carbon Monoxide detector (required within 15' of ANY sleeping area.)
27. Electric service (size, location, wiring method)
28. Electric service panel location.
29. Electrical grounding details (concrete encased electrode size and location, etc.)
30. Light fixture schedule (at least 75% must energy efficient). Recessed fixtures extending into unconditioned space (attic, etc.) must be air tight, IC-rated and sealed to ceiling.
31. Switches and receptacles – location and wiring diagram with wire sizing, etc.
32. Ground fault circuit interrupters (GFCI) – locations
33. Arc fault interrupters (AFCI) – (Required for all bedroom circuits)
34. Programmable thermostat required for all forced-air HVAC systems
35. Whole-house ventilation must be provided in accordance with IECC Table 403.5.6 (1).
36. HVAC system size and specifications (compliance with ACCA Manual J or equivalent)
37. HVAC ductwork specifications:
  - a. All ducts, air handlers, filter boxes must be sealed with approved materials.
  - b. All ducts extending into unconditioned space (attic, crawlspace, etc.) must be sealed and insulated to a min. of R-8 –and- must be pressure tested by qualified 3<sup>rd</sup>-party testing agency (HERS / BPI, etc.) prior to scheduling rough inspection. All acceptance test forms must be provided to inspector prior to rough inspection.
  - c. Building framing cavities may be used as ducts or plenums.
38. Venting for HVAC appliances:
  - a. Factory built: provide manufacturer's specifications (type, size, model, height above roof, distance from operable windows, etc.)
  - b. Masonry: provide detail (size, type, height above roof)
39. Fireplace:
  - a. Factory built: provide manufacturer's specifications (model, size, placement)
  - b. Masonry: provide detail (size, type, placement)
40. Doors – Manufacturer and stock number
  - a. At least one entry door into house must be 36" in width.
  - b. Doors may not swing over stairways with landings.

- c. Attached garages opening into house must be 1-3/8" solid wood, metal, or 20 minute fire labeled.
41. Stairways:
- a. Riser (max. 8 1/4")
  - b. Tread (min. 9") – measuring nosing to nosing
  - c. Clearance for headroom above stairways (min. 6'8") measured from diagonal plane)
  - d. Handrails (required at any stairway with 4 or more risers)
42. Attic must have a minimum access-way of 22" x 30" located in readily accessible area. (Access may not be located in small clothes closet, etc.) Scuttle cover must be gasketed / weather-stripped.
43. Attic ventilation calculations must be provided.
44. Crawlspace must be ventilated and provided with an access opening a minimum 18 x 24" –or- large enough to remove any contained mechanical equipment, whichever is greater.
45. Windows / Skylights:
- a. Light / Ventilation schedule
  - b. Size and location of all windows
  - c. Basement and every sleeping room (rooms with clothes closets) must have at least one operable emergency and rescue opening. Egress windows must meet the following criteria:
    - i. 5.7 square feet of clear opening (5.0 feet, on grade floor only),
    - ii. Minimum window height – 24 inches,
    - iii. Minimum window width – 20 inches, and
    - iv. Maximum distance to bottom of sill – 44 inches.
  - d. Basement egress windows must be provided with window wells:
    - i. Minimum 36" horizontal projection / width,
    - ii. Minimum horizontal area of 9 square feet, and
    - iii. Must be provided with a permanently affixed ladder or steps if vertical depth is > 44".
  - e. Tempered window glazing required if:
    - i. Hazardous areas, i.e. whirlpool tub compartments, stairway landings, etc.,
    - ii. 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, and
      - 3. Glazing is within 36 inches of any walking area.
    - iii. Within 24 inches of any door.
  - f. Maximum fenestration U-factor is .32 for windows or doors and .55 for skylights.
46. Garage:
- a. No openings between garage and sleeping rooms
  - b. Must be separated from habitable space by not less than 1/2" drywall installed on garage side (If habitable space above, ceilings must be min. 5/8" Type X or equivalent and supporting walls must be min. 1/2" or equivalent)
  - c. All electrical receptacles (below 76") must be GFCI protected and labeled as such (unless dedicated)
47. Bathroom must meet light and ventilation requirements – fans vent to dedicated exterior terminations
48. Complete plumbing Schematic – Risers and DWV
49. All hot water piping between water heater and kitchen must be insulated to min. R-3
50. Hot water piping must be insulated to R-3 where: 3/4" piping exceeds 10' in length or 1/2" piping exceeds 20' in length

51. Blower Door Testing – All new homes must be tested and verified as having an air leakage rate of not exceeding 5. This testing company must be certified by a recognized agency such as BPI (Building Performance Institute) or HERS (Home Energy Rating System). This requirement does not apply to additions.

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## **SITE PLAN REQUIREMENTS**

Site plans should be drawn on a copy of the plat of survey (a subdivision Plat of Survey can be obtained in the [DeKalb County Recorder's Office](#)). NOTE: The County may require a site plan to be prepared by a licensed land surveyor or engineer.

1. Show location of existing and proposed buildings and other structures.
2. Indicate existing and proposed driveways and adjacent right-of-ways on other streets.
3. Show all easements directly affecting subject property (drainage, utility, ingress/egress, etc.).
4. Indicate front door location.
5. Indicate top of foundation elevation.
6. Indicate the distance from any lot lines, easements, or other buildings located on or adjacent to the subject parcel.
7. If any construction is proposed within 100 feet of a floodplain or wetland, involves 250 cubic yards of fill or more, or exceeds 10,000 square feet of area, a Site Development Permit will be required.
8. County reserves the right to require additional details deemed necessary to determine compliance with all applicable federal, state, and local codes and standards.

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**IMPORTANT: Per section R105.5 of the 2015 IRC and Sec. 14-26 of the DeKalb County Code, every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced, or if the work isn't completed within 12 months from the date of issuance.**