



# GENERAL INFORMATION FOR ADDITIONS & ATTACHED GARAGES

**COMMUNITY DEVELOPMENT DEPARTMENT**  
**(847) 506-6030    www.cityrm.org/rmcd**

## **OVERVIEW**

This information is designed to assist the homeowner in applying for a permit for addition and attached garages that will meet the codes of the City of Rolling Meadows. Additions and attached garages may involve more than the information contained herein is intended to cover.

- The maximum lot coverage by structures is 30%.
- Maximum height above grade, measured to the top of the ridge can be 30 or 35 feet and not over two and one-half stories. Lots platted or parcels deeded prior to December 31, 1970 shall be a maximum of 30 feet.
- Maximum allowable size garage is 1,000 sq. ft. (or 9% of the lot size), whichever is less.
- The side yards shall not be less than 10 feet. On a corner lot, the side yard may be opposite either property line fronting on a street, provided the remaining yard is designated the rear yard. For single-family residences built prior to January 1, 1993, an attached garage may not be closer than 5 feet from the side property line, provided the garage is no more than 22 feet wide with a depth of no more than 20 feet.
- There shall be a rear yard having a depth of not less than 25 percent of the depth of a lot measured from the rear lot line, but such yard need not exceed 30 feet.
- Also, in no case shall such a structure be located in front of the building line setback of 30 ft. and this includes both frontages of a corner lot.
- 110 volt with battery backup smoke alarms are required as per new construction in existing areas. Each level, bedrooms and outside each sleeping area per 2009 IRC.
- The maximum floor area ratio (F.A.R.) for single family attached and detached dwellings shall be as follows:

Lot Size	Floor Area Ratio (F.A.R.)
5,000-8,400	.45
8,400-10,000	.40
10,000-20,000	.35
20,000-above	.30

Area of attached and detached garages over the first 500 sq. ft. shall be included in the gross floor area used to compute the floor area ratio.

- **Portable advertising signs are strictly prohibited.**
- **A written request for Certificate of Occupancy is required**
- **No occupancy until final inspection has been approved**

**NOTICE: Retroactive Smoke Alarm and Carbon Monoxide Requirement:**

When interior alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired.

**2009 IRC - R314 Smoke Alarms.** Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area within the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics.

**2009 IRC - R315 Carbon Monoxide Alarms:** Outside of each separate sleeping area and in the immediate vicinity of the bedrooms.

**SUBMIT CONSTRUCTION DOCUMENTS**

- **THREE (3)** plat of Surveys.
- **THREE (3)** sets of building plans prepared by an Illinois Licensed Architect when the valuation is more than \$20,000 or when deemed necessary by the plan reviewer. Plans should include the following:
  - Elevation drawings (front, side & rear)
  - Appropriate plans for building, electrical, mechanical, and plumbing as applicable
  - Appropriate manuals for HVAC and plumbing equipment
  - Cross-section showing typical wall, floor, roof and foundation construction.
  - For additions show common wall between the existing and proposed construction. Also show all existing windows and door openings in common walls.

**NOTE:** Plans should be of architectural quality with sufficient detail to demonstrate code compliance and to guide construction.

**SUBMIT COMPLETED & SIGNED PERMIT APPLICATION FORMS**

- ◆ Building
- ◆ Electrical - *(signed by licensed electrician or owner (if owner/occupant is doing the work))*
- ◆ Plumbing - *(signed by licensed plumber or owner (if owner/occupant is doing the work))*
- ◆ Mechanical
- ◆ Contractor Listing
- ◆ Roofing addendum *(if applicable)*

**LICENSES, BONDS & CERTIFICATE OF INSURANCE**

All contractors are to obtain City business licenses. *Please refer to our webpage for contractor bond, license and certificate of insurance requirements: [www.cityrm.org/rmcd](http://www.cityrm.org/rmcd)*

**BUILDING CODES**

2009 International Building Code with amendments  
2009 International Residential Code with amendments  
2009 International Mechanical Code with amendments  
2009 International Plumbing Code with amendments  
2008 National Electrical Code with amendments  
2009 International Property Maintenance Code with amendments  
2009 International Energy Conservation Code with amendments



**City of Rolling Meadows**      [www.cityrm.org/rmcd](http://www.cityrm.org/rmcd)  
**847-506-6030**  
**3600 Kirchoff Road**  
**Rolling Meadows, IL 60008**

## **Here is a guide to how the permit process works:**

- ◆ Submit completed permit applications with all the necessary information attached. (i.e. plans, plats, etc.) Refer to the specific application information packet for instructions. Any additional pertinent information should be addressed in a cover letter with your application submittal. If possible, copies of your contractors' bonds and licenses should also be submitted at this time.
- ◆ The plans are then put into the system and reviewed for Zoning and Code compliance. There may be more than one review of your plans (building, mechanical, plumbing, zoning, etc.).
- ◆ If your plans were not approved, you will receive a call to advise you that a written plan review is ready for pick-up. There will be no charge at this time. You should review the questions from the plan reviewer and address the points with revised plans. Any revision to the plans should be clearly marked or highlighted and be accompanied by a cover letter explaining any changes made or answering any questions. Your cover letter should reference owner(s) name, job address and plan review number. Once you resubmit your revised plan the process will continue as explained above until your plans are approved.
- ◆ When the plans are approved, you will get a call advising you that your permit is ready and you will be advised of the permit fees. If any contractors have not yet been licensed or bonded as required, you will be notified at this time. All **required** bonds and licenses must be on file with us prior to permit issuance.
- ◆ Payment is due at the time the permit is issued. In addition to cash or check, the City accepts all major credit cards.
- ◆ At permit issuance you will receive your permit, a placard for display on the job site as well as a copy of the approved plans, which must remain on the job site at all times
- ◆ After the permit has been issued you may begin construction. Call our office to schedule the appropriate inspections as the work progresses. See inspection requirements in this packet.
- ◆ Upon completion of the project and after you pass all the required final inspections, the refundable bond (if any) will be refunded to you.
- ◆ Upon completion of the project, a written request for certificate of occupancy is required to be submitted to the Community Development Department.

### **Normal turn-around time for a permit is:**

5 businessdays for residential accessory uses (garages, pools, etc.)  
10 business days for new residential and residential additions and commercial alterations  
15 business days for new commercial and industrial buildings.

A written request for Certificate of Occupancy is required. No occupancy of the space will be allowed until the final inspections are completed and approved and the Certificate of Occupancy is issued.

**REQUEST FOR  
CERTIFICATE OF OCCUPANCY**

**COMMUNITY DEVELOPMENT DEPARTMENT**  
**(847) 506-6030 – phone (847) 483-0365 - fax**  
**www.cityrm.org/rmcd**

\_\_\_\_\_  
*Today's Date*

\_\_\_\_\_  
*Property Address*

\_\_\_\_\_  
*Unit or Apt. #*

\_\_\_\_\_  
**If commercial property, please indicate company/tenant name**

\_\_\_\_\_  
*Project Number*

\_\_\_\_\_  
*Permit Number*

\_\_\_\_\_  
*Date Certificate of Occupancy is required*  
*(Please allow us 24-48 hrs. notice)*

\_\_\_\_\_  
*Requested By*

\_\_\_\_\_  
*Contact Number (phone or cell)*

*(We will call you when the certificate  
of occupancy is ready for pickup, please supply  
us with a contact number.)*

\*\*\*\*\*

\*\*\* For Community Development Department Use \*\*\*

Current Business License:  Yes  No

Called: \_\_\_\_\_ by: \_\_\_\_\_ (initials)  
Date

# Common Errors & Code Information

## **PLUMBING**

### **Water Heaters**

- Loose electrical connections
- Flexible gas connections used
- Flexible water connections used

### **Drainage & Vent Piping**

- 90 degree bends on horizontal runs instead of 45 degrees
- Undersized vent lines
- Horizontal vent piping run longer than code allows
- Lack of water or air pressure testing of pipe

### **Dishwasher**

- Dishwasher not anchored to counter
- Dishwasher drain not looped and anchored to top of counter
- Dishwasher drain connected to garbage disposal

## **STRUCTURAL / BUILDING**

### **Foundation**

- Footing not the proper width or depth
- Soil does not meet minimum bearing capacity (black humus soil)
- Footing does not have 2"x4" keyway
- Missing reinforcing steel
- Steel reinforcing not lapped at ends and corners
- Steel reinforcing too close to forms (do not have 2" concrete cover)

### **Floors**

- Framing varies from approved job site copy
- Improper joist hanger and/or improper fastening of joist hangers
- Improper boring and/or notching of joists
- Trimmer joist at openings not doubled
- Improper fastening of floor sheathing
- Damage to prefabricated floor trusses

### **Walls**

- Improper boring and/or notching of wall studs and plates
- Fireblocking at chase, soffit and tub waste pipe
- Improper fastening of exterior wall sheathing
- Improper fastening of wall studs
- Improper transfer of concentrated loads under headers and beams (cripples)
- Firestopping of top and bottom plate penetrations not installed
- Improper fastening of foundation anchor bolts to bottom plate

### **Roofs**

- Improper boring and/or notching of rafters
- Damaged pre-fabricated trusses
- Sheathing not fastened properly
- Asphalt shingle fastening not to manufacturer requirements

### **Stairs**

- Improper height of guardrail and/or baluster opening
- Handrail missing or improper height or gripping size
- Improper clearance to handrail from adjacent wall
- Handrail not continuous
- Improper riser depth
- Improper tread width
- Improper tread dimension on winder stair
- Handrail not continuous on winder stairs
- Headroom not 6'-8"

### **Insulation & Ventilation**

- Vapor retardant missing or reversed
- R-38 vaulted or cathedral rafters (no blow-in)
- Baffles missing
- Insulation not secured
- Exposed paper backing on insulation in basement
- Insulation missing at rim joist
- Exterior side of walls or roof not sealed against the weather
- Eave vents not installed
- Ventilation blocked by insulation

## **ELECTRICAL**

### **Underground Conduit Depth**

- EMT (thinwall) buried in the ground
- Heavy wall not buried the required 6" below grade
- PVC conduit not installed 18" below grade
- Direct burial cable not installed 24" below grade

### **Underfloor**

- Conduit not strapped
- Connectors and couplings not tightened

### **Rough Walls**

- Boxes not fastened securely
- Conduit not strapped 3' from any boxes

### **Rough Ceiling**

- Boxes not fastened
- IC type recessed fixture must be used if ceiling is insulated
- Closet fixture light boxes not 18" minimum from the back wall of the closet

### **Electrical Service**

- Service wire not clearing the roof by 18"
- Service mast shall be secured with proper type screws or bolts (not drywall screws)
- Service wires not 10' above grade
- End of conduit for the ground conductor going to the ground rod not grounded
- Bond bushing not installed on concentric knockout
- Bond jumper on the neutral bar not installed
- Jumper wire at the water meter and proper ground tag not installed
- Ground rod at electric meter not driven 8' and below grade

### **Final inspection**

- All electrical equipment not complete, hooked-up and working
- Every fixture must have working bulbs
- All devices shall be turned on for testing
- Island or peninsular counter outlets shall be mounted not more than 6" below the counter top and shall not be mounted where the countertop extends more than 6" beyond its support base
- Motor for the jetting tub not grounded with a #8 wire back to the conduit system
- Breaker for A/C compressor is larger than manufacturer's label indicates for maximum
- Smoke alarms not installed or interconnected.

### **Wire Inspection (required)**

- Box fill is exceeded (check Table 314-16 of National Electrical Code)
- Outlets and switches not grounded to the junction box with a green wire, if the device is not self-grounding type

## **MECHANICAL**

### **Duct Installation**

- Ductwork not fastened together at joints
- Sealing tape not applied on joints
- Ductwork not installed to plan
- Bath fan not vented to the exterior
- Kitchen hood vent not installed properly
- Dryer vent ductwork over 35 ft. in length
- Ductwork in crawl space not suspended at least 4 inches above earth
- Ductwork in crawl space suspended more than 6" below the floor
- Duct openings not protected (covered) during construction
- Duct work in unconditioned space not insulated

### **Furnace Installation**

- Furnace installed without proper clearances
- Insufficient clearance between closet door and furnace
- Clearance between B-vent and combustibles is less than 1 inch.
- Clearance between single wall flue pipe and combustibles is less than 6 inches.
- Single wall flue pipe cannot be run through ceilings or floors
- Drain liens for furnace not installed
- A/C unit coil not installed
- B-Vent installed with more than 2 – 90 degree elbows

### **Furnaces Installed in Attic**

- Incorrect working clearances (must be 22" wide and 30" high)
- Work area in front of furnace must be 30" long and 30" high
- Must have outlet and light in furnace area
- Light must be switched at opening to attic
- Attic access must allow removal of furnace's largest part
- Drain pan under A/C coils with two (2) drain lines, one (1) to conspicuous place

**COMMUNITY DEVELOPMENT DEPARTMENT  
INSPECTION REQUIREMENTS  
24 HOURS NOTICE REQUIRED**

(847) 506-6030 or schedule an inspection on-line at our webpage [www.cityrm.org/rmcd](http://www.cityrm.org/rmcd)

**This department must make the following inspections before work may proceed:**

Type of Inspection	When is inspection performed?
Footing	After forms and reinforcing are placed and before concrete is poured.
Foundation	After forms and reinforcing are placed and before concrete is poured.
Spotted Plat of Survey	To be submitted and approved before walls above foundation
Drain Tile & Damp-Proofing	Before backfill
Concrete Slabs	After base and reinforcing is prepared and before concrete is poured and at final inspection.
Sanitary Sewer & Water Service	Before pipes are buried and at final inspection.
Framing, Rough Electrical, Rough Plumbing	After electrical conduit and rough plumbing is installed and before the walls are insulated and enclosed
Wire & Device	When wire is pulled and after devices are connected
Insulation	Before drywall
Ceiling & Fire Protection	Before closing up area
Driveways & Parking Areas (also service walks, curbs, stoops & grading)	After base is prepared and before concrete or asphalt is placed and at final inspection
Elevators	When construction begins and at final inspection
Fire Protection	Before closing up area and at final inspection
Mechanical	Before closing up area and at final inspection
Landscaping & Site Improvements	Final inspection
Final	After completion of all work and before occupancy. <b>Occupancy is allowed <u>only</u> after Community Development Department Approval.</b>

**NOTICE:**

- Provide special inspection reports on a timely basis.
- Failure to call for the above inspections is in direct violation of the Code of Ordinances of the City of Rolling Meadows.
- All on & off site underground improvements require inspections by either the Community Development Department or the Public Works Department.
- The Community Development Department advises that before any work can proceed above the foundation, a spot survey of the foundation is to be presented to the Department for their review and approval.
- It is the permittee's responsibility to see that no mud, debris or dust leaves the construction site. Failure to comply will result in citations.
- Passable surface roads of sufficient bearing capacity to support fire equipment along with fire hydrants in good working order in proximity to the road shall be provided prior to building construction proceeding above the foundation.
- Construction noise shall not be permitted beyond all the allowable hours of work, which are 7 a.m. to 6 p.m. weekday and Saturday and 9 a.m. to 4 p.m. on Sundays.
- Construction debris is to be removed from site on a regular basis.
- No storage of construction materials is allowed on the right-of-way (parkway or street) without permission from either the Community Development or Public Works Departments.
- Soil erosion control techniques must be employed as necessary or required.
- Contractor advertising signs are strictly prohibited.
- Failure to comply with the above may result in a "STOP WORK" order being issued \*



**Community Development Department  
(847) 506-6030  
Roofing & Re-Roofing Addendum**

**Address of Installation** \_\_\_\_\_

**Type of Building:**     RESIDENTIAL             COMMERCIAL             INDUSTRIAL

**Contractor Information**

**Name** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_

**Address** \_\_\_\_\_ **Fire Classification** \_\_\_\_\_

**State Roofer's License Number** \_\_\_\_\_

**Ice Protection:** All new installations and re-roofs must be provided with a self-adhering polymer modified bitumen sheet, extending from the eave's edge to a point at least 36 inches inside the exterior wall line of the building.

**Type of roof to be installed if steep slope roof:** Minimum 15 lb. underlayment

- |                                                                                 |                                                                                     |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Fiberglass/asphalt shingles – weight: _____            | <input type="checkbox"/> Non-interlocking clay or cement tile – submit manuf. specs |
| <input type="checkbox"/> Asphalt roll roofing – weight: _____                   | <input type="checkbox"/> Metal shingle – submit manuf. specs                        |
| <input type="checkbox"/> Asphalt shingles – weight: _____                       | <input type="checkbox"/> Slate shingle – submit manuf. specs                        |
| <input type="checkbox"/> Asbestos – cement shingles – weight: _____             | <input type="checkbox"/> Wood shingle – submit manuf. specs                         |
| <input type="checkbox"/> Interlocking clay or cement tile – submit manuf. specs | <input type="checkbox"/> Wood shakes – submit manuf. specs                          |
| <input type="checkbox"/> Other                                                  |                                                                                     |

**Type of roof to be installed if low slope roof:** Minimum 30 lb. underlayment

- |                                                                        |                                                                                  |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> Aggregate surfacing                           | <input type="checkbox"/> Thermo set single-ply roof covering                     |
| <input type="checkbox"/> Asphalt-coated glass fiber venting base sheet | <input type="checkbox"/> Thermoplastic single-ply roofing covering               |
| <input type="checkbox"/> Asphalt glass felt                            | <input type="checkbox"/> Modified bitumen roof covering                          |
| <input type="checkbox"/> Asphalt saturated organic felt base sheet     | <input type="checkbox"/> Spray-applied polyurethane-foam roofing covering system |
| <input type="checkbox"/> Asphalt coated organic felt (perforated)      | <input type="checkbox"/> Liquid applied roof coating (specify)                   |
| <input type="checkbox"/> Coat-tar saturated organic felt               | <input type="checkbox"/> Metal sheet roof covering                               |
| <input type="checkbox"/> Mineral-surface inorganic cap sheet           |                                                                                  |

**Number of existing roofs:** \_\_\_\_\_ **Existing Roof:**     Will Remain             Will be removed

**Attic Venting** (check applicable items)

- |                                                            |                                                       |
|------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Existing vents to remain          | <input type="checkbox"/> New vents using new openings |
| <input type="checkbox"/> Gable vents                       | <input type="checkbox"/> New ridge venting            |
| <input type="checkbox"/> New vents using existing openings |                                                       |

**Other Venting** (check applicable items)

- Appliance venting to be altered
- Bath exhaust venting to be altered
- Kitchen Hood exhaust to be altered
- Other venting altered \_\_\_\_\_

**Project #:** \_\_\_\_\_

**Permit #:** \_\_\_\_\_