



## General Information for Residential Remodeling

### COMMUNITY DEVELOPMENT DEPARTMENT

(847) 506-6030

[www.cityrm.org](http://www.cityrm.org)

#### **Overview:**

Residential remodeling projects may require a permit depending on the scope of work. As a general guideline a project involving structural changes, electrical, mechanical or plumbing work will require a permit. Please contact the **Community Development Department** to discuss your plans.

#### **Common remodeling projects that require permits include (but are not limited to):**

- ✓ Kitchen remodeling
- ✓ Bath remodeling
- ✓ Finishing basement \*
- ✓ Converting an attached garage to living space
- ✓ Removing, changing or adding a wall
- ✓ Removing or adding doors or windows
- ✓ Changing a window into a door or a door into a window.
- ✓ Installing skylights
- ✓ Converting existing attached shed into laundry room
- ✓ Roof or ceiling alterations (i.e., cathedral ceiling)
- ✓ Enclosing front porches into living space
- ✓ Converting attic space into living space

\* It is generally not allowed to occupy a basement as sleeping quarters. (Requirements for basement rooms such as ceiling height, light, ventilation and exits are strictly enforced.) Check with the Community Development Department if you are considering such a use.

#### **NOTICE: Effective April 22, 2010 – New Lead-Based Paint Certification Law**

This law generally applies to renovation of any housing constructed prior to 1978. Further information is available at [www.epa.gov/lead/pubs/leadinfo.htm#remodeling](http://www.epa.gov/lead/pubs/leadinfo.htm#remodeling) or contact the Illinois Lead Program at 217-782-3517.

#### **NOTICE: Retroactive Smoke Alarm 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.

**R313.1 Smoke Alarms.** Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area within 15 feet of the bedrooms.
3. On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics.

**Carbon Monoxide Detectors:** Outside of each separate sleeping area within 15 feet of the bedrooms.

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

### **Permit Requirements:**

- **THREE** (3) sets of construction plans showing compliance with City codes indicating all building, electrical, mechanical, and plumbing work as applicable. All plans must be legible and drawn to scale. **Plans should be of architectural quality with sufficient detail to demonstrate code compliance and to guide construction.**  
Plans for alterations with a value in excess of \$30,000 shall be prepared by an Illinois registered architect. State law or the Plan Reviewer will determine whether or not the plans will be required to be signed and sealed by an architect and/or structural engineer licensed by the State of Illinois.
- All applicable permit applications completed with the following information:
  - Name & address of project
  - Real estate index number
  - Valuation (cost of construction)
  - Owner or Agent for Owner's Name & Signature
  - Contractor Listing complete with license, bond and certificate of insurance if applicable

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**Inspection Information**

The Community Development Department requires inspections to ensure code compliance. A minimum of **24 hour notice** is required to schedule an inspection. The contractor or owner may schedule inspections either by contacting us at 847-506-6030 or by using our on-line inspection request at [www.cityrm.org/rmcd](http://www.cityrm.org/rmcd)

	Footing/ Foundation	Prepour	Post Holes	Rough Plumbing	Rough Electrical	Rough Framing	Wire	Rough Mechanical	Insulation	FINAL
Addition/ Att. Garages	X	X		X	X	X	X	X	X	X
Cleanout				X						X
Deck		X	X			X				X
Det. Garage	X	X			X	X				X
Driveway		X								X
Fence			X							X
Furnace & A/C										X
Lawn Sprinkler										X
Patio		X								X
Remodeling				X	X	X	X	X	X	X
Servicewalks		X								X
Sheds	X	X								X
Swimming Pool					X					X

**Additional inspections may be required depending on the design and type of work. Please check with the Community Development Department if you have any questions or concerns.**

**Projects requiring extra re-inspections may incur additional inspection fees.**

**\*\* Remember to call J.U.L.I.E. before you dig \*\*  
1-800-892-0123**

- It is the permittee's responsibility to see that no mud, dirt, debris or dust leaves the construction site. Failure to comply will result in enforcement action.
- 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 the site on a regular basis.
- No storage of construction materials is allowed on the right-of-way (parkway or street) without city permit.
- Soil erosion control techniques must be employed as necessary or required.