



The Village of East Dundee

Building Department

Customer Service Guidelines

November 2007

Permits: Application Process

Building permits will be assigned to one of two categories; simple permits which require no review, or a limited review involving no other Departments; and complex permits which require detailed plans and review by other Village, County and/or State agencies.

For simple building permits, applicants will first fill out a building permit application and provide a brief description of the work proposed on the application, then submit it to the permit technician for an initial review to determine if the proposed work qualifies for a simple permit. If the proposed work qualifies for a simple permit, a permit may be issued immediately, or within two working days, depending upon the workload of the department.

Complex permits will require three sets of site plans and two sets of each: floor plans, structural details elevation drawings, isometric plumbing drawings, electrical, HVAC and fire suppression plans, to be submitted with a complete building permit application. Plans for complex building permits shall also include a title block with the following information; Architect, Date, Type of Construction, Use Group, Installed Fire Protection, Occupant Loads and Design Options. Complex building permits will be subject to full review by various departments including, but not limited to, Engineering, Public Works (Water and Sewer), Zoning and Building.

One set of approved construction documents shall be kept on the construction site, intact and made available to the inspector when an inspection is requested/required. One set of construction documents will be kept on file with the Building Department and is subject to all records retention requirements as required by Illinois State Law.

Plumbing, mechanical and electrical permits will not be issued until a building permit has been issued, unless it is determined that a building permit is not required for the proposed work, or special circumstances exist. This will be determined on a case by case basis at the discretion of the Building Official.

Permit Fees

Permit fees charged by the East Dundee Building Department will be computed upon the valuation of the project. Project valuation shall be determined by the following method:

The cost per square foot method of valuation, with regional modifiers, for the type and quality of construction listed in the "Building Valuation Data" published in the latest edition of the "International Conference of Building Officials" magazine.

Plan Reviews

Plans for complex permits will be reviewed for compliance with the applicable code(s) for: occupancy classification, type of construction, fire-resistive construction, structural design, exiting, accessibility, energy conservation, plumbing, mechanical and electrical. Plan reviews will be performed in-house or contracted to an outside agency, depending upon workload.

A plan review fee of .05 cents per square foot plus .01 per square foot each for HVAC, electrical and plumbing will be assessed for buildings up to 10,000 square feet. Anything over 10,000 sq. ft. will be assessed an additional .02 cents per sq. ft. Plans reviewed by a third party under contract with the Village of East Dundee, will be charged actual cost plus ten percent.

All plan review fees, whether done in-house or contracted out, shall be paid at the time the plans and building permit application are submitted. Plan review fees are non-refundable after review has occurred, regardless of whether or not a building permit is immediately issued.

Plans for any new commercial buildings and residential structures of other than wood frame construction, more than two stories plus a basement in height; or more than three dwelling units are required by State law to be signed and sealed by an Illinois registered design professional.

Inspections

All permits issued by the department require inspection(s). It is the responsibility of the permit holder to; request an inspection at least 24 hours in advance; ensure work is ready for inspection; provide safe access to the site or work to be inspected.

If the work passes inspection, the inspector will leave a copy of the inspection report on site, indicating approval, so that the work may proceed to the next phase.

If the work does not pass inspection, the inspector will leave the inspection report indicating the code violation or deficiency. The person(s) responsible for the work must correct the deficiency and request another inspection before proceeding to the next phase.

In some cases, work may receive a temporary or provisional approval. In those cases, the inspection report left on site will indicate "approved, corrections required." These approvals are always subject to correction and reinspection.

A reinspection fee of \$50 may be charged for any of the following reasons:

1. If an inspection is requested, and, upon arrival, the inspector notes that the work is obviously not ready for inspection a reinspection fee may be assessed.

2. If a second inspection of the same deficiency reveals that it is still not corrected, a reinspection fee may be assessed.
3. If safe access to the site or work is not provided, a reinspection fee may be assessed.
4. If the approved plans are not available to the inspector, or if the work has deviated substantially from the approved plans, a reinspection fee may be assessed.

In those cases where a reinspection fee has been assessed, no further inspections will be performed until the reinspection fee has been paid.

Final Approvals and Certificate of Occupancy

Final approvals will be given, and Certificates of Occupancy will be issued, after all inspections, required by Section 109.0 of the ICC have been performed.

A Certificate of Occupancy will be issued once all other Village Departments have inspected the building or structure and have notified the Building Department that their requirements have been met.

A temporary Certificate of Occupancy or a Certificate of Occupancy for a portion of a building may be issued if conditions warrant such action. Temporary or partial Certificates of Occupancy will only be issued if the building, or portion thereof, has met all applicable code requirements for fire and life safety, accessibility and exiting.

Temporary or partial Certificates of Occupancy will also require the approval of all other pertinent Village Departments and shall not be valid for more than 180 days. After 180 days, temporary or partial Certificates of Occupancy may be renewed or extended, if conditions warrant such action. Temporary or partial Certificates of Occupancy will not be renewed or extended more than one time.

No building or structure under the jurisdiction of the Village of East Dundee Building Department may be occupied or used for any purpose until a Certificate of Occupancy has been issued.