



BUILDING DEPARTMENT

100 Parkers Mill • Oswego, IL 60543 • (630) 554-2310 • Fax: (630) 554-7545
Website: <http://www.oswegoil.org>

GENERAL PERMIT INSTRUCTIONS FOR RESIDENTIAL ADDITIONS

Submit two complete sets of building plans along with a plat of survey. The survey must show all existing structures along with the proposed structure. The survey must show all set back lines along with the dimensions from the structure(s) to the property lines.

The submitted plans shall include the following:

1. Type of structure
2. Foundation sections and details including proposed attachment to the existing structure
3. Floor, wall, roof, ceiling and stair sections and details
 - A. A drawing of the construction details of the walls including:
 - a. Stud size and spacing
 - b. Door and window opening headers
 - c. Wall sheathing
 - d. Siding
 - B. A drawing of the construction details of the roof including:
 - a. Rafter size and spacing (if trusses provide stamped drawings)
 - b. Thickness and type of roof sheathing
 - c. Ceiling joist size and spacing
 - d. Size of hip and valley rafters and ridge board
 - e. Type of roof covering
 - C. A drawing of the construction detail of the floor system(s)
 - a. Floor joist size, spacing and span
 - b. Sub-flooring material
4. Light and vent schedule including roof ventilation
5. Window sizes and emergency egress documentation for bedroom windows
6. Electrical layout - showing all switches and lighting and receptacle outlets
7. Plumbing layout (if applicable)
8. Mechanical layout (if applicable)
9. Insulation/energy conservation compliance per the 2009 Energy Conservation Code and Chapter 11 of the 2006 International Residential Code

Per amended Village Code, all additions and accessory roofed structures attached to the primary structure shall have a minimum of either a trenched footing or footing and wall configuration. The minimum required size for a trench footing is 10 inches wide and 42 inches below the surrounding grade.

All general contractors and sub-contractors are required to be registered with the Village of Oswego. A copy of the registration ordinance, application form and sub-contractor list are available from the Building Department. The applications for contractor registration are also available on the Village of Oswego's website.

NO WORK CAN COMMENCE UNTIL A PERMIT IS OBTAINED AND NO PERMIT WILL BE VALID UNTIL PAYMENT IS MADE.

If you have any questions, please contact the Village of Oswego Building Department at (630) 554-2310.



BUILDING DEPARTMENT

100 Parkers Mill • Oswego, IL 60543 • (630) 554-2310 • Fax: (630) 554-7545
Website: <http://www.oswegoil.org>

DATE: _____

RESIDENTIAL ADDITION PERMIT CHECKLIST FOR _____:
(Address)

**** All Items listed must be completed and all documentation must be submitted at the time of permit application. Application submittals not complete will not be accepted for processing.**

- Name, address, phone number complete on permit application
- Permit application signed and dated
- Project cost – including labor (if applicable)
- Contractor information (if applicable)
- Plumber’s Letter of Intent (form letter available at the Building Department)
- Plat of Survey
- Location of proposed structure on plat of survey with all dimensions/distances to lot lines
- Location of all easements on plat of survey
- Location of all utilities on the plat of survey
- Two (2) sets of construction plans – signed and sealed by Illinois Registered Design Professional
- Fox Metro Water Reclamation District approvals
- Location of any subsurface seepage system, septic tank, aerobic treatment plant or distribution box (if applicable)
- Homeowner has contacted their homeowner’s association before starting work;

The Village Of Oswego has no authority to enforce the covenants or adopted rules of your Homeowner’s Association.



BUILDING DEPARTMENT

100 Parkers Mill • Oswego, IL 60543 • (630) 554-2310 • Fax: (630) 554-7545
Website: http://www.oswegoil.org

Building Permit Application for Existing and Accessory Structures

Permit No. _____

CUSTOMER DATA

Name of Owner: _____
Property Address: _____
Daytime Phone #: _____ Cell #: _____
Subdivision: _____

CONTRACTOR DATA

Name of Contractor: _____
Address of Contractor: _____
City: _____ State: _____ Zip: _____
Daytime Phone #: _____ Cell #: _____

PROPOSED PROJECT DATA

TOTAL OVERALL COST: \$ _____

DESCRIPTION OF WORK:

Existing Structure:
(5) Remodel / (10) Demolition / (9) Re-roof
(4) Addition / (11) Plumbing work / (11) Electrical work
(11) Radon Mitigation / (4) Garage/attached (3) Garage/detached
Accessory:
(3) Fence wood chain link other -
new replacement / height 3' 4' 5' 6'
(3) Patio size X / concrete pavers
(3) Deck / (3) Pergola / (3) Service Walk / concrete pavers
(3) Driveway asphalt concrete
(3) Shed size X / pre-built built on site
(3) Swimming Pool above ground in ground
(11) Other - describe
(19) Temporary Pool
(21) Lawn Irrigation

CERTIFICATION
The applicant agrees to conform to all applicable laws of this jurisdiction. I also agree that all work performed under this permit will be in accordance with the plans and specifications which accompany this application., except for such changes as may be required by the inspection officials.

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

Signed: _____
Signature of Owner or Owner's Agent

DATE _____

PERMIT APPROVED BY:
Building Inspector _____ Date _____