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)

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.
DATE:______________

RESIDENTIAL ADDITION PERMIT CHECKLIST FOR _________________________________:  

** 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 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

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

Signed: ____________________________________________________________

Signature of Owner or Owner’s Agent

___________________________________________

DATE

PERMIT APPROVED BY:

Building Inspector __________________________________________ Date ____________