



Department of Community Development  
Building Division (618)346-5200 Ext.3

RESIDENTIAL BUILDING PERMIT SUBMITTAL GUIDELINES

**Residential New Construction & Additions:**

**1. Plans:**

**a. Site Plans:**

- All Property Lines
- Location and dimensions of primary structure (home)
- Location and dimensions of any accessory structure (i.e., garage, shed, deck, fence)
- Setbacks of the primary & accessory structures from the property lines and other structures.
- Architectural elevations including proposed material types.
- Location and dimensions of private driveway. Every new residential development is required to maintain a minimum of two (2) off-street parking spaces, excluding garage space.

**b. Foundation Plan:**

- Length and Width of the Proposed Foundation
- Size of Footing
- Size of Foundation Wall
- Size and location of crawl space access and ventilation openings
- Size, spacing and directions of rebar

**c. Floor/Framing plan:**

- Indicate length and width of the proposed construction. Show room area, room layout and identify use of each room or space by name.
- Size and location of doors and windows
- Size, spacing and direction of span of roof framing system and how it will be secured.

**d. Typical Wall Section:**

- Indicate Size of footing
- Indicate depth of footing below finish grade line.
- Indicate type and width of foundation wall and height above finish grade.
- Indicate depth of crawl space/Basement unless floor system is floor slab on grade.
- Indicate size and spacing of floor joist or thickness of granular fill and floor slab.
- Indicate size and type of sub-floor and finish floor.
- Indicate size and type of exterior wall sheathing, felt, siding or veneer.
- Indicate size and type of interior wall and ceiling finish materials.
- Indicate height from floor to ceiling.
- Indicate size and spacing of joists and roof rafters. If pre-fab roof trusses or joists are proposed, submit manufacturer's design specification and criteria sealed by a registered Illinois engineer to the Building Department prior to installation of any trusses
- Indicate size and type of roof sheathing, felt, roofing material and slope of roof.

**2. Additional Documentation:**

- Signed Sprinkler Waiver
- Energy Compliance Documentation - Typically a ResCheck



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**Residential Remodels**

1. **Drawings:** *Indicate the following*
  - a. Layout showing existing walls
  - b. Layout showing proposed wall changes
  - c. Wall Construction including lumber, spacing, drywall, etc.
  - d. New Layout showing and room designations
  - e. Any proposed changes to electrical or plumbing fixtures
  - f. Provide details of any exterior work, such as repair/replacing decks/porches, siding, roof over hangs, etc.

The purpose of this document is to inform permit applicants of generally required items for submittal of Residential Building Permits. Please note this is a guideline and other documentation may be required based on the individual application.