



600 Harvest Gate  
Lake in the Hills, IL 60156

(847) 960-7440  
Fax: (847) 960-7445  
www.lith.org

## **REMODEL PERMIT PROCEDURES**

### Requirements:

1. Submit two (2) sets of Drawings indicating everything you intend to remodel or alter, including the following:
  - . Drawing to scale with dimensions and sq. footage
  - . Indicate the location of all walls, ceilings, closets, doors, etc that are to be built or remodeled and show how each room will be used (bed, family rm., ect.)
  - . All exterior walls of the remodeled area must be insulated, min R-13
  - . Indicate the location of all electric devices to be installed, (lights, receptacles, switches, etc.)
    - . EMT rigid, metal conduit is required
    - . #12 CU wire is required for receptacles
    - . The NEC Article 210-52a requires:
      - . No space along a wall can be more than 6 ft. away from an outlet
      - . Every wall space of 2 ft. or more requires an outlet
      - . All closets/spaces containing equipment requiring service requires a switched light
      - . A minimum 50% of the lamps in permanent installed lighting fixtures must be high efficiency rated
  - . Indicate the stair location
  - . Indicate the escape window location(s)
  - . Any sleeping room must have an escape window in the room and have an interconnected, combination battery back-up smoke detector/carbon monoxide detector
  - . Indicate the furnace area – Provide combustion air per IRC Ch. 17
    - Options: Install a full louver door to the furnace room
    - Install high and low vents, minimum of 100 sq. inches each in the furnace area
  - . A cold air return must be installed in all habitable rooms except bathrooms and kitchens
  - . Indicate all plumbing that is intended to be finished or installed
    - . NOTE: CPVC plumbing pipe may not be installed per Ordinance
  - . Drywall underside of stairs
    - . Drywall entire area of stairs if closet is being built

- . Minor alterations or repairs less than 400 sq. ft. - That part of the building being altered or repaired shall be provided with smoke detectors as necessary to meet code requirements.
  - . Major alterations larger than 400 sq. ft. - The entire building shall be provided with smoke detectors located as required for new buildings (every level and every sleeping room)
2. A completed application is required
    - . Applications can be located on our website, or we could fax or email
    - . Website: <http://www.lith.org/communitydev> - building permits/misc application
  3. A letter of intent is required for all plumbing installations. (See additional “Plumbing Installation” brochure for instructions)
  4. A remodeling permit is a 6 month permit
  5. A remodeling permit requires a minimum of 2 inspections – a rough (before drywall) and a final inspection.
    - . A third inspection would be for any underground work before pouring concrete
  6. Your contractor (s) must be licensed by the Village before your permit will be issued.
  7. Please allow approximately 5 days after submitting your drawing and application for the review process before the permit will be issued
  8. A FINAL INSPECTION IS REQUIRED FOR YOUR REMODEL PERMIT.  
Your remodel permit is a 6 month permit and will expire at the end of that time. An approved final inspection must be obtained within the 6 month period.

<p>CONSTRUCTION HOURS MONDAY THROUGH SATURDAY – 7:30 AM TO 8:00 PM MUNICIPAL CODE 43.09-A-4</p>
---

Cash, checks payable to the Village of Lake in the Hills and credit cards (Master Card, American Express and Discover) are accepted.

HOMEOWNER IS PRESPONSIBLE FOR THIS PERMIT IN ITS ENTIRETY. HOMEOWNER TAKES FULL RESPONSIBILITY FOR DAMAGES INCURRED DURING CONSTRUCTION. THIS INCLUDES DAMAGE TO THE PUBLIC RIGHT-OF-WAY, INCLUDING STREETS, CURBS, SIDEWALKS, DRIVEWAYS AND TREES.



600 Harvest Gate  
Lake in the Hills, IL 60156

(847) 960-7440  
Fax: (847) 960-7445  
www.lith.org

## **PLUMBING INSTALLATIONS**

### **TO ALL HOMEOWNERS, GENERAL CONTRACTORS AND LICENSED PLUMBING CONTRACTORS:**

A **letter of intent** for all plumbing installations must now be included with all permit applications, thereby complying with the Illinois Plumbing License Law and HB0930.

**General contractors or plumbers** doing projects that include plumbing installations must provide the following before the permit is issued:

1. The letter of intent from the contractor doing the plumbing installation must state that he is a licensed, Illinois plumber, include his license number and submit copy of the state plumbing license.
2. The letter of intent from the plumber must state that he is the contractor doing the plumbing installation at the specific address.
3. The letter of intent must be written on the licensed plumber's business stationery and shall include his corporate seal. If the contractor is not a corporation, then a notary seal is required.
4. The letter of intent must be signed and dated.
5. The contractor must have a current Lake in the Hills contractor license.

**Homeowners** doing their own plumbing installation must also submit a letter of intent, providing the following information:

1. The letter of intent must state that the plumbing work will be done by the homeowner.
2. The letter of intent must state that the homeowner currently lives at the specific address.
3. The letter of intent must be signed and dated.
4. The letter of intent must be notarized.

If you have any questions, please call us at 847 960-7440.

Sincerely,

Dave Sellek, Building Commissioner  
Village of Lake in the Hills

Ds:ks