



## **REMODEL PERMIT PROCEDURES**

### **Requirements:**

1. Submit two sets of drawings indicating everything you intend to remodel or alter, including the following:
  - . Drawing to scale with dimensions and square 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., etc.)
  - . All exterior walls of the remodeled area must be insulated, min R-20
  - . 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 feet. away from an outlet
    - . Every wall space of 2 feet. or more requires an outlet
  - . All closets/spaces containing equipment requiring service requires a switched light
  - . A minimum 75 percent 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 shall be 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 square 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 square 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 are available at the Village Hall and on the Village's website using the link below:

<https://www.lith.org/government/departments/community-services/community-development/building-permits-licensing>

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 three inspections – a rough (before drywall) which includes framing, electric, plumbing and HVAC, an insulation inspection and a final inspection.

. A fourth inspection would be for any underground work before pouring concrete

6. Your contractor are to licensed with the Village of Lake in the Hills before your permit will be issued.

7. Please allow approximately 10 business days after submitting your drawing and application for the review process before the permit will be issued.

8. Please submit your building permit application, with all attachments, to the Village Hall via or U.S. mail, walk in, or after-hours drop box located at the parking lot entrance. Or it can be emailed to [cd@lith.org](mailto:cd@lith.org). No money is due at submittal time. We will contact you if more information is needed or when the permit is ready. We can arrange for online permit payment and to email the approved permit back to you.

*Homeowner is responsible 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.*



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## PLUMBING INSTALLATION REQUIREMENTS

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

**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.

If you have any questions, please call 847 960-7400 or email [cd@lith.org](mailto:cd@lith.org).