

**Village of Vernon Hills
Community Development Department
290 Evergreen Drive, Vernon Hills, IL 60061
Phone 847-367-3700 - Fax 847-367-2541 [http:// www.vernonhills.org](http://www.vernonhills.org)**

**ROOM ADDITIONS
(Including Attached Enclosed Decks and 3 Season Rooms)**

This hand out is for **REFERENCE ONLY**. For more details see specific code sections.

LOCATION AND SIZE REQUIREMENTS:

1. Additions must be located within the building setback lines of the zoning district.
2. The area of the proposed structure when combined with the area of the existing structure shall not exceed the floor area ratio (FAR) of the zoning district.

CONSTRUCTION REQUIREMENTS:

1. If an attached screened structure is built onto an existing deck, the plans must be stamped by an Illinois architect or structural engineer indicating that the existing concrete piers and beams are of sufficient size to support the additional live and dead loads of the proposed construction.
2. Attached structures must be supported on a continuous foundation if glass windows are used. The plans must be stamped by an Illinois architect or structural engineer.
3. The plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of the 2000 International Residential Code, the 2002 National Electric Code, and the Illinois Plumbing Code (all with amendments).
4. The siding and roof covering shall be similar or complimentary to those of the principal structure. Gutters and downspouts are required on all buildings.
5. Stairs shall have risers, not more than seven and three quarters (7-3/4) inches. All risers must be equal. No open risers allowed. Treads of not less than ten (10) inches as measured nose to nose. All treads must be equal. Exterior steps shall bear on concrete pads supported by piers.
6. Stoops a minimum of 3'x 3' must be provided at each exterior doorway. Stoops must be supported by wing walls or foundation.
7. If the project includes a basement, an escape window, well, and ladder must be sized and installed per section R310.
8. If the project includes a bedroom, an escape window must be sized and installed per section R310.
9. Electric outlets, switches and lighting shall be installed per the National Electric Code.

10. All excavated soil shall be removed from the premises. Existing grades should not be altered.
11. No construction equipment or construction materials shall be deposited or stored within the Village Right-of-Way.
12. Extreme care is to be taken to protect the existing utilities, pavement, curbs, and sidewalks. Pavement, curbs, and sidewalks should be ramped or planked to avoid damage. Damage to the Village Right-of-Way caused by any work shall be restored to the satisfaction of the Village Engineer. The Village will perform a pre-construction and post-construction inspection to identify any damage.

Special Note: All exposed surfaces of decks in Gregg's Landing located on property abutting the White Deer Run Golf Course shall be wrapped with cedar.

CONSTRUCTION DOCUMENTS:

1. Submit three (3) current copies of a Plat of Survey indicating the location of the proposed structure and distance to all property lines (drawn to scale).
2. Submit three (3) copies of plans to be drawn to scale ($\frac{1}{4}''=1'$).
3. Show floor area ratio (FAR) calculations on the plan.
4. Indicate **all** dimensions on the floor plan (distance between beams, distance between piers, etc.).
5. Indicate diameter and depth of concrete piers or size and depth of footing and foundation.
6. Indicate size, direction and spacing of all framing members.
7. Show side and rear elevations.
8. Provide a detail showing a cross section of construction from footing to roof.
9. Show all steps, handrails, and guardrails.
10. Indicate distance from top of deck to the existing grade.
11. Provide roof truss certificates stamped by an Illinois structural engineer.
12. Provide a note that all spoils shall be removed from site.
13. Indicate the location of all electrical devices per the National Electric Code.
14. Indicate the location of all heat supply and return air vents.
15. Indicate the "R" value of the insulation. The minimum prescriptive "R" values are Ceilings - R-38, Garage Ceilings with living area above (floors) - R-21, Exterior walls - R-18, Basement walls - R-10 blanket insulation applied to the top four feet of the

foundation wall, Low E glass in all exterior windows (Maximum Glazing U-factor .35),
Crawl Space Walls - R-20.

16. Site grading plan

INSPECTION REQUIREMENTS:

1. When the post holes are dug or when footings are formed (prior to placing concrete).
2. When the foundation forms and rebar are in place (before pouring any concrete).
3. Rough Plumbing
4. Rough Electric
5. Rough framing, HVAC, and firestopping (prior to enclosing under floor area and walls).
6. Insulation inspection (before hanging drywall).
7. Drywall inspection (before taping).
8. A final inspection upon completion.
9. Final grading and landscaping inspection.
10. Additional inspections may be required depending on site and project conditions.
11. The permit holder is responsible for scheduling inspections. To request an inspection, contact the Building Division at (847) 367-3704 between the hours 8:30AM and 3:30PM, Monday through Friday, at least one working day in advance.

TO APPLY FOR A PERMIT:

1. Complete permit application.
2. Submit three (3) copies of the plat of survey (see construction documents above).
3. Submit three (3) copies of plans drawn to scale (see construction documents above).
4. A plan review fee must be paid when the plans are submitted. This fee is in addition to the permit fee and the refundable bond.
5. Call J.U.L.I.E. (Utility Locate Service) at 1-800-892-0123 to obtain a dig number. The permit will not be issued without a dig number. It is suggested the dig number be obtained just prior picking up the permit.
6. Submit a copy of Homeowner's Association approval, when applicable.



90 Evergreen Drive • Vernon Hills, IL 60061
Phone 847-918-3565 • Fax 847-367-2541
Community Development Department
Engineering Division
www.vernonhills.org

Responsible Person, Soil Erosion and Sediment Control – Residential Sites

The Watershed Development Ordinance requires that Contractors, or the permit applicant designate a responsible person in charge of soil erosion and sediment control. The designee shall be responsible for the maintenance of all soil erosion and sediment control items at all times. The designee shall be responsible to react to all violations or discrepancies immediately after notification.

For all improvement projects within the Village, the sites shall be kept clean at all times. Streets, sidewalks, and curb/gutter shall be broom swept clean, a minimum, at the end of each day, or more frequently if required by the Village. Existing storm sewer structures are to be protected from sediment deposits at all times.

All material delivery and the storage of materials for the site are prohibited within the Village Right-of-Way (typically 15' from the back of curb), unless written approval by the Village is granted.

TO BE COMPLETED AND RETURNED PRIOR TO ISSUANCE OF A PERMIT
(please print)

Designee: _____ **Contact Number:** _____

Permit Applicant / Developer / Contractor Name: _____

Project Address: _____ **Pod / Lot:** _____

Application or Permit Number: _____

Received by: _____ **Date:** _____