

RESIDENTIAL INTERIOR
ALTERATIONS
(REMODEL)
(Including Basement Finishing)

Village of Sugar Grove – Building Division
601 Heartland Drive
Sugar Grove, IL 60554
630-466-8954-phone 630-466-1083-fax
Monday – Friday 8:00 a.m. - 4:30 p.m.
permits@sugar-grove.il.us

BUILDING PERMIT - Allow 7 (seven) to 10 (ten) working days for processing.

PLAN REVIEW

For an interior alteration, please submit a completed building permit application, detailed plans showing any structural members affected include any plumbing, electrical or HVAC and labels for each room must also be indicated on the plans. On April 22, 2008, US EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning April 22, 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination.

The scaled plans should include:

- 1) The existing and/or intended use of each room or part of the building.
- 2) The number of proposed dwelling units the altered building is designed to accommodate.
- 3) Any additional bedrooms must have an escape window and smoke detectors.

REQUIRED CONTRACTOR INFORMATION

All private contractors that perform any installation shall be licensed with the Village of Sugar Grove. If the contractor is not currently licensed with the Village, an application can be obtained from the http://www.sugar-grove.il.us/Dept_CD/BP_contractor.pdf or by contacting the Building Division at 630-466-8954. The contractor's fee is \$165 and is valid for one year from the date of application.

INSPECTIONS

Inspections may be required for: underground plumbing, radiant heat, slab/concrete floors, rough plumbing, rough framing, electric, HVAC, fireblocking, insulation, final plumbing, and final framing, electric and HVAC.

Please call 630-466-8954 ext. 35 to schedule an inspection. Be prepared to give contact name and phone number, address, permit number, type of inspection, and the date and time (am or pm) of day you would like the inspection. **A 24-HOUR NOTICE MUST BE GIVEN.**

PERMIT FEE

- Permit fees for alterations or remodeling, including basement finish outs, but not including any addition to the existing building that will add to the ground area thereof are as follows and must be paid when you pick up the permit after review and approval:

If no plumbing work is involved	\$100.00
If plumbing work is involved	\$210.00
New or replacement water heater or softener	\$ 40.00 each with 1 inspection
New or replacement furnace or rooftop unit	\$ 40.00 each with 1 inspection
Additional electrical, mechanical or plumbing inspection	\$ 40.00 each

- **NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT, WILL INCUR PENALTY OF DOUBLE THE PERMIT FEE.**

MISCELLANEOUS INFORMATION

- According to Ordinance #614 the erection, demolition, alteration or repair may only occur between the hours of **6:30 a.m.** and **8:30 p.m.**