

ADDITIONS **TO EXISTING STRUCTURES**

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. A completed building permit application must be submitted.

PLAN REVIEW

Please submit detailed plans drawn to scale showing the size and shape of the addition, as well as the contiguous face of the existing building, please submit a recent plat of survey showing the location of the addition with reference to all lot lines and other existing buildings.

NOTE: Any home being altered, which was originally built before 1972, must comply with the US EPA Lead-Based Paint Pre-Renovation Rule. Copies of the rule are available at the Building Division.

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) Labeled location of escape window and smoke detectors for any additional bedrooms.
- 4) Stamped architectural drawings if the value is over \$10,000.

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 is available at 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 include: footing (a soil test required), backfill, underground plumbing, radiant heat, slab/concrete floors, rough plumbing, rough framing, electric and HVAC, final plumbing, and final framing, electric and HVAC depending on the scope of construction.

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

PERMIT FEE

- The permit fee for additions is based on square footage and is to be paid when you pick up the permit after review and approval.
 - \$27.00 per 100 square feet and 10% of the cost of the permit is added for plan review
 - Plus a certificate of occupancy fee of \$100
- **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 of any building may only occur between the hours of **6:30 a.m.** and **8:30 p.m.**
- Construction should meet the minimum required setbacks for the zoning district.

- **Depending on the property location there are certain limitations to lot coverage area. This includes all improvements on the property.**