



CITY OF WEST CHICAGO

Building Permit Guide for: ADDITIONS & REMODELING

Checklist for Permit Application Submittal:

- Completed Residential Building Permit Application

- Copy of the homeowner's most recent PLAT OF SURVEY showing the proposed LOCATION and SIZE DIMENSIONS (Length x Width x Height) with setback distances to existing building(s) and lot lines

- TWO (2) sets of building plans including:

BUILDING INFORMATION:

1. Floor plan
2. Elevations
3. Footing and concrete wall details
4. Wall detail
5. Roof plan
6. Stairway and railing details
7. Radon mitigation (Required for all basement additions)
8. Joist and header information
9. Light and ventilation schedule for all new rooms
10. Window sizes (Bedroom windows must meet egress)
11. Mechanical – Supply and return ducts for HVAC shown on plans
12. Electrical - Location of all outlets, receptacles and smoke detectors shown on plans
13. Plumbing – Riser diagram