Village of Maple Park

Construction Permit
Small Projects
(Fences, Decks, Roofs, Etc)

Application Packet

Dear applicant:

Thank you for taking the time to apply for a permit for your proposed project. By obtaining a permit you are assuring that the design and construction of your project will meet or exceed all safety standards written by the International Code Council and adopted by the Village of Maple Park.

Please review the requirements in this packet carefully to help assure your permit is processed in a timely fashion. Failing to provide the necessary information will likely delay the approval process of your permit and project. A completed building permit application is required for all building permits. All information must be filled in on the application.

Driveway Permits
Two inspections are required for driveways; the first is a base inspection. The inspector will confirm the base is in the approved location and the gravel is compacted. Forms for concrete must be in place. The second inspection is a final inspection of the finished project.

- Plat of Survey showing the proposed location of the driveway
- Dimensions and slope of the driveway
- Description of materials. Provide the thickness of the base and the material (concrete, pavers, asphalt, etc.) being used.

Shed Permits
One final inspection is required for sheds not built on a concrete slab. Please allow access to the shed for this inspection. Shed built on a concrete slab require a base pre-pour inspection.

- Plat of Survey showing the proposed location of the shed
- Plan view (overhead) drawing
- Elevation drawing, include footing/pier and attachment detail
- Plan view (overhead) drawing

If electricity is to be installed, this must be noted on the permit application and drawings.

Swimming Pools, above ground (greater than 24 inches in depth)
Above ground swimming pools require no less than three inspections. 1) Site inspection to confirm the pool can be placed in the proposed location; applicant must contact JULIE for utility location marking. 2) Electrical trench and rough 3) Final inspection. The required barriers must be in place and functioning for the final inspection.

- Plat of survey showing the specific proposed location of pool, INCLUDE MEASUREMENTS TO LOT LINES AND OTHER STRUCTURES ON THE PLAT
- Indicate location of all utilities
- Provide manufacturer's electrical requirements for lighting, motor, and heater

Underground swimming pools
Contact building official for required information

Decks
Decks should be designed by a licensed design professional or designed in accordance with DCA 6, available the American Wood Council website www.awc.org

Decks require 3 inspections. 1) Posthole inspection 2) framing inspection 3) final inspection

- Plat of survey showing the specific proposed location of deck
- Indicate overhead electrical lines
- Provide scaled, detailed drawings ¼ " = 1 foot
- Elevation view with measurements of grade to top of deck and top of railing
- Plan view (overhead) drawing include size and layout of the joists, beams, and decking
- Provide other details such as connection to house and rail post attachment
- Stairway profile, flashing detail if attached to house
- Indicate location of windows within 10 feet of the stairway
- Indicate location of electrical meter

Screened enclosures, hot tubs, and electrical require additional review and inspections.

Patio and Sidewalk Permits

Two inspections are required for patio and/or sidewalk; the first is a base inspection. The inspector will confirm the base is in the approved location and the gravel is compacted. Forms for concrete must be in place. The second inspection is a final inspection of the finished project.

- Plat of Survey showing the proposed location of the patio and/or sidewalk
- Dimensions and slope of the patio and/or sidewalk
- Description of materials. Provide the thickness of the base and the material (concrete, pavers, asphalt, etc.) being used.

Fences

Two inspections are required for fences. The first is a posthole inspection in which the inspector will confirm that the postholes are the correct depth and are located within the property boundaries. Please assure that the property markers are exposed for this inspection. The second inspection is conducted after the fence is completed. The inspector will assure the fence is completed and built according to the submitted plans. Be aware that the frame and post side of the fence must face your house.

Provide the following with your permit:

- Plat of survey, with proposed fence location(s) indicated with "x" s
- Provide a description of the materials, height of the fence and depth of the post

Roofing

All conditioned structures require ice/water shield or similar product installed on the roof deck not less than 24 inches measured from the inside wall.

- Illinois State Roofer's license number unless installation is done entirely by the homeowner
- Contractor name, license number and contact information
- Ice and water shield required

Exterior Covering, other than paint

A water resistive barrier (Tyvek or similar product) is required to be installed prior to covering with a finished product.

- Contractor name and contact information
- Material proposed to be used (i.e. aluminum, steel, vinyl, stucco, brick, wood)

Windows and doors, does not include replacement of glazing only (glass pane)
The energy code requires that all new windows meet or exceed a fenestration U-factor rating number of 0.35 or a numerical value less than 0.32. IMPORTANT! The energy label must remain on the window until approved by the inspector.

- Provide U factor rating
- Provide structural details if replacement unit is larger than existing unit

Electrical
- Provide line drawing of proposed electrical work
- Provide electrical panel directory
- Provide wire sizes and calculation information to support wire sizes

Plumbing
- Provide plumbing license information (not required for homeowners performing work on their own house)
- Provide description of proposed work

Mechanical (Heating and Air Conditioning)
- Provide description of project
- Provide manufactures cut sheets

Building Additions and Structural Alterations

Basement Build-out / Finishing
- Contact Building Official for requirements

Inspections
Please contact the Village Office at (815) 827-3309 to request an inspection or for project inquiries.

Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, IL 60151
Village Hall: (815) 827-3309
Website: www.villageofmaplepark.org
(815) 827-3309

Email Permit Application: villageclerk@villageofmaplepark.com

BUILDING PERMIT APPLICATION

(COMPLETE ALL BUT SHADED PORTIONS)

Owner's Phone #	Alternate Phone#	Application Date:
Property Owner's Name:		Sq. Ft. of Work:
Construction Site Address:	Township: ☐ Virgil ☐ Cortland	Project Valuation:
Property Owner's Address:		Zoning District:

Nature of Work:

- ☐ New Construction
- ☐ Addition
- ☐ Alteration
- ☐ Repair
- ☐ Grade Change
- ☐ Other: _____

Building Use:

- ☐ Single Family
- ☐ Multi-Family
- ☐ Commercial
- ☐ Industrial
- ☐ Office

Building Permit Fee:	
Plan Review Fee:	
Cash Bond:	
Administration Fee:	
Inspection Fee:	
Total Due:	

Description of Work:

Paid Stamp

In consideration of this application and attached forms being made a part thereof and issuance of permit, I will conform to the regulations set forth in the Maple Park Village Code.

I agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which accompanies the application, except for such changes as may be necessary and authorized or required by the Building Official.

I will submit this work for the required inspections and prohibit the occupancy of any space until a Certificate of Occupancy has been obtained by the Building Official.

Owner or Authorized Agent Signature

General Contractor (Print Name)

Village Official Signature

General Contractor Phone Number

Permit #

PIN #

Date Issued

INSPECTIONS AND QUESTIONS: PLEASE CALL THE VILLAGE OFFICE AT (815) 827-3309 AND WE WILL GET THE MESSAGE TO THE BUILDING INSPECTOR.