



KITCHEN REMODEL GUIDE TO THE PERMIT PROCESS

A permit is required for many of the typical work associated with kitchen remodels. This handout is intended to cover most kitchen remodeling work (additional information/documentation may be required after a complete review of a permit).

PERMIT SUBMITTAL REQUIREMENTS:

- Complete permit application and copy of signed contract or scope of work. The Application for Building Permit can be obtained at: <http://www.wheelingil.gov/DocumentCenter/View/131/Application-for-Building-Permit-PDF>
- Cover Sheet to include a list of current building codes relevant to the project and adopted by Village.
- Three (3) copies of the permit drawings to include the existing layout and proposed layout, and must include any structural, mechanical, electrical, and plumbing details and specifications.
- For any plumbing and electrical associated with the kitchen remodel, a copy of a plumbing license, letter of intent, and electrical license needs to be included with the permit.
- All contractors must be registered and bonded with the Village prior to permit issuance.

PERMIT DRAWINGS REQUIREMENTS:

- The permit drawing must include a layout that shows cabinets, appliances, framing, plumbing, electrical, mechanical, and windows and doors. When walls will be removed, the plans must confirm load bearing or non-load bearing with structural details and or calculations.
- Kitchen outlets must be GFCI (Ground Fault Circuit Interrupter) protected and shall be 20 amps. No point along the countertop is more than 24 inches from a receptacle outlet.
- Indicate location of all existing and new electrical receptacles and switches. Drawings must include electrical service size, available circuits and size of new electrical circuits.
- Specify recessed lighting fixtures installed in the building thermal envelope to be IC rated or installed in a sealed box.
- Provide a plumbing riser diagram (isometric) for all water piping including sizes, types of pipe and type of fittings.
- Provide cut sheets/product specifications for any valves being replaced.
- If a garbage disposal and/or dishwasher is to be installed, separate traps required and need to be identified on the permit drawings.
- Indicate the type and location of all special valves, appliances and devices along with materials being used
- If installing a new kitchen island with a sink, provide venting detail.
- Indicate hood exhaust, if applicable to be vented to outdoor air.
- Specify if appliances will be gas or electric.

**COMMUNITY DEVELOPMENT-VILLAGE OF WHEELING
2 Community Boulevard Wheeling, IL 60090 (847) 459-2620
APPLICATION FOR BUILDING PERMIT**

Note: Separate permits are required from: The Engineering Department, for all site and utility work; and from the Fire Department for the fire sprinkler/suppression system, fire alarm or other fire-related items.

Real Estate Index: _____

Permit Number: _____

The undersigned hereby applies to the building department of the Village of Wheeling, IL for a permit to erect, alter, construct, or enlarge the structure or part thereof herein described, and if granted the permit applied for will comply with all requirements of the Village ordinances relating thereto and pay the fees required by such ordinances.

DESCRIPTION OF WORK: _____

BUILDING TYPE: _____

SITE ADDRESS: _____ Wheeling, IL 60090

Square footage of work in existing building _____ Square footage of addition(s) _____ Cost of Construction

Property Owner _____ Address _____ Phone _____

Applicant Name (if not owner) _____ Address _____ Phone _____

Contact Name _____ E-mail (required) _____ Phone _____
(Person responsible for all permit correspondence)

CONTRACTORS - Any contractor performing work within the Village must be registered with the Village prior to permit issuance.

General Contractor _____ Address _____ Phone _____

Carpenter _____ Address _____ Phone _____

Concrete/Asphalt _____ Address _____ Phone _____

Demolition _____ Address _____ Phone _____

Electrical _____ Address _____ Phone _____

HVAC/Mech. _____ Address _____ Phone _____

Masonry _____ Address _____ Phone _____

Plumbing/Sewer _____ Address _____ Phone _____

Roofer/Siding _____ Address _____ Phone _____

Sprinkler _____ Address _____ Phone _____

Fence _____ Address _____ Phone _____

*Waste Removal, Waste Management _____ Address _____ 350 Sumac Rd, Wheeling _____ Phone _____ (800) 796-9696

*Construction waste, other than debris removed directly by contractor in contractor's vehicle, shall be removed by Waste Management per an exclusive franchise agreement. Failure to comply will result in fines per the Municipal Code (Chapter 5.32).

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. No error or omission in either the plans or application, whether said plans or application has been approved by the building director or not shall permit or relieve the applicant from constructing the work in any other manner than that provided for in the ordinance of this village relating thereto. The applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of his/her knowledge and belief.

- Plan Examination _____
- Construction Fee _____
- Certificate of Occupancy _____
- Electric Fee. _____
- Plumbing Fee _____
- H.V.A.C. Fee _____
- Sewer Connection Fee _____
- Water Connection Fee _____
- Water Meter. _____
- Water for Construction _____
- Miscellaneous _____
- Miscellaneous. _____
- TOTAL PERMIT FEES DUE _____**

X _____
Signature of Owner/Agent Date

Print Owner/Agent

Permit Authorized by:

Village Authorized Signature Date