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VILLAGE OF DWIGHT BUILDING PERMIT AND INSPECTION NOTICE INFORMATION SHEET

Thank you for your interest in building within the Village of Dwight. While the Village prides itself on its willingness to promote growth of our community and expansion of our tax base and consider ourselves very flexible in working with homeowners, businesspersons and builders, we do have several requirements that ensure that all developments are done in a quality manner, whether your project is large or small. The following is information necessary for you to have a successful building project within the Village of Dwight.

Codes and Permit Requirements

All construction within the Village of Dwight must be in compliance with the 2006 International Building Code (IBC), International Residential Code (IRC), International Fire Code (IFC), International Mechanical Code (IMC) and any subsequent revisions. Building permits are required for the demolition and/or construction of any structure, swimming pools and ponds over 24" deep, or accessory building or use.

Electrical work is to be completed in conformance with the 2008 National Electrical Code (NEC) and any subsequent revisions. An electrical permit is required for all structures being either constructed or renovated, all new construction, and upgrades to services that require a new service to be connected by Commonwealth Edison Company. Commonwealth Edison Company will not hook up any new service without the prior approval of the Village's Electrical Inspector.

All Plumbing is to be completed in conformance with the Illinois Plumbing Code and shall be completed by a plumber licensed with the State of Illinois or City of Chicago. The plumber must also be a licensed plumbing contractor with the State of Illinois. The homeowner may perform the plumbing work, if the plumbing work is to be performed in their own single-family residence. If the work is being completed by the homeowner, the homeowner must occupy the residence for at least six (6) months after the construction is finalized. A Plumbing Permit is required for any plumbing work being done other than repair work. All plumbing work that is required to have a Plumbing Permit must be then be inspected by the Village's Plumbing Inspector.

The location of buildings proposed to be constructed is governed by the Village of Dwight Zoning Ordinance, while any public improvements that may be required to any property must conform with the requirements of the Village of Dwight Subdivision Ordinance and the Dwight

Municipal Code.

Permit Forms

In order to procure the necessary building, electrical, and plumbing permits, the property owner, general contractor, or architect/engineer who will be overseeing the construction shall proceed as follows. All forms are available from the Dwight Village Hall, 209 S. Prairie Ave., Dwight, Illinois 60420 (815) 584-3077 or by obtaining them online at www.dwightillinois.com.

1. This **information sheet** should be read closely and understood by the person overseeing the construction. The bottom portion of the last page should be filled out and returned with the permit applications discussed below.
2. The Village of Dwight **Application for Building Permit** form should be completed in full and returned to the Village Hall along with a check for the cost of the permits and/or any tap-on, impact or connection fees and water meter installation fees. This form will be maintained in the Village files for statistical and tax purposes.
3. The **Building Permit** itself should be completed by the person overseeing the construction and returned to the Village Hall. Be sure to press hard when filling out this form so that the information is readable through the multiple copies of the form. After approval of the permit, the Building Permit Job Weather Card should always be available at the site for review by the inspectors.

Once it is feasible (i.e. once the walls are up) this card should be posted in a location visible from the street in front of the property at all times during construction. For permits that involve construction of accessory buildings such as a garage, fence, or shed, this card should be posted in the front of the principal building in a location visible from the street for the duration of the project.

After reviewing the Application for Building Permit and the Building Permit itself and conducting the initial zoning inspection, the Village's Building Inspector will issue a permit number and recommend that the Village Administrator approve the issuance of the permit. Once the permits are signed by both the Building Inspector and the Village Administrator and you have received the signed Job Weather Card, construction may begin.

4. The Village of Dwight **Electrical Permit** should be completed by the Electrical Contractor who will be doing this work. It is not acceptable to have any other individual, such as the general contractor or property owner, complete these forms, as the contractor needs to be as specific and detailed as possible to ensure a smooth construction process.

After reviewing the information contained on the permit, the Electrical Inspector will issue a permit number and recommend that the Village Administrator approve the issuance of the permit. Electrical work may then begin. No electrical permit is required if the building or addition proposed does not include electrical work. With two exceptions – all Garages are required to include Electrical permits as such a huge percent of garages have lights and/or openers as well as all pools are required to include Electrical permits to insure the pumps are connected properly and safely.

5. The **Application for Plumbing Permit and Village of Dwight Plumbing Permit** form should also only be completed by the Plumbing Contractor who will be performing this work. It is not acceptable to have any other individual, such as the general contractor or property owner, complete this form, as the contractor needs to be as specific and detailed as possible to ensure a smooth construction process. After reviewing the information contained on the application and permit, the Plumbing Inspector will issue a permit number and recommend that the Village Administrator approve the issuance of the permit.

Plumbing work may then begin. No plumbing permit is required if the building or addition proposed does not include plumbing work.

6. **All construction must be started within one (1) year of the date of application. Once construction has begun, the permit is valid for eighteen (18) months.**

7. After all construction work is completed, inspected, and approved by the Village inspectors, a Certificate of Occupancy (C.O.) will be issued by the Village of Dwight, the Building Inspector, Plumbing Inspector and/or Electrical Inspector. This certificate grants the property owner permission to occupy the newly constructed building or addition. **Buildings may not be occupied until a C.O. has been issued and received.**

8. The Village of Dwight prides itself on making the building process a smooth one for property owners and builders alike. With that in mind, if all documents are in order, typically a permit can be issued within seven days of submittal.

Inspection Guidelines

The Village's Building, Electrical, and Plumbing Inspectors are empowered to enter any building under construction and to require the removal of any work done in violation of the codes of the Village of Dwight prior to occupancy. Failure to call for inspections in a timely manner is the responsibility of the permittee and may result in actions being taken to ensure that the Village's code requirements are met (i.e. removal of drywall to inspect wiring and/or plumbing, etc).

The following are the Village of Dwight's inspection requirements:

1. Zoning Inspection- Persons should not apply for a building permit until the proposed construction has been staked out on the property in sufficient detail to allow the Building Inspector to determine the outline of the building on the site. This allows the inspector to determine whether the proposed structure meets the requirements of the Zoning Ordinance. A mark should be included on the stakes showing the proposed floor elevation. The Building Inspector will inspect the location of the structure at this time.

2. Foundation Inspection- After the foundation is poured; a foundation inspection is needed before the installation of any steel or wood beams, floor joists, or backfilling outside of the foundation. This inspection will allow the Building Inspector to ensure that the building is located properly on the lot in conformance with the information submitted on the building permit application and approved by the Building Inspector at the Zoning Inspection.
3. Building Inspection- A building inspection to be conducted by the Village's Building Inspector is needed after the building is framed and roofed and before any lath, insulation, or inside wall covering is installed.
4. Electrical Inspections- Four inspections are required to be conducted by the Village's Electrical Inspector. The **first** will be a "general" inspection of the new electrical service when ready to be hooked up by Commonwealth Edison. The **second** inspection is known as the "service" inspection. The **third** is known as the "rough-in" inspection, which will be required after rough wiring is installed and before any lath, wallboard insulation or other wall covering is in place. The **fourth** electrical inspection, known as the final inspection, will be completed after all switches, outlets, fixtures and other electrical apparatus has been installed, and before any occupancy takes place. NOTE: In cases of building up-grades and or additions that do not require a new electrical service to be installed, there may be fewer inspections needed.
5. Plumbing Inspections- Similar to electrical inspections, three inspections will be completed by the Village's Plumbing Inspector. The **first** inspection, the Underground Plumbing Inspection, shall be completed during or after underground installation, before being covered up. The **second** inspection, known as the Rough Plumbing Inspection, shall be called for after above ground installation of all pipes is completed, but before any pipes are covered up. The **third** is the final, or Occupancy Inspection, shall be completed after the fixtures and water meter are installed and all other construction work is complete, but before the new building or addition is occupied to ensure that the building is approved for occupancy from a plumbing perspective.
6. Occupancy Inspection- Once the structure is completed and the Electrical and Plumbing Inspectors have completed their final inspections, the Building Inspector will conduct one final walk-through prior to issuing a Certificate of Occupancy. If everything is in order, the C.O. will be issued. **THE BUILDING IS NOT TO BE OCCUPIED UNTIL THAT TIME.**

Inspection Notice Requirements

All inspections shall be done on weekdays unless agreed to by the inspector. A minimum of a 48 hour notice should be given for all inspections. Inspections may be requested either by contacting the appropriate inspector directly or by contacting the Village at (815) 584-3077. When making a request, please refer to the property address, owner, permit number, name of the contractor requesting the inspection, and have arrangements made for the inspector to access the interior of the building.

It is recommended, but not required, that the contractor performing the work being inspected be present at the inspection. This will help clarify any questions the inspector might have and will facilitate a smooth correction of any defects noted by the inspectors.

Height of Final Grade

One area of the building process in residential areas that has continually been a difficult one is the elevation of formerly vacant lots once construction is completed. To address this problem, the Village of Dwight adopted Ordinance #1072, which regulates the height of final grade of all yards. This ordinance reads in part as follows:

"The final grade shall be at its highest point as the level of the attached garage floor. The grade at the garage floor shall not be less than twelve (12) inches and not more than twenty-four (24) inches above the average height of the curb. In the event there is no street curb immediately abutting the front yard of the zoning lot, then the grade at the building foundation shall be measured from the highest point on the street at the center of the lot. All grades shall generally slope from the building foundation to the top of the street curb or street pavement, as the case may be and all sides shall have an equal grade and be consistent with good drainage and conform with adjacent properties within the variation as allowed by this section."

"The foregoing notwithstanding, the final grade of any improved lot may not vary by more than twenty-five (25%) percent from the final grade of an immediately adjacent improved lot. An improved lot for the purposes of this paragraph shall be a lot on which there exists a principal building. If there is more than one adjacent improved lot abutting the improved lot in question, and if due to variations in height of final grades of the abutting lots the twenty-five (25%) percent limitation set forth above is not feasible, then the final grade of the improved lot in question shall be the average of the final grades of all improved lots abutting the improved lot in question."

"This section shall apply for all building permits issued for construction in residential districts. Prior to issuance of a building permit, it shall be the Builder's responsibility to place a grade stake at the street curb or street pavement with the proposed height of the final grade clearly labeled and marked on the stake. The stake shall be painted or marked with lath with bright ribbon, flagging, or other suitable means so that it is clearly visible. The Builder shall notify the Village when the grade stake has been set and is ready for inspection. The Village Inspector shall check the proposed height of the final grade for compliance with this Ordinance and notify the Builder as to whether the subject grade is approved or disapproved within five (5) working days of receipt of the notice. Village Inspector will document all grades on the rear of the Building Permit. If the Village Inspector disapproves of the proposed height of the final grade, the reason(s) for disapproval shall be indicated to the Builder and the Builder shall make necessary corrections to the grade stake and re-notify the Village for re-inspection. Builder may commence with excavation and construction activities upon issuance of the building permit by the Village Inspector."

“Upon completion of construction, Builder shall notify the Village and the Village Inspector shall recheck the height of the final grade to verify that it is within 0.10 feet of the proposed height, and in conformance with this Ordinance.”

“Failure to comply with the provisions of this Ordinance may result in a fine up to One Thousand (\$1,000.00) Dollars per occurrence.”

The Village believes that this ordinance will help to eliminate drainage and run off controversies that the building process sometimes creates between neighboring property owners. Enforcement by the Village of these requirements is handled by the Building Inspector. The owner of the property that has been improved is responsible for ensuring that the requirements of this ordinance are met. The property owner is financially responsible for proving the requirements are met should this come into question.

Village of Dwight Inspectors

Building Inspector-Erv Daniels, 306 Philmar, Dwight 584-2746
228-5302 (cell #)

Electrical Inspector-Mike Gerber, 309 Scott Dr., Dwight 584-3077 (Village Hall)
Due to his primary job, it's best to go through the Village Hall to contact Mike

Plumbing Inspector-Alan Metzke, 213 Renfrew, Dwight 584-2050 M-F 7AM – 3:30PM
822-1198 (cell #)

CERTIFICATION OF UNDERSTANDING

I have read the Village of Dwight Building Permit and Inspection Notice Information Sheet and understand the information that has been provided. Further, I agree that I will comply with all of the requirements of the Village of Dwight, including those outlined above such as the Dwight Zoning Ordinance, Dwight Subdivision Ordinance, Dwight Municipal Code, 2006 International Building Code (IBC), 2008 National Electrical Code, Illinois State Plumbing Code, and Dwight Ordinance #1072 relating to lot elevations. **I agree that I will be responsible for calling the appropriate inspector for all inspections and that I will not occupy this addition/building until I have the Occupancy Certificate signed & approved in my hand.** I also agree that should I be unsure of any of the requirements of the Village of Dwight that I will contact the appropriate Village inspector or the Dwight Village Hall prior to proceeding with construction.

Signature of Person Overseeing
Construction or Property Owner

Date

Address of Proposed Permitted Construction: _____

This statement should be filed with the Application for Building Permit at the Dwight Village Hall, 209 S. Prairie Ave., Dwight, IL 60420, (815) 584-3077.
