



KENDALL COUNTY BUILDING PERMIT INFORMATION

This building packet
contains the following:

1. Schedule of Fees
2. Inspection Schedule
3. Applicant Check List
4. Grading Information

The Permit Application is
to be filled out by the
applicant and returned to
the Building & Zoning
Department along with the
required items located on
the check list.

Kendall County has adopted the following Building Codes:

- International Building Code 2018
- International Residential Code 2018 including Appendix (A,B,C,E,F,G,H,J,O,Q)
- National Electric Code 2017
- Illinois State Plumbing Code
- International Mechanical Code 2018
- Illinois Energy Conservation Code
- International Fuel Gas Code 2018
- Illinois Accessibility Code
- International Existing Building Code 2018

Kendall County Building & Zoning Office
807 West John Street
Yorkville, Illinois 60560
(630) 553-4141
www.kendallcountyil.gov

BUILDING PERMIT FEES

Please Note: \$50.00 Zoning Certificate is required on ALL building permits.



☐ Schedule of Fees

<input type="checkbox"/> Single Family Residential Construction	1,800.00
<input type="checkbox"/> (Also required with above permit: address - \$50.00 & zoning certificate - \$50.00 for a total of \$1,900.00)	
• Land Cash Fee will vary – please call office for amount.	
<input type="checkbox"/> Accessory Structures	
• <120 square feet	\$50.00 Zoning Cert.
<input type="checkbox"/> 121-599 square feet	\$150.00
• Plumbing	150.00/Insp
• >600 square feet, residential	\$50.00/inspection
• Plumbing	150.00/Insp
	+ .08 /Sq.Ft. – REVIEW
>600 square feet, commercial	\$75.00/inspection
	Plumbing 150.00/Insp
	+ .08/Sq.Ft –REVIEW
• Signs -	
Non-illuminated	\$100.00 + \$1.00/sq.ft.
Illuminated	\$150.00 + \$1.00/sq.ft.
Temporary Signs	\$ 50.00 Zoning Certificate
• Deck	\$150.00
• Swimming Pool	\$150.00
• Demolition	\$100.00
• Communication Tower	\$1,000.00
• Moving a structure	\$100.00

<input type="checkbox"/> Driveway	\$150.00
<input type="checkbox"/> Service Upgrades	\$100.00
<input type="checkbox"/> Patios, New & Enlarging	\$50.00 Zoning Cert.
<input type="checkbox"/> (R-5, R-6, R-7 only)	
• Re-inspection Fee –	
Residential	\$50.00
Commercial	\$75.00
Plumbing	\$150.00
• Residential, Agricultural - .08/sq.ft. Plan Review +	
Addition	\$ 50.00/inspection
• Remodeling	\$ 50.00/inspection
• Plumbing	\$150.00/inspection
• Electrical	\$ 50.00/inspection
• Miscellaneous	\$ 50.00/inspection
• Permits other than Residential/Ag - .08/sq.ft. Plan Review +	
Addition	\$ 75.00/inspection
• Remodeling	\$ 75.00/inspection
• Plumbing	\$150.00/inspection
• Electrical	\$ 75.00/inspection
• Miscellaneous	\$ 75.00/inspection
• Change of Occupancy	\$150.00
• Certificate of Occupancy	\$150.00
• (when requested separately from the building permit)	
• Zoning Certificate <u>(ON ALL PERMITS)</u>	\$50.00

BUILDING PERMIT FEES



☐ **Notes to the Fee Schedule:**

- ☐ The permit fees for an attached garage, deck, or a driveway, and similar appurtenances constructed in conjunction with the construction of the house are included in the permit fee for the house.
- ☐ The permit fee for a driveway constructed in conjunction with the construction of a garage is included in the permit fee for the garage.

☐ **A LAND CASH DONATION IS REQUIRED TO BE COLLECTED AT TIME OF PERMIT FOR EVERY NEW SINGLE FAMILY DWELLING.**

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☐ **Zoning Certificate Required**

- ☐ A Zoning Certificate shall be approved before a building permit may be issued and requires the payment of a separate fee.

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☐ **Address Required**

- ☐ The fee for assigning an address to a property shall be \$50.00.

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☐ **Time of Payment**

- ☐ All permit fees shall be due and payable prior to the beginning of construction.
- ☐ All re-inspection fees shall be due and payable prior to each re-inspection.

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☐ **Additional Review Fees**

- ☐ In addition to the fees set forth in this Ordinance, all applicants seeking the approval of a building permit shall reimburse Kendall County for all reasonable costs incurred as a result of the review of the application by a legal, engineering, or other special consultant. The applicant shall provide a deposit to cover the estimated consulting and review fees. Payment of the additional review fees shall be made prior to the issuance of the certificate of occupancy, EXCEPT, when the payment is fully and completely secured by a deposit, the actual payment may occur after the issuance of the certificate of occupancy.

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☐ **Waivers and Refunds**

- ☐ No waiver and no refund shall be made for any fee paid pursuant to this Ordinance without the approval of the Planning, Building and Zoning Committee of the County Board, EXCEPT, all fees for actions or activities by Kendall County or the Kendall County Forest Preserve District are hereby waived and all fees for non-profit organizations shall be charged half of the normal fees for permits; provided they show proof of non-profit status as determined by the Planning, Building and Zoning department and that the permit be used only by the organization itself. All other government entities shall be charged half of the normal fee for permits as determined by the Code Official.

- ☐ **Effective Date:** This Ordinance shall be effective on Jan. 1, 2020

INSPECTION SCHEDULE



- - ☐ The following listed inspections are generally required. An approved set of building plans and the Permit Card shall be on the job site for all inspections. Plans and the Permit Card not available on the site will be reason for a failed inspection. For all inspections after the backfill inspection a representative of the property owners should be present.
- - ☐ **SITE INSPECTION**
 - ☐ At the time the permit is applied for the owner or builder shall put clearly visible stakes at the corners and offsets of all new construction and shall clearly mark the property boundary stakes. This inspection is conducted to satisfy the County zoning, floodplain and storm water management requirements before the permit is issued.
- - ☐ **PROTECTION OF PRIVATE SEWAGE DISPOSAL SYSTEM SEEPAGE AREA**
 - ☐ The seepage area (and future expansion area) shall be fenced off to a minimum height of 3 feet. The fenced areas shall remain protected until building construction is completed and an occupancy permit is issued. No vehicular traffic is permitted within the fenced off areas, except that which is required for the installation of the private sewage disposal system. No soil shall be stored or piled in the fenced off areas.
- - ☐ **PROTECTION OF PRIVATE WATER WELL DRILLING LOCATION**
 - ☐ The water well drilling location shall be clearly staked, and the immediate surrounding area maintained accessible to the well drilling rig. No soil shall be stored or piled over this staked location.
- - ☐ **FOOTING**
 - ☐ Before calling the Building office for a footing inspection, the following must be completed: Excavation completed, footing forms installed, free of standing water and ready to pour concrete.
- - ☐ **FOUNDATION WALL**
 - ☐ This inspection is conducted when forms are set and any reinforcement is in place before concrete walls are poured.
- - ☐ **BACKFILL ***APPROXIMATELY 8 DAYS AFTER POURING*****
 - ☐ Before calling the Building office for a backfill inspection, the following must be completed: Foundation walls stripped and cured, damp proofing applied and visible to the footing, perimeter drain tile must be in place and covered with gravel as required by code. Anchor bolts should also be in place and visible.
- - ☐ **SPOT SURVEY**
 - ☐ **MUST BE SUBMITTED AND APPROVED BY THE PLANNING, BUILDING AND ZONING DEPARTMENT PRIOR TO COMMENCING ANY FRAMING.**

INSPECTION SCHEDULE



- ❑ **ELECTRICAL SERVICE**

- ❑ Inspection is scheduled prior to power being provided by supplier.

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- ❑ **FRAME AND WIRING**

- ❑ Before calling the Building office for a framing and wiring inspection, the following must be completed: The structure is framed, roofed and rough wiring is installed. This inspection is done before any lath or inside wall covering or insulation is installed and before exterior sheathing is covered or brick veneer is erected.

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- ❑ **UNDERFLOOR PLUMBING**

- ❑ Before calling the Building office for an under floor plumbing inspection the following must be completed: all the under concrete floor plumbing is installed. All under floor plumbing must be left uncovered so that it can be visibly inspected. Steps or a ladder to the basement must be provided or the inspection will fail.

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- ❑ **ROUGH PLUMBING**

- ❑ Before calling the Building office for a rough plumbing inspection the following must be completed: All plumbing is installed and before insulation and drywall is in place.

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- ❑ **INSULATION**

- ❑ Before calling the Building office for an insulation inspection, the following must be completed: All insulation to be installed, all crevices to be filled (windows, doors etc.), draft and fire stopping to be completed (at all PVC, conduit, piping through floors).

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- ❑ **SLAB INSPECTION** (Basement & Garage Floors)

- ❑ Before calling the Building office for a slab inspection, the following must be completed: Basement floor must have passed the under floor plumbing inspection, radon vent in place, lines snapped on exterior walls for grade, vapor barrier installed, and proper amount of stone fill installed. Garage floor must have proper amount of stone, grade stakes, and wire mesh installed.

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- ❑ **FINAL PLUMBING**

- ❑ Before calling Building office for a final plumbing inspection, the following must be completed: All plumbing must be complete and operable.

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- ❑ **FINAL OR OCCUPANCY PERMIT**

- ❑ Before calling the Building office for a *Certificate of Occupancy*, the following must be completed: Construction completed, heating, lighting, water and sanitary hookups, gutters, downspouts, steps, handrails, porches and INCLUDING ALL EXTERIOR FINISH.

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- **REMINDER: An “as-built” grading plan will be required for the entire lot prior to issuance of an occupancy certificate.**

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INSPECTION SCHEDULE



- ☐ **SEPTIC SYSTEM FINAL INSPECTION**

- ☐ A septic system inspection must be requested prior to excavation backfilling, providing at least 24 hours advanced notice (business days). To request an inspection, contact the Division of Environmental Health at (630) 553-8026

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- ☐ **WATER WELL INSPECTION**

- ☐ A water well inspection must be requested prior to beginning well construction, providing at least 48 hours advanced notice (business days). To request an inspection, contact the Division of Environmental Health at (630) 553-8026.

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- ☐ **WATER WELL FINAL**

- ☐ Upon completion of a water well, a satisfactory water sample report from a State certified laboratory and a Well Completion Report must be submitted to the Division of Environmental Health before final well approval is granted. The water well contractor is responsible for the Well Completion Report and, upon request, may also collect the water sample for laboratory analysis of coli form bacteria and nitrates.

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- ☐ Call for inspections at least two working days in advance during normal business hours. (8:00 - 4:30) Inspections are scheduled for A.M. or P.M.

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- ☐ If any work is not ready for inspection when the inspection is requested, a Repeat Inspection Fee will be required.

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- ☐ **ALL DEBRIS ON THE STREETS MUST BE REMOVED DAILY DURING CONSTRUCTION**

APPLICANT CHECK LIST



☐ **1. PLATS OF SURVEY -**

- ☐ All building permits will require two (2) original plats of survey, certified by an Illinois State Licensed Surveyor showing existing and proposed buildings. Structures, water well(s) and septic system envelope and well & septic systems that will serve the proposed new structures along with locations of existing adjacent well and septic systems demonstrating separation distances as required by State and County Health Codes and Ordinances. This may be waived at the discretion of Code Official if documents are not necessary to show compliance.

☐ **2. LEGAL DESCRIPTION -**

- ☐ Legal description of property; subdivision name, unit, block and lot number; or a copy of a recorded deed or title of the property on which the building(s) is/are to be built. If Farm Allocation is used, obtain an affidavit from the Planning, Building & Zoning office.

☐ **3. THE PROPOSED CONSTRUCTION SITE MUST BE STAKED.**

☐ **4. CONSTRUCTION DRAWINGS -**

- ☐ For construction, alterations and other work, **three (3) copies** of construction plans (more if required by the Code Official) drawn at appropriate scale and specifications to show compliance with this code. Commercial projects and single family homes must be stamped by a registered design professional. (One set of drawings are returned to applicant to be kept on job site during construction).

☐ **5. DRIVEWAY LOCATION AND CONSTRUCTION PLANS**

- ☐ For new construction, the location of the proposed driveway must be submitted along with a typical cross-section.

☐ **6. SITE PLANS**

- ☐ Where construction is to occur on a lot with a designated flood plain area, the code official may require the elevation of the first floor of proposed building be shown on the along with the Base Flood Elevation and its location on the site.

The Code Official shall have the authority to specify required foundation elevations on lots or parcels of land that have soils with seasonal high water tables, drainage problems, or that may be subject to localized flooding. In such a case, the Code Official shall also have the authority to require a site grading plan. The plan shall show existing topographic features, ground contours and drainage patterns as well as proposed building elevation(s), site improvements, ground contours and drainage design. Elevation information shall be on national geodetic vertical datum (NGVD). Verification of the finished improvements shall be drawn on a plat of survey showing the building location, finished foundation elevation(s), ground contours and drainage improvements.



- **7. WELL & SEPTIC PERMIT NUMBER –**

- ☐ To be obtained from:
- ☐ Kendall County Health Department, Environmental Health
- ☐ 811 West John Street
- ☐ Yorkville, Illinois 60560
- ☐ (630) 553-8026 fax (630) 553-9603
- ☐ Before the issuance of private sewage disposal system and building permits, the seepage area (and future expansion area) shall be fenced off to a minimum height of 3 feet. The fenced areas shall remain protected until building construction is completed and an occupancy permit is issued. No vehicular traffic is permitted within the fenced off areas, except that which is required for the installation of the private sewage disposal system. No soil shall be stored or piled in the fenced off areas.

- ☐ **8. FLOOD PLAIN -**

- ☐ Where construction is to occur on a lot with a designated floodplain area, the Code Official may require the elevation of the lowest floor of proposed building be shown on the plat along with the Base Flood Elevation and its location on the site. An Elevation Certificate will also be required as part of permit application.

- **9. SIGNATURES -**

- The owner of record must sign and date the application form. Agents for the owner must submit a letter of authorization with the application form.

- ☐ **10. ACCESS PERMIT -** From County, State or Township Road Commissioner for New Driveways

<input type="checkbox"/> Little Rock Township	Richard Wade	630-552-3304
<input type="checkbox"/> Bristol Township	Jonathon Grote	630-553-0101
•		
<input type="checkbox"/> Oswego Township	Claude Ainsworth	630-264-4587
•		
<input type="checkbox"/> Fox Township	Brad Mathre	630-553-5904
•		
<input type="checkbox"/> Kendall Township	Doug Westphal	630-553-7133
•		
<input type="checkbox"/> Na-Au-Say Township	Gary Hostert	815-254-7708
•		
<input type="checkbox"/> Big Grove Township	Tom Richards	815-695-9443
•		
<input type="checkbox"/> Lisbon Township	Kevin Kunkel	815-475-7160
•		
• Seward Township	Scott Cryder	815-475-4613
•		
• Kendall County	Fran Klaas	630-553-7616
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• IL Dept. of Trans.	Dist. 3 - Ottawa	815-434-6131
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• If adjacent roadway is owned by a municipality, a permit from that municipality will be required.		

APPLICANT CHECK LIST



- ❑ CLOSED LOOP GEOTHERMAL WELLS (a.k.a., Ground-Source Heat Pumps)
 - On October 21, 2008, the Kendall County Board passed a series of amendments to the County's Water Supplies Ordinance addressing but not limited to the safe and proper design and installation of closed loop geothermal wells. As of the aforementioned date, any persons wishing to install a closed loop geothermal well within the limits of Kendall County must first secure written approval from the Kendall County Health Department. Such approval is granted upon the successful completion of a closed loop geothermal well (system) plan review, and is followed by a sequence offield inspections largely intended to ensure the protection of local groundwater resources. *A plan review and inspection fee applies.*
If planning to install a closed loop geothermal well, please contact the Kendall County Health Department, Environmental Health Unit at (630) 553-8026, where you can obtain an application for design review, a listing of the design and installation requirements, and answers to any questions you may have.

GRADING



☐ **GRADING**

☐ INFORMATION FOR LOT OWNERS IN PLANNED SUBDIVISIONS

☐ **WHO**

- ☐ This information sheet is for **all** lot owners and builders who are thinking of building in subdivisions that have **master grading plans** approved by Kendall County.

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☐ **PLAN**

- The developer of your subdivision has done extensive engineering and has constructed many public facilities including streets, drainage swales, and detention ponds. They produced a master grading plan for all lots which Kendall County has approved as part of the engineering plans for this development. Proper grading is important so that storm runoff from one yard flows through swales and does not cause undue flooding on neighbors' lots. If you are unable to acquire a copy of the master grading plan from the developer, we have one you can view in our office. For some lots, the lot owner may need to bring additional fill onto the lot to match the planned finished grade.

☐ **INSPECT**

- ☐ Three steps will be required. **1.** We will review plans attached to building permit applications to verify that the proposed top of foundation and the proposed final grading matches the approved master grading plan. **2.** We will ask the builder to bring to our office two stamped as-built survey of the actual top of foundation elevation before framing has started. **3.** If a conflict arises, we will ask the lot owner to bring us an as-built survey or pay for our inspection of the final actual grading of the lot as part of the occupancy requirements of the County.

☐ **REVISION**

- ☐ Some lot owners may wish to build a house that would set a different foundation height or create yards at a different grade than shown on the master grading plan. This may be possible and still not cause any undue flooding problems. However, such revisions to the grading plan **must** be approved by Kendall County prior to construction. To get approval, the lot owner must complete a Site Development Permit Application and attach a revised lot grading plan showing **1.** Existing grade; **2.** Master grade; **3.** Proposed new grade and top of foundation elevation; and **4.** Well and septic system. *Note that regrading may affect the location and design of the septic system that only the County Health Officer can approve.* All well and septic plans and permits must be submitted to the Health Department for review. The Planning, Building & Zoning Department will review your revised grading plan.

☐ **ASSIST**

- ☐ If you have any questions, please call Planning, Building & Zoning Department, or the Health Department at (630) 553-8026 for well and septic questions.