City of Aledo

New Construction Permit Package

Multi-Family/ New Commercial Building

Welcome and thank you for building in Aledo!

The City of Aledo is committed to making your permit and construction process as easy and accessible as possible. This package is intended to provide you with guidance as to our permit process and provide you with a sampling of common construction codes.

The City cannot, however, design your project or teach construction. Our knowledgeable inspection staff will do everything possible, however, to assist you through the construction process.

Checklist of information required

- Permit Application (Submit with 3 sets of plans)
- Electrical, Plumbing and HVAC Detail (Submit with plans)
- Occupant Load for all areas, include exiting system plan.
- Submit all appropriate wall, floor foundation sections and details
- Floor plan
- List all building design loads
- Submit details for all special structures (skylights, roof panels, awnings, etc.)
- Submit details showing all state and local accessibility requirement
- Submit signed, sealed and dated construction documents per the state requirements.
- Submit site plan (showing setbacks, elevations, drainage, parking)
CITY OF ALEDOD
NEW CONSTRUCTION/
ADDITION/REMODEL
PERMIT APPLICATION
120 N. College Avenue
Aledo, Illinois 61231
(309) 582-7241 Office
(309) 582-7242 Fax

PROJECT LOCATION

Project Address: 
PIN:

Legal Description:

PROJECT TYPE & INFORMATION REQUIRED

Type of Building: ( ) Single Family Dwelling ( ) Two-Family Dwelling ( ) Multi-Family Dwelling
( ) Commercial ( ) Other

- **New Single and Two-family dwellings:** Construction drawings are required (do not have to be Signed/Sealed) – a plat of survey is required.
- **Single and Two-family dwellings Addition/Remodel:** Construction drawings are required (do not have to be Signed/Sealed) – a plat of survey may be required if determined necessary by field inspection
- **Multi-Family and Commercial:** Signed/Sealed plans are required – code allows code official to waive for minor projects – Plat of Survey is required.
- **Completed building permit application and all required information and forms**

Project Type:
- _____ New Dwelling (One and two family dwellings)
- _____ New Commercial (Multi-family, commercial and industrial buildings and additions)
- _____ Addition to Existing Building or Structure (ex: Room addition, bathroom, 3 season room, basement)
- _____ Alterations, Modifications or Rehabilitation to Existing Building (ex: remodel, fire rehabilitation, plumbing, electrical, HVAC, foundation (Please describe)

Please provide short summary of project:


PROPERTY OWNER INFORMATION

Name: ________________________________ Email: ________________________________

Address: (if different from project location): ________________________________

Home Telephone: __________________ Cell Phone: __________________ Fax: __________________

Please complete the reverse side of this application.
CONTRACTOR INFORMATION

All contractors involved in this project shall be listed on the application. Contractors shall be licensed as required by state law and city ordinance prior to the issuance of a permit.

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PROJECT DETAILS

Total Square Feet of New Addition
If Existing Building, what is the present use
What is the proposed use?
Estimated Completion Date:
Estimated Cost of Project:
(Please note that owner labor has a market value)

PLEASE COMPLETE AND SUBMIT ATTACHED SPECIFICATION SHEET

The undersigned, by affixing his or her signature to this application, does hereby acknowledge and affirm the following: (1) That he or she is the project property owner or authorized agent; (2) that the issuance of the requested permit is conditioned upon the consent of the permit holder and his or her employees, contractors or other agents, to comply with the codes, rules, specifications and ordinances of the City of Aledo; (3) that the permit holder shall obtain all required inspections for the project; (5) that the permit does not grant any right or privilege to violate the codes and ordinances of the City of Aledo; (6) that a failure to commence work within 180 days of the issuance of this permit or a failure to complete such work within one year of permit issuance shall invalidate the permit and require an extension or new permit as allowed by the building official; (7) that inspections outside of normal business hours, missed inspections or those caused by modifications or noncompliance shall be assessed an additional $50.00 per inspection; (8) that a failure to obtain the required inspections or a violation of codes, rules, specifications or ordinances of the City shall be cause to suspend or revoke the permit and shall further be cause for the city to seek compliance in a manner as provided by law.

_____________________________  ________________________________
Signature of Permit Applicant  Printed Name

Do Not Write Below This Line
Required Construction Documents

Plats of Survey and Construction Plans are required for every new structure. In many cases, the City will have a form that will serve as the required plan. The City requires three copies of all submissions. Plan requirements include:

- New one or two-family dwelling or addition thereto: Plat of survey, completed city form. Note: Plans for prefabricated trusses or joints are not required for permit, but shall be stamped/sealed by a State of Illinois licensed architect and available to inspector on site.
- New multi-family dwelling or addition thereto: Plat of survey, construction plans signed/sealed by licensed architect. Construction plans include sectional drawing, floor plan, electrical, plumbing and mechanical detail, light and ventilation table.
- New commercial building or addition thereto: Plat of survey, construction plans signed/sealed by a State of Illinois licensed architect. Construction plans include sectional drawing, floor plan, electrical, plumbing and mechanical detail, light and ventilation table.
- Garage: Completed city form. Plans for prefabricated trusses or joists are not required for permit, but shall be stamped/sealed by a State of Illinois licensed architect and available to the inspector on site.
- Change in Use Group: Stamped/Sealed plans shall be required for changes in use groups regardless whether any construction is involved. The plans shall contain sufficient information to demonstrate compliance with the city codes for the new use group. The designer may use the 2003 building code or 2003 Existing Structures Code for this purpose.
- Fences: Affidavits from adjacent property owners are required (form provided by city) attesting allowing for the location of the proposed fence. In the event the neighboring owner(s) signature cannot be obtained, a Plat of Survey will be required.
- Structural: Structural replacement or repair may require a stamped Engineers plan. This requirement will be assessed on a case by case basis, depending on the severity and complexity of the project.
- Other documents will be requested as required.

Permit Process

- The permit application must completed and submitted at City Hall, along with all required plans, plats of survey and/or forms. Applications will not be accepted without the required documents. The City requires three copies of all required Plats, Plans and other documents.
- Many permit applications will be reviewed within 2 business days. The more complex projects, such as a new multi-family or commercial building may take up to 10 days to review. Most plan reviews will be conducted “in-house,” but if plans are referred for outside review, turnaround time will take longer.
- If the plans are not approved, the City will contact the applicant and endeavor to resolve the outstanding issues. If the plans are approved, a permit will be authorized.
- All contractors involved in the project shall be listed on the permit application.
- All contractors involved in the project shall obtain a license from the City prior to permit approval. The permit applicant is responsible for ensuring that all contractors apply for and receive a city license.
- Once a permit is issued, it is to be kept on site along with city stamped copies of all documents. A permit expires if work is not initiated within 90 days of issuance or if work discontinues for a period of 180 days or more.

The above information is general in nature and not all-inclusive. For more information, contact the City of Aledo Code Administration Department at 309-582-7241, Ext. 205.
Required Plans – One and Two Family Dwelling

You will need to submit two types of plans for your project.

☐ Site Plan: A plat of survey, prepared by a licensed surveyor or engineer, indicating the dimensions and location of all boundary lines, existing structures and setbacks.

☐ Construction Plans: Construction drawings for a single or two family dwelling do not have to be stamped by an architect, but shall be professional in appearance and contain, at minimum, the following information. The City has attempted to make the process as easy as possible, but the more detailed the drawings, the better the City is able to provide input on potential mistakes and code violations on paper rather than in the field. The City shall not be responsible for details not provided for review. The permit applicant and his contractors are presumed to know the codes and construction requirements.

☐ Wall section: This is a side view of the construction of the dwelling from foundation to roof. Dimensions and details are necessary to give the City a view of the proposed roofing, framing, wall and floor coverings, foundation and footings. A sample wall section is provided for reference.

Note: If you are using pre-engineered truss systems, you must have a copy of the engineer stamped, sealed truss plan on site at all times. This plan comes with your trusses. Be sure to follow all of the manufacturer’s requirements and brace the trusses according to their specifications.

☐ Floor plan: An example of a floor plan is included. Your floor plan must be to scale and contain:
  o The layout of each floor
  o The dimensions of each room, doorway, hallway and stairway
  o The location of each doorway
  o The location of each electrical outlet
  o The location of each GFCI electrical outlet
  o The location of each smoke detector (SD)
  o The location of each carbon monoxide detector (CD)

☐ Building Systems Plan: Fill in the blanks on the attached form as they pertain to the proposed electrical, plumbing and HVAC systems for your project and submit with your plans and permit application.

☐ Porch, Deck, Guardrail and Handrail Plan: Complete the attached form and submit with your permit application.
CITY OF ALEDÔ
COMMERCIAL PLAN REVIEW MINIMUM REQUIREMENTS

Date of submittal: ________________________
Application Type (circle one): Remodel    New Addition    New Commercial
Project Address: _________________________ Project Name: _________________________
Contractor: _____________________________ Address: _____________________________
Contact Person: _________________________ Phone: ________________________________

We have received your building plans for review. The plan review process takes a
minimum of seven (7) business days to complete and starts only after ALL required
documents are submitted. The list below shows items received and items that are still
required to continue the review process.

Submittals
☐ ☐ 2 Full Sets of Plans
☐ ☐ Code Analysis: Title block, type of work being done, type
of construction, use group, installed fire protection, design
options
☐ ☐ Architectural Drawings: wall, floor, foundation,
elevations, sections and details
☐ ☐ Site Plan: set backs, contours, elevations and parking
☐ ☐ Utility Plan: location of sanitary sewer, fire hydrants,
outside lighting
☐ ☐ Grading Plan: benchmark information and drainage
☐ ☐ Plumbing Plans: riser diagrams, fixture count, type of
piping, etc.
☐ ☐ Mechanical Plans: duct design, catalog cuts, vent schedule,
etc.
☐ ☐ Electrical Plans: fixtures, outlets, panels, conduit,
schedules, etc.
☐ ☐ Sprinkler Plans: number and location of fixtures,
 occupancy, etc.
☐ ☐ Sub-Contractors declared: If your sub-contractors have
 been awarded, the responsible parties must be listed on the
building permit application
☐ ☐ Permit Application: all relative information must be
 supplied and the permit must be signed
☐ ☐ Contractor Forms: up-to-date certificate of insurance,
 registration, license and bond.

If you need a more detailed list of what you need to supply, or if you have any other
questions, please contact the Building Division at 309-582-7241 ext. 205 between 8:00
a.m. and 4:00 p.m., Monday through Friday.
The following is a list of general code requirements. The applicant and associated contractors are presumed to know and will adhere to all codes governing the proposed project, including those that are not listed here:

1. The compressive strength of concrete footings, walls, slabs on grade not exposed to weather shall be 2500 psi at 28 days. Concrete walls exposed to weather shall be 3000 psi. Porches, carport and garage slabs and concrete steps shall be 3500 psi.
2. Footings shall be 2x the width of the foundation wall.
3. Footings shall be “keyed” along the center.
4. Foundations shall be a minimum 42” deep and shall be reinforced.
5. Concrete floors shall be a minimum of 4 inches deep.
6. Damp proofing (not less than 6 mil polyethylene) shall be installed between the concrete floor and the base materials.
7. A foundation drain shall extend a minimum of 12” beyond the outside of the edge of the footing. The bottom of the drain shall not be higher than the bottom of the base material under the floor and the top not less than 6 inches. The top of the drain shall be covered with approved filter membrane material.
8. The floor base and foundation perimeter drain shall discharge by gravity or mechanical means into an approved drainage system.
9. The ground within 6 feet of the building shall be pitched a 1:12 away from the structure for proper drainage.
10. Anchor bolts. ½ inch anchor bolts shall be provided at no more than six foot intervals.
11. Wood construction on concrete foundations shall be a minimum of 6” above grade.
12. Floor joists or trusses shall meet the minimum requirements for the loads imposed.
13. Headers shall meet the minimum requirements for the loads imposed.
14. Stairways shall be a minimum of 36 inches wide.
15. Stair rise shall not be less than 4 inches nor more than 7 inches in height. The greatest riser height shall not exceed the smallest by 3/8 inches. Treads shall be a minimum of 11 inches.
16. Stair rise for occupant load less than 10 shall be 4” minimum to 8” maximum. Stair tread shall be a minimum of 9 inches. 3/8” uniformity applies.
17. All stairways shall have a minimum 6’8 “ headroom.
18. For residential stairs, a minimum of one handrail is required. Handrails shall be between 34 and 38 inches above stair landings and nosing of tread.
19. All guardrails shall be a minimum of 36 inches in height and spacing between guards shall be so that a 4” sphere cannot pass between same.
20. Ceiling joists and roof trusses or rafters shall be designed to support the loads imposed, as per code.
21. Roof sheathing or decking shall be exposure rated and shall be sized to support the loads imposed, as per code.
22. Roofs shall have ice and water shield installed from a point beginning at the roof edge to 24 inches above the exterior wall. #30 roofing felt is required.

23. Roof covering (shingles) shall be Class C or better.

24. Required Natural Light: All habitable rooms shall be provided with natural light by means of exterior glazed openings with an area not less than one tenth of the floor area of such rooms with a minimum of 10 square feet. Kitchens are exempted from this requirement. Habitable rooms in the basement shall also comply.

25. Required Emergency Egress Windows: Each sleeping room shall have at least one emergency egress window, having a clear openable area of 5.7 square feet if above grade level and 5 square feet at grade level. The minimum width of the openable area shall be 20 inches and the minimum height shall be 24 inches. (Note: Minimum width x height, in this case, do not equal 5.7 square feet).

26. Required Natural Ventilation: All habitable rooms shall be provided with natural ventilation by means of openable exterior openings with an area of not less than 1/20 of the floor area of such rooms with a minimum of 5 square feet. Mechanical ventilation may serve in lieu of openings if such system provides two air changes per hour with a minimum of 15 cubic feet per minute. Habitable rooms in the basement shall also comply.

27. Bathrooms shall have natural ventilation provided by openings that are a minimum of 1/20 of the floor area (1-1/2 s.f. minimum) or mechanical system. Mechanical discharge shall be to the outside, no less than three feet from openings into habitable rooms.

28. Ceiling Heights. Habitable rooms shall have a minimum ceiling height of 7'6".

29. Minimum Width: Habitable rooms shall not be less than 7 feet in width.

30. Smoke Detectors: Smoke detectors in all new residential construction shall receive their primary power from the building wiring and shall be equipped with a battery back up. Smoke detectors shall be installed inside each sleeping room and in the area immediately adjacent to the sleeping room. A minimum of one smoke detector shall be installed on each level of the dwelling and in the basement. Detectors shall sound an alarm audible in all sleeping areas of the dwelling. (The hardware provision applies to additions having more than $1,000 costs or when one or more sleeping rooms are added).

31. Heating: Dwelling units shall be provided with heating facilities capable of maintaining a room temperature of 70 degrees F at three feet above the floor in all habitable rooms. Duct work, chimneys and heating appliances shall comply with the Uniform Mechanical Code.

32. Insulation:
   
   $2 \times 6$ Walls (R-19 or R-21)  $2 \times 4$ Walls (R-13 or R-15)  Attic (R-30 or R-38)

33. Attached garages shall be separated from the dwelling by a 20 minute fire rated door. Walls shall be minimum ½ gypsum board applied to garage side and ceilings under habitable rooms shall be a minimum of 5/8 inch type X gypsum board or equivalent.

I certify that I have read the above code requirements and agree to comply with same. I further attest that the above list is not a substitute for the actual code book and state that I am fully responsible for my project being designed and constructed according to such code(s).

_____________________________  __________________________
Owner                                      Date
PREPARING AND SUBMITTING A SITE PLAN

A site plan is a drawing that shows proposed improvements to a property. A site plan shows the location of existing buildings and other improvements, adjacent streets or alleys, and other property features. A site plan also shows the size and location of proposed improvements to a property such as a new house, addition, deck, garage, storage shed, pool, sign, or parking lot.

WHEN MUST I SUBMIT A SITE PLAN?

Prior to construction or development, a property owner or contractor must first apply for a building permit and submit a site plan to the City of Aledo for review. The City’s Building Department (located at Aledo City Hall, 120 N College Ave.) will review the site plan to ensure that new structures and development comply with adopted land use codes and policies. Proposals will be reviewed, at minimum, to verify that construction will meet applicable setbacks, height, and size (bulk) standards. For larger projects other than single or two-family residential construction, additional site plans for landscaping and lighting may also be required.

HOW SHOULD I PREPARE A SITE PLAN?

For most residential projects a simple hand-drawn, not-to-scale site plan is sufficient. Larger residential projects and most non-residential projects may require scaled site plans prepared by a registered design professional. At minimum, a site plan should identify the following:

- Property lines and dimensions;
- Location and name of adjoining streets, avenues, alleys and other physical features;
- Locations and exterior dimensions of all existing structures;
- Location, height and exterior dimensions of all proposed buildings or improvements;
- Distances (setbacks) from front, side, and rear property lines to the wall or edge of each existing structure and also to each proposed structure or improvement;
- For detached buildings, distances from existing buildings to proposed buildings;
- Street address; and
- North arrow.

For site plan EXAMPLES and a BLANK TEMPLATE, see the following pages.

QUESTIONS? Contact the Building Department at 309-582-7241 ext 205 or jblaser@aledoil.org
SITE PLAN EXAMPLES

NE 1ST STREET

EXISTING HOUSE

PROPOSED GARAGE

SE 10TH AVE

SE 3RD ST
PROPOSED BUILDING SYSTEM

**Electrical**

New Service Amperage: ___________ Existing Service Amperage: ___________
Number of new 15 amp circuits _______ 20: _______ 40: _______ 50+: _______
Buried or overhead lines? ____________________________
List type of wiring and whether conduit will be used: ____________________________

**Plumbing**

Water Distribution Size: ____________________________
Water Distribution Material: (e.g. schedule and type) ____________________________
Ventilation Size: ____________________________
Waste Line Size: ____________________________
Waste Line Material: ____________________________
Will there be a sump pump? ____________________________
Will there be floor drains? ____________________________ In garage ____________
New Hot Water Tank Capacity: _______ Electric? _______ Gas? _______
Expansion Tank Provided? ____________________________
Gas Piping Size: _______ Gas Piping Material: ____________________________
Lawn Irrigation: State type of backflow prevention provided: ____________________________

**HVAC**

Type of Heating System: (e.g. gas forced air, convection, baseboard, etc.) __________
New Furnace Btu ____________________________ New Boiler Btu ____________________________
Will heating unit be gas or electric? ____________________________
Gas Piping Size: _______ Gas Piping Material: ____________________________
Type of Ductwork Material: ____________________________
Type of AC Unit: ____________________________

**Ventilation / Exhaust:** All ventilation / exhaust shall terminate in a manner as required by the City of Aledo code and as depicted in the attached hand out.

*The owner and his agents are responsible for ensuring that all installations and materials meet code requirements, and for having the requisite knowledge of all applicable aspects of the Aledo construction codes.*
City of Aledo
Ventilation Location Regulations

(A) 1 foot from outside corner walls.

(B) 1 foot from inside corner walls or protruding obstructions.

(C) 2 feet from adjacent walls, including neighboring buildings.

(D) 1 foot from the sides and top of a non-mechanical combustion or ventilation air supply.

(E) 6 feet from mechanical combustion or ventilation air supplies.

(F) 18 inches to an unventilated soffit or to a ventilated soffit located above the terminal within a horizontal distance of two feet from the terminal clearance.

(G) 7 feet above public walkways, unless fitted with a special heat shield.

(H) 1 foot below windows that open.

(I) 1 foot from doors and windows that open.

(J) 1 foot from permanently closed windows.

(K) 1 foot above grade level.

(L) 3 feet above and horizontally from the centerline or the regulator in a regulator/meter assembly.

(M) 6 feet from a gas service regulator vent outlet.

(N) 16 inches above the roof surface.

(O) 12 inches to the underside of any veranda, porch, deck or balcony that has a minimum of two open sides.
NFPA National Electrical Code. Requirements include:

1. Electrical receptacles (3 prong, grounded) shall be provided in each habitable room no more than 6 feet apart.
2. Electrical receptacles shall be GFCI protected when located within six feet of laundry tubs, sinks or other wet locations. Receptacles in garages shall be GFCI protected.
3. Minimum 100 amp service is required.
4. A ground rod shall be installed.

State of Illinois Plumbing Code. Requirements include:

1. Minimum water supply line shall be at least ¾ inch diameter and as otherwise required by the City of Aledo.
2. Minimum water distribution lines shall be ½ inch diameter, except for 3/8” for toilets.
3. Water service and building drain may be located in separate trenches with a minimum of ten feet horizontal separation or in same trench, provided the water supply is located on a shelf, minimum 18 inches above the building drain or sewer.
4. Water supply, distribution, drain and vent lines shall be of approved materials. Note: PVC is not approved for water distribution lines.
5. The minimum depth for any water service pipe is 42 inches.
6. All threaded hose bibs shall have a backflow device.
7. All lawn sprinkler systems shall have a backflow device.
8. All hot water tanks shall have a relief valve, copper or galvanized spill tube to within six inches of the floor, check valve on the cold water supply and an expansion tank. A drip leg shall be installed on the gas supply line to the hot water tank.
9. The water pressure on the discharge side of the water meter shall be a minimum of 20 psi. The minimum constant water pressure at each fixture shall be 8 psi.
10. Air chambers shall be installed, minimum 12” length in fixture supply and 24” in risers to prevent water hammer.
11. Vents shall meet minimum size and material requirements.
12. All shower and shower bath combinations shall be provided with an automatic safety water mixing device (thermostatic, pressure balance or combination controlled) adjusted to a maximum temperature of 115 degrees F.

Grading: Land shall be graded to provide positive drainage. Drainage shall not create nuisance or hazardous conditions on or off-site.

Note: All new dwellings shall require the creation of a new water and gas account and meter installation. Contact the Water Billing Department at 309-582-7241 for details.

Note: The submission of plans designed, signed and sealed by a licensed architect are encouraged, but not required for one and two family construction. By failing to submit a sealed plan, the permit applicant, property owner and contractor accept responsibility for the structural integrity and code compliance of the building, including all loading requirements. The City of Aledo shall endeavor to review and inspect buildings to determine code compliance but such activities may be adversely affected by the lack of professional design.