

**NEW CONSTRUCTION – RESIDENTIAL PERMIT  
INFORMATION PACKET**

**RETAIN THIS PACKET FOR YOUR INFORMATION ONLY**

**Revised 5/2017**

**STANDARDS CITED**

INTERNATIONAL BUILDING CODE - 2012

INTERNATIONAL MECHANICAL CODE - 2012

INTERNATIONAL RESIDENTIAL CODE – 2012

NATIONAL ELECTRICAL CODE - 2011

IDOT SPECIFICATIONS

VILLAGE OF NEW LENOX MUNICIPAL CODE

ILLINOIS STATE PLUMBING CODE - 2014

ILLINOIS ACCESSIBILITY CODE- 1997

INTERNATIONAL PROPERTY MAINTENANCE CODE – 2012

INTERNATIONAL FUEL GAS CODE – 2012

INTERNATIONAL FIRE CODE – 2012

INTERNATIONAL ENERGY CONSERVATION CODE 2015  
WITH ILLINOIS AMENDMENTS

**NOTE:  
LOCAL AMENDMENTS TO THE ABOVE CODES  
ARE AVAILABLE AT THE VILLAGE OF NEW LENOX OFFICE**

**01-01-2016**

## **RESIDENTIAL INSPECTION REQUIREMENTS**

### **BUILDING**

FOOTING  
WALL (Winter Only)  
FOUNDATION DAMPPROOFING  
FOUNDATION BACKFILL  
ELECTRIC SERVICE  
ROUGH  
INSULATION  
FINAL  
WATER METER

### **CONCRETE**

WALK  
DRIVE/APRON  
BASEMENT FLOOR  
GARAGE FLOOR

### **PLUMBING**

UNDERGROUND  
SEWER & WATER/SUMP  
ROUGH  
FINAL

## **OFFICE MEMORANDUM**

DATE: February 20, 2013

TO: New Lenox Builders

FROM: Building Department

RE: Final Inspection Requirements

Due to the State of Illinois requirement that all new construction be in compliance with the 2012 IECC, there are a few new submittal requirements prior to occupancy. As you are aware, all homes are required to be tested and verified as having an air leakage rate not to exceed five air changes per hour. In addition, all duct work that is installed outside the building thermal envelope is required to be tested for tightness.

Both of these tests are to be conducted by an individual third party agency and their test results submitted to the Village for approval. These air leakage tests are required after the creation of all penetrations in the thermal envelope and basically when the home is nearly complete and ready for occupancy.

In order to schedule final inspections, requests must be made in person at the Village of New Lenox Building Department. In addition to the open space fee receipts that were previously required, the following test reports must also be submitted:

1. Report from a third party agent for the blower door test.
2. Report on duct tightness (required when duct work is installed outside the building thermal envelope)

Final inspections cannot be scheduled over the telephone unless the above requirements have already been submitted. Final re-inspections can be scheduled over the telephone. Once these reports and receipts have been submitted and approved, the typical inspection process is required with the certificate of occupancy application submittal and payment of outstanding reinspection fees being the final step in the approval of your home.



# VILLAGE OF NEW LENOX

1 VETERANS PARKWAY  
NEW LENOX, ILLINOIS 60451

VILLAGE OFFICE 815.462.6400  
FAX NUMBER 815.462.6449  
BUILDING DEPT. FAX 815.462.6469

MAYOR  
TIMOTHY BALDERMANN

ADMINISTRATOR  
KURT T. CARROLL

VILLAGE CLERK  
LAURA RUHL

TRUSTEES  
ANNETTE BOWDEN  
DAVID BUTTERFIELD  
NANCY DYE  
KEITH MADSEN  
DAVID SMITH  
RAY TUMINELLO

April 23, 2013

Dear New Lenox Builder:

Please be advised that ordinance #2333 was approved by the Village Board at the April 22, 2013 meeting. This ordinance modifies the procedures for submitting permits for single family dwellings. Effective May 1, 2013 a non-refundable plan review deposit of \$150 per dwelling will be assessed and collected when you submit a single family permit application. The plan review deposit will be applied to the plan review fee portion of the permit and any additional review fees will be collected with the permit. Once the building permit has been approved, the remaining balance of the entire building permit fees must be paid within thirty days or the permit will be considered void and a new building permit application and plan review deposit will be required. Please note that this is not a new fee, but is a change in the process of when the plan review fee is collected.

Also note that the State of Illinois has passed a new law requiring all new single family homes constructed after June 1, 2013 to be provided with a passive radon control system. All building permits submitted after June 1, 2013 will require this system and the construction method must be indicated on the building plans.

Please feel free to contact the Building Department at (815) 462-6490 if you have any questions or comments.

Sincerely,

Warren Rendleman  
Building & Zoning Administrator

WR/cp



TREE CITY USA

OPEN SPACE FEES BY SUBDIVISION

Subdivision	Elementary District	Elementary Const. Fee	High School District	High School Const. Fee	Park	Village	Fire	Library	LWCC	Vill. Hall Fee	Trans. Fee	Trees *
Ashton Estates	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X* - N.L.	X	X - N.L.	X - N.L.	X	X		LOC
Berens Field	X - Union 81		X - L-W 210		X* - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Bristol Park	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210		X	X - N.L.	X - N.L.	X	X	X	LOC
Callistoga	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Carrie Oaks	X - N.L. 122		X - L-W 210		X - N.L.	X						LOC
Cherry Hill Meadows Unit 1A	X - N.L. 122		X - L-W 210		X - N.L.							B.P.
Cherry Hill Meadows Unit 2	X - N.L. 122		X - L-W 210		X - N.L.							Pre
Cherry Hill South	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Corinthian Way	X - N.L. 122		X - L-W 210		X - N.L.	X						LOC
Crossing at Jackson Creek	X - Manhattan	X - Manhattan	X - L-W 210	X - L-W 210	X* - Manhattan	X	X - Manhattan	X - Manhattan	X	X	X	LOC
Crown Fox P.U.D.	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X			
Crystal Cove	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X	\$537		LOC
Crystal Springs	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210		X	X - N.L.	X - N.L.	X	X	X	LOC
Deer Point South	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210		X	X - N.L.	X - N.L.	X	X	X	LOC
Elizabeth Estates	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Falcon Ridge	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X			LOC
Gibbons	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X			Pre
Heather Glen	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X* - N.L.	X	X - N.L.	X - N.L.	X	X		LOC
Heather Glen Townhomes	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X* - N.L.	X	X - N.L.	X - N.L.	X	X	X*	LOC
Hibernia Estates Units 2-5	X - N.L. 122		X - L-W 210		X* - N.L.	X	X - N.L.	X - N.L.	X			LOC
Horizon Meadows	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Jacob's Field	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X			LOC
Kammerer	X - Union 81	X - Union 81	X - L-W 210	X - L-W 210	X* - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
La Poca Sicilia	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Laraway Ridge Unit 2			X - L-W 210			X	X - N.L.	X - N.L.	X			Pre
Laraway Ridge Units 3, 4 and 5			X - L-W 210			X	X - N.L.	X - N.L.	X			LOC
Leigh Creek South	X - Frankfort 157C	X - Frankfort 157C	X - L-W 210	X - L-W 210		X	X - N.L.	X - N.L.	X	X	X	LOC
Linden Oaks Estates	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X	\$537	\$724	LOC
Melody Ridge	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X* - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Nelson Ridge	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Old Homestead	X - N.L. 122		X - L-W 210		X - N.L.	X						
Palmer Ranch Unit 5	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X	\$537	\$724	LOC
Palmer Ranch Unit 6	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC

X\* indicates a combination of cash and land donation  
12/2013

\* B.P. = paid with building permit  
LOC = Letter of Credit  
Pre = Pre-paid by Developer

OPEN SPACE FEES BY SUBDIVISION

Subdivision	Elementary District	Elementary Const. Fee	High School District	High School Const. Fee	Park	Village	Fire	Library	LWCC	Vill. Hall Fee	Trans. Fee	Trees *
Prairie Crossings	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X			LOC
Prairie Lakes	X - N.L. 122		X - L-W 210 / Joliet				X - N.L.	X - N.L.	X	\$537	\$724	LOC
Prairie Meadows	X - Manhattan	X-Manhattan	X - L-W 210	X - L-W 210	X - Manhattan	X*	X - Man.	X - Man.	X	X	X	LOC
Prairie Ridge Estates	X - Homer 33C		X - Lockport 205		X* - N.L.	X						LOC
Rachel Ridge	X - N.L. 122		X - L-W 210	X - L-W 210	X - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Royal Meadows Unit 3	X - N.L. 122		X - L-W 210		X* - N.L.	X	X - N.L.	X - N.L.	X			B.P.
Sanctuary Pointe	X - N.L. 122		X - L-W 210			X	X - N.L.	X - N.L.	X	X	X	LOC
Sky Harbor	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X* - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Soave Colline	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Steeple Run	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X - N.L.	X + \$555	X - N.L.	X - N.L.	X	X	X	LOC
Sylvan Meadows Unit 1	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X			Pre
Sylvan Meadows Units 2-5	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X			LOC
Taylor Glen	X - N.L. 122		X - L-W 210		X* - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Village Station	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X* - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Walker Country Estates Units 1 and 2	X - N.L. 122		X - L-W 210			X	X - N.L.	X - N.L.	X			
Walker Country Estates Unit 3	X - N.L. 122		X - L-W 210			X	X - N.L.	X - N.L.	X			B.P.
Walker Country Estates Unit 4	X - N.L. 122		X - L-W 210			X	X - N.L.	X - N.L.	X			LOC
Walker Ctry Estates N Phase I Unit 1			X - L-W 210			X	X - N.L.	X - N.L.	X			B.P.
Walker Ctry Est N Phase II Units 2 & 3			X - L-W 210			X	X - N.L.	X - N.L.	X			LOC
Water Chase Estates	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X* - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Watland	X - N.L. 122		X - L-W 210		X - N.L.	X						B.P.
Western and Michigan	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Whispering Trails	X - N.L. 122	X - N.L. 122	X - L-W 210	X - L-W 210	X* - N.L.	X	X - N.L.	X - N.L.	X	X	X	LOC
Wildflower Estates	X - N.L. 122		X - L-W 210			X						LOC
Wildwood Units 8A, 9 and 10	X - N.L. 122		X - L-W 210			X						LOC
Wildwood Unit 8B	X - N.L. 122		X - L-W 210									LOC
Windermere Lakes			X - L-W 210			X	X - N.L.	X - N.L.	X	\$537	\$724	LOC
WyndRidge Downs	X - N.L. 122		X - L-W 210		X - N.L.	X	X - N.L.	X - N.L.	X	\$537	\$724	Pre

X \* indicates a combination of cash and land donation  
12/2013

\* B.P. = paid with building permit  
LOC = Letter of Credit  
Pre = Pre-paid by Developer

**CONSTRUCTION SITE**

ADDRESS \_\_\_\_\_ LOT # \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

**OPEN SPACE FEES**

PLEASE CHECK APPLICABLE TAXING DISTRICTS:

\_\_\_\_\_ NEW LENOX GRADE SCHOOL DISTRICT #122  
102 S. CEDAR ROAD, NEW LENOX 815-485-2169  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ NEW LENOX HIGH SCHOOL DISTRICT #210 LINCOLN WAY HIGH SCHOOL  
ROUTE 30 & SCHOOLHOUSE ROAD, NEW LENOX 815-462-2100  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ UNION SCHOOL DISTRICT #81  
1661 CHERRY HILL ROAD, NEW LENOX 815-726-5218  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ NEW LENOX COMMUNITY PARK DISTRICT  
701 W. HAVEN AVENUE, NEW LENOX 815-485-3584  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ NEW LENOX TOWNSHIP LIBRARY  
120 VETERANS PARKWAY, NEW LENOX 815-485-2605  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ NEW LENOX FIRE PROTECTION DISTRICT  
261 E. MAPLE (ROUTE 30), NEW LENOX 815-463-4500  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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**VILLAGE OF NEW LENOX AND LWCC – THESE FEES WILL BE PAID AT THE VILLAGE HALL – 1 VETERANS PARKWAY**

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Please submit this form along with all applicable **ORIGINAL** receipts to the Village of New Lenox.

**ADDITIONAL GOVERNMENTAL AGENCIES CONTINUED ON NEXT PAGE**



**OPEN SPACE FEES – PAGE 2**

\_\_\_\_\_ HOMER CONSOLIDATED SCHOOL DISTRICT #33C  
15733 BELL ROAD, HOMER GLEN 708-226-7600  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ HOMER TOWNSHIP PUBLIC LIBRARY DISTRICT  
14320 WEST 151<sup>st</sup> STREET, LOCKPORT 708-301-7908  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ HOMER TOWNSHIP FIRE PROTECTION DISTRICT  
16050 SOUTH CEDAR ROAD, LOCKPORT 815-838-5006  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT #205  
1323 EAST SEVENTH STREET, LOCKPORT 815-588-8000  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ MANHATTAN SCHOOL DISTRICT #114  
25440 S. GOUGAR ROAD, MANHATTAN 815-478-0191  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT  
240 WHITSON STREET, MANHATTAN 815-478-3987  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ MANHATTAN FIRE PROTECTION DISTRICT  
100 PARK ROAD, MANHATTAN 815-478-3197  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ MANHATTAN PARK DISTRICT  
397 S. STATE STREET, MANHATTAN 815-478-3324  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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\_\_\_\_\_ FRANKFORT SCHOOL DISTRICT 157C  
10482 W. NEBRASKA STREET, FRANKFORT 815-469-5922  
DATE PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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Please submit this form along with all applicable **ORIGINAL** receipts to the Village of New Lenox.

**NEW LENOX CONSTRUCTION FEES AND CHARGES  
SINGLE FAMILY DWELLING**

**BUILDING PERMIT**

SQ.FT.LIVING AREA	X	119.73	X	0.008 =	permit fee
SQ.FT. BASEMENT AREA	X	15.00	X	0.008 =	permit fee
SQ.FT. OF GARAGE AREA	X	46.83	X	0.008 =	permit fee

Example:	2000 SQ.FT. X	119.73 SQ.FT. X	0.008 =	\$1,915.68
	1000 SQ.FT. X	15.00 SQ.FT. X	0.008 =	\$120.00
	575 SQ.FT. X	46.83 SQ.FT. X	0.008 =	\$215.42

TOTAL \$2,251.10

<b>SEWER TAP-ON FEE</b>	<b>\$9,660.00</b>	
<b>WATER TAP-ON FEE</b>	<b>\$6,460.00</b>	
<b>TEMPORARY WATER USAGE</b>	<b>\$50.00</b>	
<b>WATER METER DEPOSIT</b>	<b>\$50.00</b>	
<b>WATER METER EQUIPMENT</b>	<b>\$569.00</b>	<b>1" METER</b>
<b>PLAN REVIEW</b>	<b>\$150.00</b>	<b>First review</b>
		<b>\$35.00 for each additional review required</b>
<b>INSPECTION FEES</b>	<b>\$350.00</b>	
<b>CERTIFICATE OF OCCUPANCY</b>	<b>\$30.00</b>	
<b>TRANSPORTATION FEE* **</b>	<b>\$1,019.00</b>	
<b>VILLAGE HALL FEE* **</b>	<b>\$851.00</b>	
<b>INFRASTRUCTURE FEE</b>	<b>\$100.00</b>	

\* APPLIES ONLY TO SUBDIVISIONS WITH ANNEXATION AGREEMENTS APPROVED AFTER MAY 1, 1997.

\*\*PER RESOLUTIONS #12-34 & #16-38 A 50% REDUCTION MAY APPLY

**FEE EFFECTIVE DATE: 5/1/2017**

**NOTE: IN ADDITION TO THE ABOVE FEES AN OPEN SPACE CONTRIBUTION MAY APPLY IN ACCORDANCE WITH ORDINANCE # 833.**

**MAKE CHECK PAYABLE TO VILLAGE OF NEW LENOX**

## TYPICAL PLAN REVIEW NOTES

### **SMOKE DETECTORS: (I.R.C.) INTERNATIONAL RESIDENTIAL CODE SEC. R 313**

Sec. R 313.2.1 Alterations, repairs and additions. When alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the entire building shall be provided with smoke detectors located as required for new dwellings; the smoke detectors are not required to be interconnected unless other remodeling considerations require removal of the appropriate wall and ceiling coverings to facilitate concealed interconnected wiring.

### **CARBON MONOXIDE DETECTORS:**

Carbon monoxide detectors shall be installed within 10' of every bedroom and shall receive their power from the building wiring. For remodeling and additions, carbon monoxide detectors are permitted to be battery operated.

### **REQUIRED GROUND FAULT CIRCUIT INTERRUPTERS:**

Ground fault circuit interrupters (GFI's) are required in every bathroom; all garage, basement, kitchen countertops and exterior receptacles; all exterior receptacles must have in-use covers. At least one receptacle is required in the basement.

### **ARC FAULT CIRCUIT INTERRUPTERS:**

Arc fault circuit interrupters (AFCI) are required on all 15 & 20 amp branch circuits in dwelling unit bedrooms.

### **FIRE SEPARATION WALL:**

- 1 ½ hour fire rated door required between garage and residence.
- 1 hour fire rated wall between garage and house.
- 4 inch concrete curb required between garage and residence.

### **GUARDRAILS AND HANDRAILS:**

Refer to I.R.C. Section R-312 and R-311.5.6

### **STAIRWAYS – TREADS and RISERS – R311**

The maximum riser height shall be 7 ¾ inches and the minimum tread depth shall be 10 inches. (refer to IRC 311.5.3 for further details).

**STAIRWAY HEADROOM: R-311.5.2**

The minimum headroom in all parts of the stairway shall not be less than 6'-8". Headroom required at stairways measured vertically from the sloped plane adjoining the tread nosing or from the floor surface of the landing or platform.

**FIRE-STOPS:**

Fire-stops are required at the following locations:

1. All interconnections between vertical and horizontal spaces such as at a soffit, dropped ceilings and other similar locations.
2. Concealed spaces of stud walls and partitions including furred spaces of concrete walls.
3. Ceiling and floor openings around vents, pipes, ducts and fireplaces at ceiling and floor levels.

**BEDROOM WINDOWS:**

Bedroom windows require a clear opening of 20" x 24" and operable area of 5.7 square feet. Sill height not to exceed 44 inches from finished floor.

**BORED HOLES AND NOTCHES:**

1. Bored holes in stud walls shall not be bored more than 40% of the width of the stud. (IRC – R602.6)
2. Holes bored into joists for piping or electrical cables shall not be closer than 2 inches to the top or bottom of the joist and the diameter of the hole shall not exceed 1/3 depth of the joist.
3. Notches in the top of joists or rafters shall not exceed 1/6 the depth of the members and shall not be located in the middle third of the span, and the tension side of beams, joists and rafters shall not be notched. (IRC – R 802.7)