

Room Addition/Screen Room/Three Season Room Checklist

_____ The zoning district for your lot is _____. (The Community Development Department can tell you what the zoning setbacks are for your lot.)

Front Yard _____ Side Yard _____ Corner Side Yard _____ Rear Yard _____

_____ Any additions to the primary structure (house) must conform to all setbacks. The existing structure must also conform to all setbacks.

***If the above conditions are not met**, a variance must be applied for and approved by the Community Development Department before a building permit can be applied for.

***If the above conditions are met**, the following items must be submitted in a complete package to the Building Department for review:

_____ Two (2) sets of stamped drawings by an architect registered in the State of Illinois.

_____ A current scaleable plat of survey showing the location of the proposed addition, **drawn to scale**, conforming to all setback requirements listed above.

_____ Completed miscellaneous repair/remodel permit application, including disclosure notice signed by homeowner.

_____ Architect's Certification Statement signed by the architect, general contractor and owner.

_____ A certified REScheck for all heated and/or cooled room additions. (www.energycodes.gov)

_____ Plan review fee of \$100.00.

_____ Permit fee based on the estimated cost of the project.

_____ All contractors shall be licensed and insured in the Village of Bartlett prior to the issuance of a permit. (Please contact the Main Office at 630-837-0800 for questions regarding licensing.)

The following building requirements are some of the pertinent local amendments that must be incorporated into construction documents:

_____ Provide a continuous concrete footing around the proposed addition. (Post tension construction is not permitted for additions.)

_____ The minimum roof pitch for the proposed addition must be 5/12 or conform to the existing roof line.

The aforementioned are simply a couple of the most common code requirements that are not being addressed in most of the plans that are submitted for review. The Building Department enforces the 2012 International Residential Code, the 2011 National Electric Code and the Building Code. The code books are available to be viewed at the Bartlett Public Library and the Building Department.

The plan review for a residential addition typically takes 7-10 working days.