

# City of Elmhurst

## BUILDING PERMIT *WHEN DO I NEED ONE?*

The City of Elmhurst Building Department is responsible for issuing permits and assuming compliance with city zoning, building, electric, plumbing and fire prevention codes. City residents and builders should acquire a permit for the following:

- New home construction
- Attached and detached garages
- Additions to structures
- Interior remodeling
- Removing or adding dry wall or insulation
- Basement remodel
- Bathroom remodel
- Revisions to electrical services
- Air conditioning installations
- Revisions to plumbing and fixtures
- Porches and decks
- Swimming pools and hot tubs
- Sheds and accessory structures (100 sq. ft. or greater)
- Signs
- Fences and gates
- Dormer(s)
- Fireplace
- Lawn sprinkler system



Building permit applications are available at the Building Department located at the Building/Fire Counter at Elmhurst City Hall, 209 N. York Street. Hours are Monday - Friday 8:30 a.m. to 5:00 p.m. or on line at [www.elmhurst.org/building](http://www.elmhurst.org/building)

It is advisable to check with our Building Department prior to application for a permit to ascertain what drawings, site plans, etc. are necessary for your project. When your application has been approved and a permit issued, you will receive a permit card to be posted at the job site. This card will indicate what on-site inspections will be needed. These inspections are made at specific intervals during the project and are required to assure compliance with codes to promote good, safe construction. It is the responsibility of the applicant/general contractor to call and schedule all required inspections at the appropriate time.

**For any additional information on any matters relating to building applications and permits, call 530-3030**

## *Single Family Residences*

You will need a permit for all work that is done on your house. The exception would be “minor repair and replacement” of certain items, which include:

- replacing old windows, but not altering the size or placement
- minor repairs of stairs, such as one or two treads
- replacing an old door with a new door, but not altering the size or placement
- replacing siding
- re-roofing (see information below)

Additionally, permits are required for “flat work”.

Flat work includes:

- Patios
- Service walkways
- Concrete stoops
- Driveways and driveway approaches

Any repair or replacement of private sewer lines requires a permit.

These permits can be applied for and obtained from the **Public Works Department**.

If you aren't sure if you need a permit or from which department, please call the Building Department at 630-530-3030 or the Public Works Department at 630-530-3020.

## *Re-roofing a Single Family Residence*

Re-roofing of a single family residence does not require a permit. However, the work needs to comply with the current code. Some portions of the applicable code are as follows:

**R907.2 Structural and construction loads.** The structural roof components shall be capable of supporting the roof covering system and the material and equipment loads that will be encountered during installation of the roof covering system.

**R907.3 Recovering versus replacement.** New roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions occur:

1. Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
2. Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of any type of roof covering.

**R907.6 Flashings.** Flashings shall be reconstructed in accordance with approved manufacturer's installation instructions. Metal flashing to which bituminous materials are to be adhered shall be primed prior to installation.

**R905.2.7.1 Ice Protection.** In areas where the average daily temperature in January is 25° F (-4° C) or less, an ice barrier that consists of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, shall be used in lieu of normal underlayment and extend from the eave's edge to a point at least 24 inches (610 mm) inside the exterior wall line of the building.

*Exception: Detached accessory structures that contain no conditioned floor area.*

**The contractor doing the work must be a Licensed Roofing Contractor, who is Licensed and Bonded by the State of Illinois. Check his references and ask for a copy of his State License and Bond.**

Building/forms/whendoineedapermit