



BUILDING DEPARTMENT

8748 W. 82nd Place - Justice, IL 60458
Phone: (708) 458-2130 Fax: (708) 458-3207

RESIDENTIAL CONSTRUCTION PACKET

BUILDING DEPARTMENT OFFICE HOURS

MONDAY – 7:00 AM – 3:00 PM; and 7:00 PM – 9:00 PM

TUESDAY – 7:00 AM – 3:00 PM

WEDNESDAY – 7:00 AM – 3:00 PM; and 7:00 PM – 9:00 PM

THURSDAY – 7:00 AM – 3:00 PM

FRIDAY – 7:00 AM – 3:00 PM

SATURDAY – BY APPOINTMENT ONLY

BUILDING CODES ADOPTED BY THE VILLAGE OF JUSTICE

2003 International Building Code

2003 International Residential Building Code

2003 Chicago Plumbing Code as updated

2005 Chicago Electrical Code as updated

2003 International Mechanical Code

2003 International Energy Code

2003 International Fuel Gas Code

2003 International Existing Building Code

National Fire Protection Association NFPA 13 - Fire Sprinklers

National Fire Protection Association NFPA 72 - Fire Alarms

(Revised 7/1/2008)

TIMES WHEN BUILDING OPERATIONS ARE PROHIBITED

Justice Municipal Code, Chapter 5 Article 1 Section (23):

It is hereby declared a nuisance for any person within the limits of the Village to commit any of the following acts:

- To conduct any building operations between the hours of 9:00 PM and 7:00 AM seven days a week.

PROFESSIONAL SERVICE FEES

- Plan Review - All architectural plans (including building, fire alarm, fire sprinkler, electrical, plumbing, and HVAC) will be reviewed by a licensed engineering firm determined by the Village. A plan review fee will be assessed and will be payable prior to any building permits being issued. If you change your mind, you will have 24 hours to stop the review process, without charge. However, after this 24 hours has passed, whether you proceed with the project or not, the plan review fee must be paid.
- Engineering - Fees may be assessed for the Village Engineer to review site plans for grading and watershed management (minimum 4 hours).
- Attorney - Fees may be assessed as needed for legal services rendered by the Village Attorney (minimum 4 hours).



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PLAN REVIEW ACKNOWLEDGEMENT

All architectural drawings required for building in the Village of Justice are reviewed by an independent engineer. If you change your mind, you will have 24 hours to stop the review process, without charge. However, after this 24 hours has passed, whether you proceed with the project or not, the plan review fee must be paid.

I acknowledge that I have read the above statement concerning plan reviews and have received a copy of this document.

Signature

Date



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STUCCO-EIFS ACKNOWLEDGEMENT

Any person or company that submits a building plan or permit application that contains the application of Stucco or EIFS must meet with the EIFS Inspector prior to the issuance of any building permits. Meetings with the EIFS inspector are by appointment only - in the Building Department at 8748 W. 82nd Place, Justice, IL 60458. Please contact (708) 458-2130 to arrange an appointment.

All applications of Stucco or EIFS must be done by a certified, licensed, and insured contractor registered to work in the Village of Justice.

I acknowledge that I have read the above statement concerning Stucco and EIFS applications and have received a copy of this document.

Signature

Date

CONSTRUCTION REQUIREMENTS

Prior to commencing construction on any project, the following requirements must be met:

1. Complete and submit building, electrical and plumbing permit applications as necessary.
2. Submit a topographical survey and site development plan on each lot indicating the location and elevation of the foundation and lot grades. Also include front, rear and side lot dimensions.
3. Submit three (3) sets of architectural drawings, signed by a licensed architect, that include framing, plumbing, electrical, and HVAC diagrams. In addition, submit fire sprinkler and fire alarm plans as necessary.
4. All contractors must be licensed and registered to do work in the Village of Justice.
5. Plumbers, roofers, fire alarm and fire sprinkler contractors must provide a copy of their State of Illinois License.
6. Electricians must provide a copy of their license from the City of Testing. However, electrical licenses from the Village of Naperville are not acceptable.
7. A plan review fee will be assessed and will be payable prior to any building permits being issued. The plan review fee must be paid once your plans have been submitted, even if you later decide not to build your project.
8. Permits will only be issued after the Building Department, Village Engineer, and Structural Engineer have reviewed and approved of the plans that have been submitted.



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CONTRACTOR’S WORK PERMIT APPLICATION

TYPE OF CONTRACTOR: _____

NAME OF COMPANY: _____

BUSINESS ADDRESS: _____

CITY/STATE/ZIP: _____

BUSINESS PHONE: _____ FAX: _____

BUSINESS E-MAIL: _____

MOBILE PHONE: _____

OWNER’S NAME: _____

OWNER’S ADDRESS: _____

CITY/STATE/ZIP: _____

OWNER’S PHONE: _____

List all businesses owned, operated, and managed by the applicant listed above in the past five years.

NAME

ADDRESS/CITY/STATE/ZIP

1. _____

2. _____

All contractors must furnish the following information prior to the issuance of any building permit(s):

- \$100,000 / \$300,000 Certificate of Liability Insurance

- \$150 Work Permit Fee - Payable to the Village of Justice. Work permit cards expire one year from date of issuance.

- U.S. EPA Renovation, Repair and Painting (RRP) Firm Certificate and Certified Renovators License are required when disturbing painted surfaces of 6 sq ft interior or 20 sq ft exterior or replacing any windows in buildings built before 1978. All contractors must provide these licenses.

- A copy of Illinois State License (Plumbers, Roofers, Fire Alarm and Fire Sprinkler Contractors).

- A copy of an Electricians License from the City of Testing. (An electrical license from the City of Naperville is not acceptable).

I certify that answers given herein are true and complete to the best of my knowledge.

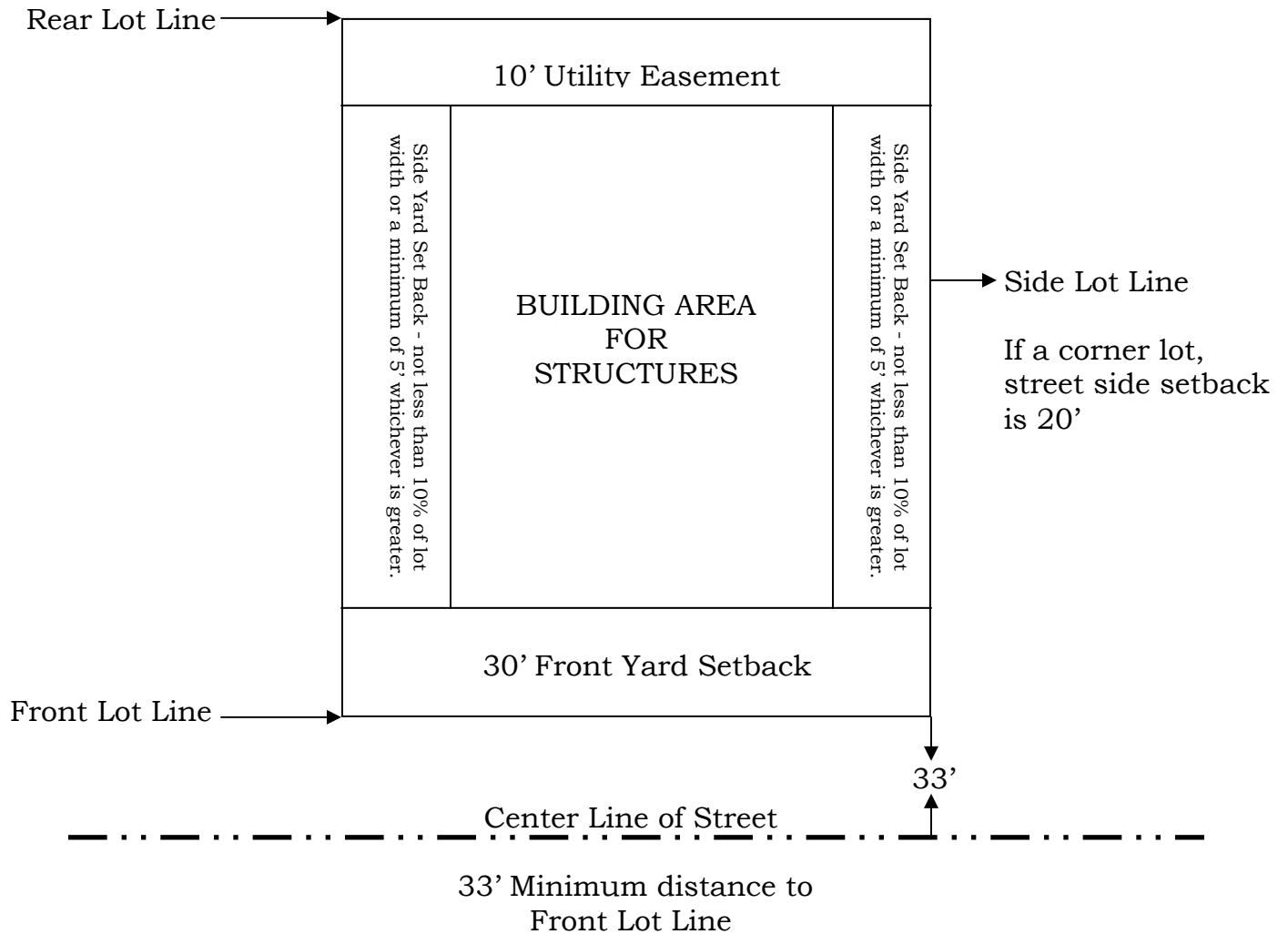
I authorize investigation of all statements contained in this application for a work permit as may be necessary in arriving at a decision concerning the issuance of this permit. I understand that this application is not intended to be a guarantee of approval.

Should a work permit be granted, I understand that any false or misleading information given in my application may result in revocation of the permit and the privilege to work in the Village of Justice. I also understand that I am required to abide by the building codes as prescribed by the Village of Justice, Illinois.

Contractor's Signature

Date

RESIDENTIAL ZONING SETBACK REQUIREMENTS



BUILDING REGULATIONS - Residential Only

R-1: Single Family Home - Minimum lot size 65' x 125' (8,125 square feet) excepting any smaller lot or parcel of land of public record on the adoption of the ordinance from which this section derives; Height Limit - 30' from grade.

R-2: Single Family Home or Two Family Apartment House or Duplex - Minimum lot size 65' x 125' (8,125 square feet); Height Limit - 30' from grade.

R-3: Multiple Family Units of 3 Units or More-Minimum lot size 65' x 125' (8,125 square feet); Height Limit - 35' from grade; Multiple units at the rate of 3,500 square feet of lot or tract of land per unit. No building shall contain more than three (3) stories including a basement used for residential purposes. If a Single Family (R-1) or Two Family Apartment House or Duplex (R-2) is built in an R-3 Zone, then R-1 and/or R-2 rules apply.

BUILDING PERMITS REQUIRED FOR

- New Construction – Single and Multiple Family Residence and Common Living Structures.
 - Demolition - Must provide a copy of Cook County's permit first
 - Remodeling
 - Additions
 - Garages
 - Siding
 - Roofing
 - Swimming Pools, above ground and In-ground
 - Decks, porches, and balconies
 - Storage Sheds, (Wood, Metal, Brick, etc.)
 - Window and Door Replacement
 - Soffit, Fascia, Gutters
 - Fencing
 - Paving - asphalt and paver block
 - Concrete - Driveways, Side walks, and Patios
 - Signs - Electric and Non-Electric
 - Electrical service upgrades, including hard wired smoke detectors & GFI receptacles.
 - Plumbing fixture replacements (toilets, sinks, tubs, showers, hot water tanks)
 - Lawn Sprinkler Systems
 - Fire Sprinkler Systems
 - Fire Alarm Systems
 - Burglar Alarm Systems
 - Retaining Walls
 - Moving Buildings
 - Satellite Dishes (**Commercial**)
 - Installation and Removal of Fuel Storage Tanks – EPA and State Fire Marshall Permit also required
-

Public Works Permits Required For:

- Street Auguring - Street Cuts
- Sewer Laterals

Note:

If your project is not listed here, call the Building Department and check to see if a permit is required. As much as we try, things change all the time and the list above may not be complete. Permits are required for the purpose of the Village knowing of work being done and for the protection of the property and building owner. Work commencing without permits could result in fines to the owner and/or contractor and the possible removal of the work installed, per the Village codes.

(Revised 3/17/2010)

FIRE SUPPRESSION REQUIREMENTS:

Justice Village Code 4-94:

Sect. 4-94 (e) (3):

The Authority Having Jurisdiction (AHJ) shall require for any single family dwelling that is (1) newly constructed; or (2) altered, remodeled, renovated, increased in size, or changed in configuration in any way whatsoever, including damage as a result of a fire or other disaster, wherein the square footage for such alterations, remodeling, expansion, increase in size, or configuration is equal to 50% or more of the original square footage of the existing structure, as determined by the Village of Justice Building Commissioner, the installation of such approved automatic sprinkler equipment throughout the entire structure as mandated by NFPA-13D. In addition:

- a. One fire sprinkler head at and in each heating plant area of a single family residence, with the sprinkler head to be located within five feet of a furnace and the hot water heater; and
- b. One fire sprinkler head within any attached garage; and
- c. To provide proper fire proofing, all tray ceilings/cathedral ceilings located 12 inches above any sprinkler head, must be enclosed by double 5/8 inch drywall, as applicable.

(As amended by Ordinance #2007-21)

BUILDING DEVELOPMENT FEES:

Also referred to as a "*Cash Donation*", the Building Development fee is levied to cover the time between occupancy of a residential building and the time tax revenues are generated by reason of the construction of such buildings. All new construction, tear down/rebuild or conversion of rental units to owner occupied units shall be levied a fee of \$3,000.

DEMOLITION PERMITS:

To remove a structure in its entirety requires a Village Demolition Permit. You must provide a copy of Cook County's permit first.

- A Certificate of Asbestos Inspection must be submitted to the Cook County Department of Environmental Control at 69 W. Washington, Suite 1900, Chicago, IL 60602 (312) 603-8200, if the property is located in Cook County.
- Cook County Demolition Permit will only be issued downtown. No County applications are available from the Village.
- Village Demolition Permit
 - 30 cents per square foot, minimum of \$60
 - \$40 Inspection fee
 - \$300 cash bond (if done by homeowner).
 - All contractors must be registered to work in the Village.

DUMPSTER PERMITS:

Dumpsters are required to remove construction debris. Commercial dumpsters (Health Section 5-272) must be placed on the owner's property, either in the yard or on their driveway and may not be placed on the Village streets or park-way. Dumpsters are required for all demolition, re-roof, or tear down work.

- \$25 first dumpster.
- \$10 each additional dumpster.

INSPECTION PROCEDURES

1. **Pre Pour Inspections** must be made of footings and foundation forms before concrete is poured.
2. **A Spot Survey** of foundation elevations and location on the property, must be provided to the village engineer. No further work is to proceed until the survey is approved. A copy of the approved survey, signed by Village Engineer, must be provided to the Building Department for verification.
3. **Underground** plumbing, drain tile and electrical inspections must be made prior to pouring concrete flooring.
4. **Rough** plumbing, electrical, HVAC, fire sprinkler, insulation, and framing inspections must be made prior to enclosing any walls. If inspections are not performed before the walls have been covered, all material covering the walls will be required to be removed.
5. **Underground Sanitary Sewer** inspections will be done by the Public Works Department. Please call 708-458-2961 to arrange the inspection.
6. **An Electrical Service** Inspection is required in addition to any other electrical work being performed.
7. **A Final Inspection** of building, plumbing, electrical, HVAC, fire sprinklers, fire alarms, driveways, sidewalks and lot grading is required.
8. **No Occupancy or Bond Refunds** will be issued until all above requirements have been fulfilled and approved.

RE-INSPECTION FEES:

If for any reason any of your inspections are rejected, **RE-INSPECTIONS** will be done after a Re-Inspection fee of \$40 for each inspection is paid. (Re-inspection fees are not included in your permit and must be paid separately). Complete your inspection forms by inserting the date your project will be ready for inspection, signing the form, and returning it to the Building Department. The Final inspection for Framing should be requested after Electrical, Heating, Fire Sprinkler Systems, and Plumbing. The Fire Department inspection should be done just before the Final Occupancy Certificate inspection.

BUILDING WITHIN A FLOOD HAZARD AREA:

What is a floodway?

Rivers and streams where FEMA has prepared detailed engineering studies may have designated floodways. For most waterways, the floodway is where the water is likely to be deepest and fastest. It is the area of the floodplain that should be reserved (kept free of obstructions) to allow floodwaters to move downstream. Placing fill or buildings in a floodway may block the flow of water and increase flood heights. Because of this, your community will require that you submit engineering analyses before it approves permits for development in the floodway.

What if a home or structure located in the floodway is damaged?

If your home is already in the floodway, you may want to consider what you will do if it is damaged. If it is substantially damaged in a flood, or by any other means, (the costs to repair equal or exceed 50% of the market value of the building) your community, in accordance with National Flood Insurance Program regulations, will require that you bring it into compliance. In most cases, this means you will have to elevate the structure above the Base Flood Elevation. Because placing fill dirt in the floodway can make flooding worse, you'll probably have to elevate your structure on columns, pilings, or raised foundation walls. If your land is large enough to have a site outside of the floodway or even out of the floodplain, you may want to think about moving your home to a safer location.

(Citation from Federal Emergency Management Agency web site)

CONCRETE HIGHLIGHTS FOR RESIDENTIAL CONSTRUCTION

The following general requirements pertain to all concrete constructed within the village limits of Justice, Illinois either by Village Ordinance or the International Building Code of 2003.

1. **Basement Floor Slabs:** 4" thick over one layer of 6 Mil Vapor Barrier (lapped 6" minimum at all joints) and placed on a 4" minimum granular base.
2. **Gas Curbs:** A 6" minimum height gas curb shall be provided at each wall common with the attached garage and residence. A foundation all may be utilized as a gas curb only in 6" inches of the foundation is exposed above the garage floor slab at each common wall.
3. **Driveways:** 5" thick with welded wire fabric placed on 4" min. well compacted gravel base.
4. **Driveway Aprons:** 6" thick with welded wire fabric placed on 6" minimum well compacted gravel base.
5. **Footings:** 10" x 20" minimum.
6. **Foundation Walls:** 8" minimum thickness for frame construction and include 2- #4 continuous T. & B. reinforcing bars. 10" minimum thickness for brick veneer construction and included 2- #4 continuous T. & B. reinforcing bars. All anchor bolts shall be ½" round, 7" embedment, 6'-0" on center (max spacing), 12" from each corner, and 2" minimum per sill plate.
7. **Garage Floor Stoops:** 4" thickness with welded wire fabric (fiber mesh may be utilized when the Building Department is notified) over 5" minimum thick compacted gravel fill. Slope slab towards the overhead door a minimum of 2".
8. **Patio Slab:** 4" thickness with welded wire fabric (fiber mesh may be utilized when the Building Department is notified) over 4" minimum thick compacted fill. Slope slab away from the building.

9. **Porches and Stoops:** 4" minimum thickness with welded wire fabric over 4" minimum thick compacted gravel fill. Slope slab away from the building. Poured on wing walls with footings or attached by #4 rebar to the foundation wall.
10. **Post Holes:** 12" diameter, 3'-6" (42 inch) minimum depth below finished grade and 2" above grade.
11. **Public Walks** – are required and consist of:
 - 2" x 6" form boards, (no 2" x 4" are allowed).
 - Width 4'-0" or greater.
 - 5" thick concrete on 4" minimum compacted CA-10 or CA-6 gravel fill.
 - 6" thick at driveway, with welded wire fabric.
 - 5'-0" on center construction joints.
 - ½" thick minimum expansion joints 30' – 0" on center.
 - Slope ¼" per foot toward curb.
 - Wire fabric required throughout walkway.
 - Driveway apron, 6" thick with welded wire fabric.
 - ADA access ramps required at all corner lot intersections.
12. **Service Walks** – 4" minimum thickness over 4" minimum thick compacted gravel fill. All sloping walks shall be no greater than ¼" per foot, sloped away from buildings.

NOTES:

- **Debris** shall be removed in all areas of concrete placement.
- **Frost** shall be removed completely. No concrete shall be poured when frost is present in the area of placement.
- **Water** shall be removed prior to concrete placement.
- **Welded Wire Fabric** shall be lapped a minimum of one mesh or 6" and be wired together to avoid displacement.

13. **Inspections of Forming:** - Under no circumstances will concrete forming be inspected and concrete be poured on the same day. There will be 72 hours notice for inspection of form's and all above requirements before pouring. The Building Department will notify the contractor of acceptance or rejection as soon as possible after inspection.
14. **Wash Out:** The concrete driver may not wash-out in the Village, on any other property, except where work is being performed.
15. **Final Inspection:** If all the above minimum standards are not met at the time of the final inspection the work will be rejected and will be removed and done over in order to comply.

CONCRETE DESIGN STANDARD HIGHLIGHTS

The design and construction of concrete shall conform to the following general requirements.

1. **Concrete Design:** Concrete shall be designed and constructed in accordance with the provisions set forth in **ACI 318**. Remember **300** revolutions on the truck counter will not be allowed to pour. Also when your load is delivered, the delivery ticket will specify the amount of water to be added. If both of the above are not in compliance, the concrete load will be rejected and will not be used in the Village of Justice.
2. **Concrete Strength:** The minimum compressive strength of concrete at **twenty eight (28)** days shall be 3,500 psi with 5 ½ bag mix.
3. **Continuous Concreting:** Once started, concreting shall be carried on as a continuous operation until the placement is complete.
4. **Conveying:** Concrete shall be conveyed from the mixer to the place of final deposit, by methods that will prevent separation or loss of materials.
5. **Curing:** Concrete (other than high-early strength) shall be maintained **50°** and in moist condition for at least the first seven (7) days after placement.
6. **Depositing:** Concrete shall be deposited as nearly as practicable in its final position to avoid segregation caused by re-handling or flowing.
7. **High Early Strength Concrete:** Shall be maintained about 50° and in a moist condition for at least the first three (3) days after placement.
8. **Re-Tempering:** Concrete that has been remixed after initial set shall not be used unless approved in writing by a registered design professional.
9. **Unacceptable Concrete:** Concrete which has partially hardened or has been contaminated by foreign materials shall not be utilized.

Note - Preparation of equipment and placement of deposit shall include the following criteria:

- All equipment for mixing and transporting concrete shall be clean.
- All debris and ice shall be removed from spaces to be occupied by concrete.
- Forms shall be properly coated.
- Reinforcement shall be thoroughly clean of ice or other deleterious coating.
- Water shall be removed from place of deposit before concrete is placed.

CONCRETE PROTECTION FOR REINFORCEMENT

The following pertains to concrete protection for reinforcing steel:

Concrete Cover: Concrete cover as protection of reinforcement against weather and other effects is measured from the concrete surface to the outermost surface to the steel to which the cover requirements apply, where not specified on construction documents. The following minimum standard covers shall be observed for reinforcement in cast-in-place concrete (non pre-stressed).

- a. Concrete cast against and permanently exposed to earth (footings)
.....3”
- b. Concrete exposed to earth or weather (walls)
 - 1. No. 6 through No. 18 bars2”
 - 2. No. 5 bar, W31, or D31 wire or smaller1 ½ “
- c. Spirals and ties in columns1 ½”
- d. Beams and girders – top, bottom and sides1 ½”
- e. Concrete surfaces not exposed directly to ground or weather, for #11 bars and smaller on top, bottom and side of joists and top of slabs
.....3/4”
- f. Concrete surfaces not exposed directly to ground or weather, for #14 and #18 bars1 ½”
- g. Face of walls not exposed to ground or weather for #11 or smaller bars
.....3/4”
- h. Face of walls not exposed to ground or weather for #14 and #18 bars
.....1 ½”

CONCRETE - HOT WEATHER HIGHLIGHTS

1. Definition of hot weather: Hot weather is defined as any combination of the following conditions that trend to impair the quality of freshly mixed or hardened concrete by accelerating the rate of moisture loss and rate of cement hydration, or otherwise resulting in detrimental results:
 - High ambient temperature.
 - High concrete temperature.
 - Low relative humidity.
 - Wind velocity.
 - Solar radiation.

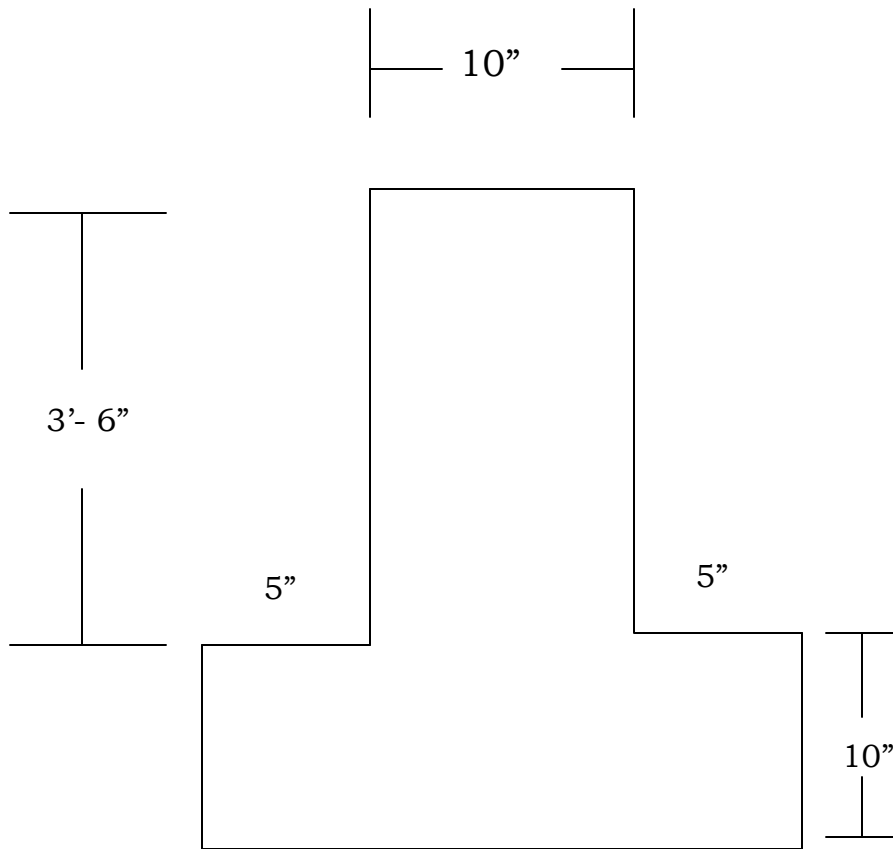
2. During hot weather, attention shall be given to ingredients, production methods, handling, placing, protection and curing to prevent excessive temperatures or water evaporation that could impair required strength or serviceability of the member(s) or structure.

CONCRETE - COLD WEATHER HIGHLIGHTS

Definition of Cold Weather: Cold weather is defined as a period when, for more than three (3) consecutive days, the following conditions exist:

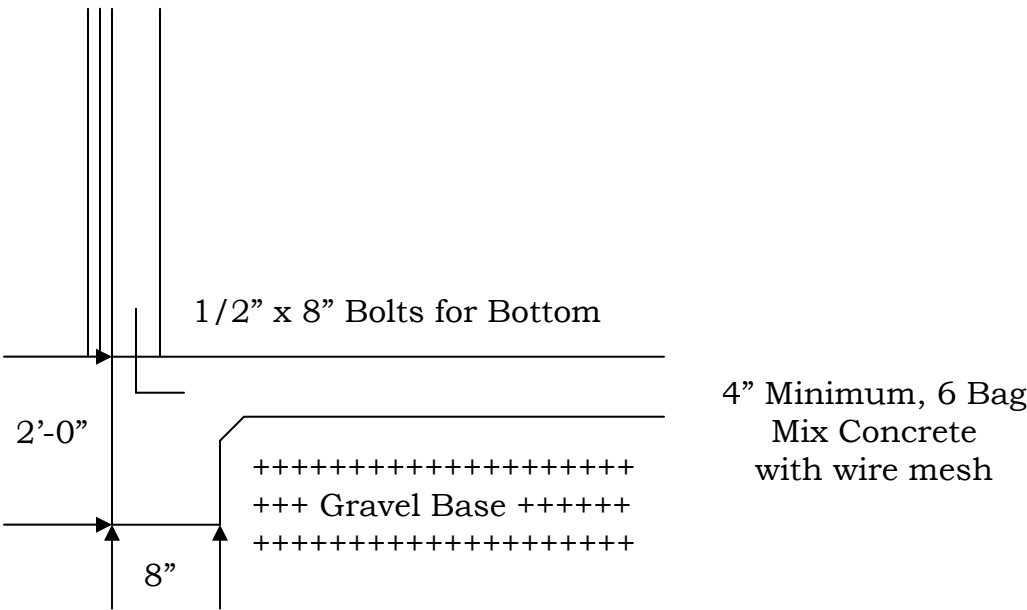
- The average daily temperature is less than 40° Fahrenheit.
 - The air temperature is less than 40° Fahrenheit for more than ½ of any twenty-four (24) hour period.
 - The average daily air temperature is of the highest and lowest temperatures occurring during the period from midnight to midnight. Cold weather usually starts during Fall and usually continues until Spring.
1. **Footings** - shall be poured only on dry soil when the temperature is not less than 25° Fahrenheit. Concrete shall be protected in forms for not less than 48 hours, with either insulation blankets, or not less than one (1) foot of straw, covered with plastic to prevent air and water infiltration. Straw shall cover top and sides of footings completely.
 2. **Foundation Walls** - shall be poured only when the temperature is not less than 25° Fahrenheit and is rising. The pour shall be completed by noon (12 p.m.) to maximize curing time prior to night time falling temperature. Forms shall be kept in place for not less than 72 hours. Walls shall be protected with insulation blankets for not less than 72 hours prior to removal from any work.
 3. Adequate equipment shall be provided for heating concrete materials and protecting concrete during freezing or near freezing weather.
 4. All concrete materials and all reinforcing, forms, filters and ground with which concrete is to come in contact with, shall be free from frost.
 5. Frozen materials or materials containing ice shall not be used.

RESIDENTIAL FOUNDATIONS



MINIMUM FOUNDATION DIMENSIONS
SINGLE FAMILY RESIDENTIAL BUILDINGS

GARAGE FOUNDATIONS



RESIDENTIAL DETACHED GARAGES

GARAGE SIZE	MAX 24ft x 36ft
ROOF STYLE	HIP OR GABLE
SIDING	VINYL, BRICK, WOOD
GUTTERS	ALUMINUM w/DOWNSPOUTS
STUDS	2x4 16inch ON CENTER
RAFTERS	2x6 24inch ON CENTER
BOTTOM PLATE	TREATED
TOP PLATES	2 - 2x4
CROSS TIES	2X6 4ft. ON CENTER
SWAY BRACES	PLYWOOD 4ft x 8ft or METAL
ROOFING	15LB FELT 240# SHINGLES at MINIMUM
SHEATHING	5/8inch PLYWOOD
EAVES	12inch MINIMUM
OVERHEAD DOOR	16ft x 7ft MINIMUM
SERVICE DOOR	36inch x 8inch STEEL
WINDOW	60inch x 2inch MINIMUM
VENTS	4 MUSHROOMS MINIMUM
HEADER	DBL 2x12 LAMINATED w/ 1/2inch PLYWOOD FITCH PLATE
WALL HEIGHT	10ft MAXIMUM
TOTAL HEIGHT	14ft MAXIMUM
FLOOR	CONCRETE
APRON	3ft MINIMUM
WATER LEDGE	YES 2inch MINIMUM
FOOTING	SEE DRAWING

Name: _____

Address: _____

Note: For any additional information needed please call: 708-458-2130

