



City of Mascoutah
3 West Main Street
Mascoutah, IL 62258
(618) 566-2964
www.mascoutah.org



**Re: Application for a Building Permit and Minor Site Plan/Architectural Review
Approval for New Home Construction**

Dear Applicant,

Attached you will find an application for a Building Permit and Certificate of Occupancy, a one-page Minor Site Plan/Architectural Review application, submittal check list and other documents. The check list indicates the submittals required tailored for a new home project.

Please complete the documents/plans requested and return the entire packet so we may provide you an expedient review/approval. Please understand that inadequate elevations product can be the basis of permit rejection.

The City will be using national method of building permit fee calculation.

Thanks for your cooperation in this effort, and feel free to call at any time should you have questions.

Sincerely,

City of Mascoutah



City of Mascoutah
Department of Building and Zoning
3 West Main Street
Mascoutah, Illinois 62258
(618) 566-2964 x 105



BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY
MINOR SITE PLAN/ARCHITECTURAL REVIEW
SUBMITTAL CHECKLIST

Following is a checklist of submittal requirements to be provided with the Building Permit and Certificate of Occupancy and Minor Site Plan/Architectural Review application. The Development Administrator will check off each submittal requirement for each application received. It is intended that this work will be done in the pre-application submittal stage of processing.

- (1) Site Plan:
 - (a) Boundaries, dimensions and area of the parcel with any easements indicated. Survey pins must be identified.
 - (b) Proposed use and development (foot print) (including principal and accessory uses) with all dimensions indicated for buildings, distance between buildings, and distance to property lines.
 - (c) Location and size of each existing structure on the parcel.
 - (d) Full size site plan will be accepted, but must be accompanied by legible 8 ½" x 11" copy.
- (2) Elevation drawings: Appearance, height and number of stories of proposed buildings and structures, including front, rear and side elevations.
 - (a) Full size set of elevation drawings will be accepted, but must be accompanied by legible 8 ½" x 11" copies.
- (3) Foundation Plan with top elevation above back of curb.
- (4) Signed Application for Building Permit and Certificate of Occupancy.
- (5) Signed Builder's Statement of Understanding, Acceptance and Agreement.
- (6) Signed Minor Site Plan/Architectural Review Application.
- (7) A proposed landscape plan, including a detailed drawing to scale and a corresponding schedule of all plant material to be provided (if available).

For Office Use Only:

_____ Project Name

_____ File Reference No.

City of Mascoutah, Illinois
Department of Planning and Development

APPLICATION FOR BUILDING PERMIT
AND
CERTIFICATE OF OCCUPANCY

Building Permit Application No. _____

Date: _____

Permanent Parcel No. _____

Fee Paid: \$ _____

Date: _____

INSTRUCTIONS TO APPLICANTS

All information requested must be completed on this application. Applicants are encouraged to visit this office and assistance will be given in filling out this form. If possible, please call 566-2964, extension 105, for an appointment to avoid delays.

Application is hereby made for a CERTIFICATE OF OCCUPANCY AS REQUIRED under the Zoning Ordinance of the City of Mascoutah, for the erection, moving, or alteration, and use of buildings and premises. In making this application, the applicant represents all the following statements, and any attached maps and drawings, as a true description of the proposed new or altered uses and /or buildings. The applicant agrees that the permit applied for, if granted, is issued on the representations made here-in, and that any permit issued may be revoked without notice on any breach of representations or conditions.

1. DATA ON APPLICANT AND OWNER

Name of Applicant(s) _____ Phone No. _____

Address of Applicant(s) _____

Property interest of Applicant(s) (Owner, Tenant, etc.) _____

Name of Owner(s) _____ Phone No. _____

Address of Owner(s) _____

2. LOCATION OF PROPOSED CONSTRUCTION

Address of Proposed Construction _____

Legal Description of Property _____

Construction Located _____ Zoning District. _____

3. PROPOSED CONSTRUCTION

A. () New Building B. () Alterations or Additions to Existing Buildings C. () Other _____

4. USE OF EXISTING AND PROPOSED STRUCTURES

Existing Use _____

Proposed Use _____

5. PLANS AND SPECIFICATIONS

A.) Plans. A plat drawn to scale is attached, and shows the following:

1. Actual shape and size of lot or property.
2. Location, ground area dimensions, and identification of use of all (existing and proposed) buildings, structures, driveways, parking areas, etc.
3. Dimensions of front, side, and rear yards.

B.) Specifications. For each building, structure, or use (existing and proposed identification on the plat, give the following information, if applicable:

| Structure | Height in Feet | Number of stories | Number of Dwelling Units | Number of Employees | Number of Parking Spaces |
|----------------|----------------|-------------------|--------------------------|---------------------|--------------------------|
| EXISTING | | | | | |
| | | | | | |
| PROPOSED | | | | | |
| | | | | | |
| Vers. 05/23/08 | | | | | |

- C.) Estimate of cost _____
- D.) Is garage to be attached or in connection? _____
- E.) Is the street on which building is to be erected provided with a sewer? _____
- F.) Contractor _____ Address _____
- G.) Architect and Engineer _____ Address _____
- H.) Fee Paid _____

6. SPECIAL REQUIREMENTS, IF ANY

- a.) Is written approval of the Board of Zoning Appeals required? _____
If "yes" explain: _____
- b.) Is variation or special exception to any provision of the Zoning Ordinance requested? _____
If "yes" explain: _____
- c.) Are you acquainted with flood boundaries and insurance? _____

It is understood that any Permit issued on this application will not grant any right or privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Ordinance, or by other ordinances, codes, or regulations of the City of Mascoutah. The applicant further agrees to notify the Enforcing Officer at the stages of construction stated on the Permit, if granted. The Enforcing Officer shall, upon completion of the construction, inspect the premises and issue or refuse a Certificate of Occupancy. It is further understood that if construction is not started within six (6) month of the date of issuance of this Permit, the Permit shall become null and void.

DATE: _____ APPLICANT _____

I hereby certify that the above answers are correct and true.

State of Illinois }
County of St. Clair } SS. _____
OWNER, AGENT, OR CONTRACTOR

Subscribed and sworn to before me this _____ day of _____ A. D. 20 _____
NOTARY PUBLIC _____

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Permit Issued () Permit No. _____ Date _____
Permit Denied () Cause for Denial: _____

First Inspection Requested: Date: _____ Inspection Made
Date: _____ Name of Inspector: _____
Second Inspection Requested: Date: _____ Inspection Made
Date: _____ Name of Inspector: _____
Third Inspection Requested: Date: _____ Inspection Made
Date: _____ Name of Inspector: _____

Certificate of Occupancy Issued () Certificate No. _____ Date: _____
Certificate of Occupancy Denied () Cause: _____

Enforcing Officer: _____

BUILDER'S STATEMENT OF UNDERSTANDING, ACCEPTANCE AND AGREEMENT

City of Mascoutah Building & Zoning Department

READ CAREFULLY AND SIGN

1. I understand, accept, and agree that any permit issued for any building, electrical, plumbing or mechanical work, does not grant the privilege to erect any structure or to use any property for a purpose or in a manner prohibited by the adopted codes, ordinances or regulations of the City of Mascoutah.
2. I understand, accept, and agree that the responsibility for assuring that the plans for any proposed construction are in compliance with the provisions of adopted codes shall rest solely with me as the applicant.
3. I understand, accept, and agree that the City Building & Zoning Office does not consider subdivision covenant restrictions when reviewing plans.
4. I understand, accept, and agree that the City Building & Zoning Office does not consider American Disability Act requirement when reviewing plans.
5. I understand, accept and agree that all required setbacks for any building or structure are to be measured from property lines, the location of which be identified by stakes in the "SR", "MR", and "RR-1" zone district, and the measurements from curbs or similar landmarks can produce errors which may halt construction and require that any part of any structure built in error, be removed.
6. I understand, accept, and agree that property corners will be properly staked in the "SR", "MR", and "RR-1" zone district and that said stakes will remain in place and undisturbed until after the footing/foundation inspection.
7. I understand, accept, and agree that all fees for all permits must be paid prior to the issuance of any permit in accordance with Chapter 7, Division XI.
8. I understand, accept, and agree that permits for private sewage disposal system and private wells must be obtained from the St. Clair County Health Department.
9. I understand, accept, and agree that law requires inspection of all work and that failure to request and secure such inspection is a violation of the City code.
10. I understand, accept, and agree that as the applicant for a permit, I am solely responsible for notifying the Code Inspector when work has progressed to a point requiring inspection, and for preventing any further work until such inspection has been made and the work determined to be in compliance with applicable codes.
11. I understand, accept, and agree that any request for inspection must be made by calling the City of Mascoutah Building & Zoning Department between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, at least 24 hours prior to time when the inspection is needed. The City attempts to complete each inspection within 48 hours of its request, but offers no guarantee to do so.
12. I understand, accept and agree that inspections are required at the following stages:

FOOTING INSPECTION

-Upon completion of the footing and foundation excavation, but prior to pouring any concrete

UNDERGROUND PLUMBING INSPECTION

-Upon completion of underground plumbing, but prior to covering

ROUGH-IN PLUMBING INSPECTION

-Upon completion of rough-in plumbing but prior to insulation or covering

ROUGH-IN ELECTRICAL INSPECTION

-Upon completion of rough-in electric, but prior to insulation or covering

ELECTRICAL SERVICE INSPECTION

-Upon completion of permanent service

FRAMING INSPECTION

-Prior to insulation and the covering of structural members

FINAL ELECTRICAL INSPECTION

-Following completion but prior to occupancy

FINAL PLUMBING INSPECTION

-Following completion but prior to occupancy

FINAL BUILDING INSPECTION

-Following completion but prior to occupancy

RESIDENCE CAN NOT BE OCCUPIED UNTIL ALL FINAL INSPECTIONS HAVE BEEN COMPLETED AND OCCUPANCY PERMIT HAS BEEN ISSUED

PRIVATE SEWAGE DISPOSAL – CONTACT ST. CLAIR COUNTY HEALTH DEPARTMENT

PUBLIC SEWERS – CONTACT CITY HALL FOR APPLICABLE PERMITS

- 13. I understand, accept, and agree that should any work performed under a permit issued by the City of Mascoutah fail inspection, I am subject to a re-inspection fee, as established by law.
- 14. I understand, accept, and agree that no Final Certificate of Zoning Compliance shall be issued until all inspection have been made and passed.
- 15. I understand, accept, and agree that prior to occupying the building or structure I will obtain the necessary Occupancy permit from the City of Mascoutah Building & Zoning Department.
- 16. I understand, accept, and agree that every temporary electrical service must have G.F.I protection.
- 17. I understand, accept, and agree that the Illinois Roofing industry Licensing Act (P.A. 83-1513 Certified January 14, 1985, effective July 1, 1985) states in part.

"It is hereby declared to be the public policy of this State that in order to safeguard the life, health, property and public welfare of its citizens, the business of roofing construction, reconstruction, alteration, maintenance and repair, is a matter affecting public interest, and any person desiring to obtain a certificate to engage in such business as herein defined, shall be required to establish his qualifications to be certified as herein provided". And that the City of Mascoutah should issue a permit to me it does so with the understanding that I will comply with the requirements of said Act.

- 18. I understand, accept, and agree that all trash, debris, and scrap materials must be placed into appropriate containers and disposed of properly. Burning of any kind is prohibited.
- 19. I understand, accept, and agree that if any permitted work is not completed within six (6) months from the date a permit is issued, that permit shall become null and void.

I CERTIFY BY MY SIGNATURE BELOW, THAT I HAVE READ, UNDERSTAND, AND ACCEPT EACH OF THE PROVISIONS ABOVE, AND WILL ABIDE BY THEM AND BY THE CODES, ORDINANCES, REGULATIONS, AND STATUES OF THE CITY OF MASCOUTAH AND THE STATE OF ILLINOIS.

OWNER/APPLICANT SIGNATURE _____ DATE _____

PLEASE LIST YOUR CONTRACTORS

BUILDING CONTRACTOR _____ PHONE _____

ADDRESS _____

ELECTRICAL CONTRACTOR _____ IL LIC# _____

ADDRESS _____ PHONE _____

PLUMBING CONTRACTOR _____ IL LIC# _____

ADDRESS _____ PHONE _____

ROOFING CONTRACTOR _____ IL LIC# _____

ADDRESS _____ PHONE _____

Permit Number _____
Approved by: _____

Issued On _____, 20____

City of Mascoutah
MINOR SITE PLAN/ ARCHITECTURAL REVIEW APPLICATION
New home sites in new subdivisions.

Application is hereby made this _____ day of _____, 20____, for a site plan approval for:

Name of Proposed Development

Located at (plat and lot number): _____ Plat Name: _____ Lot #: _____

in accordance with the drawings and specifications presented in plat approval.

Signature of Applicant

Applicant is: Property Owner Lessee Agent of owner or lesee*

* Note: If applicant is an Agent, the property owner must sign the following statement.

The undersigned property owner authorizes Applicant to make this application for the premises stated above and further states that he/ she is familiar with the appropriate portions of the Ordinances of the City of Mascoutah as they may apply to the proposed property changes. Further, the undersigned agrees to assume all costs related to application review of this project, including but not limited to City engineering, legal costs, and/or required studies deemed necessary during the review process.

Property Owner

Property Information

Property Owner: _____
Address: _____
Lessee: _____
Address: _____
Contractor: _____
Contractor Contact: _____



City of Mascoutah
Department of Building and Zoning
3 West Main Street
Mascoutah, Illinois 62258
(618) 566-2964 x 105



Hours 8:00 a.m. – 5:00 p.m.

BUILDING INFORMATION SHEET

All structures and improvements in the City of Mascoutah are required to first receive appropriate building permits before construction can occur. This handout is intended to provide basic information regarding these activities. If there are any questions about the applicability of the City's various codes please feel free to call the supervising inspector, Danny Schrempp at (618) 566-2964 x 105.

All ground disturbing activities in the unincorporated area of St. Clair County MUST FIRST FILE A SEDIMENTATION AND EROSION CONTROL PLAN with the St. Clair County Soil and Water Conservation District prior to a building permit being issued. Soil and Water Conservation office is located at 2031 Mascoutah Road, Belleville, Illinois; phone number is (618) 233-5577.

Property must have an **assigned address** from the 9-1-1 Coordinating office prior to a building permit being issued. The 9-1-1 Coordinating office is located at 101 First St., Belleville, Illinois, (618) 277-7316.

A Copy of the **recorded deed** must accompany this application for Zoning Compliance. All contracts for deed must be recorded in the Recorder of Deeds office prior to applying for a building permit.

If this is an application for a **commercial/industrial structure**, (2) two sets of plans and specifications designed by the architect that is licensed and registered in the State of Illinois must accompany this application. The seal must appear on all sheets of the plans and specifications.

You must also have a **letter from the architect** indicating that the plans are for the construction as being submitted.

The balance of this information sheet includes general instructive information that may be helpful in filling a successful permit.

INSPECTIONS GUIDELINES

1. Property shall be marked with address.
2. Building permit shall be posted.
3. Must call Jerry Green at (618) 799-8828 **48 hours** prior to needing any inspection. Please have your permit number; construction address and owners name prior to calling.
4. All first inspection fees are covered under the building permit.
5. Upon failing an inspection a **\$50.00 re-inspection fee** must be paid prior to next inspection.

Building Code Regulations

The City of Mascoutah has adopted the International Building Code 2003 and other State and National Codes. This code with amendments was adopted under ordinance 08-07 with the following amendments for the incorporated areas of the City.

Building Code; Amendments. The following provisions shall further apply and shall supersede any and all references listed within the adopted edition of the International Building Code – 2003 Edition.

- A. **Chapter 11 Accessibility Insert the following text.** When there is a conflict between this Chapter and the Illinois Accessibility Code the stricter of the two shall apply.
- B. **Section 1612.3 Establishment of flood hazard areas** amend to read the following. To establish flood hazard areas, the governing body shall adopt a flood hazard map and supporting data. The flood hazard map shall include, at a minimum, areas of special flood hazard as identified by the Federal Emergency Management Agency in an engineering report entitled "The Flood Insurance Study for County of St. Clair," dated March 1, 2007, as amended or revised with the accompanying Flood Insurance Rate Map (FIRM) and Flood Boundary and Floodway Map (FBFM) and related supporting data along with any revisions thereto. The adopted flood hazard map and supporting data are hereby adopted by reference and declared to be part of this section.
- C. **Section 1805 Footings and Foundation** all references to wood footings and foundation are deleted. The use of wood footings and foundation is prohibited.
- D. Delete all and any reference to the ICC Electrical Code and insert the National Electric Code 2005 edition.
- E. Delete all and any reference to the International Plumbing Code and add the following: The City Building Official shall require that the provisions of the current "Illinois Plumbing Code Law", 225 Illinois Compiled Statutes 320/1 et seq., as presently in force or as the same may be hereafter amended or modified and the same is hereby incorporated herein by reference and adopted as the standard for the purposes of this Chapter. Any conflicts concerning the provisions of these codes shall be determined by the strictest standard contained in the code provisions.
- F. **Section 2902 Plumbing Systems** delete this section in its entirety and replace with Article IX.
- G. **Section 3410.2 Applicability** amended to read the following. Structures existing prior to 1978, in which there is work involving additions, alterations or changes of occupancy shall be made to conform to the requirements of this section or the provisions of Sections 3403 through 3407. The provisions in Sections 3410.2.1 through 3410.2.5 shall apply to existing occupancies that will continue to be, or are proposed to be, in Groups A, B, E, F, M, R, S and U. These provisions shall not apply to buildings with occupancies in Group H or I.
- H. Adopt Appendix F – Rodent proofing.
- I. Adopt Appendix J – Grading.

Residential Code Regulations

The City of Mascoutah has adopted the International Residential Code 2003 with the following amendments for the incorporated areas of the City.

Residential Code; Amendments. The following provisions shall further apply and shall supersede any and all references listed within the adopted edition of the International Residential Code – 2003 Edition.

- A. Delete all and any reference to the ICC Electrical Code and insert the National Electric Code 2005 edition.
- B. Delete all and any reference to the International Plumbing Code and add the following: The City Building Official shall require that the revisions of the current "Illinois Plumbing Code Law", 225 Illinois Compiled Statutes 320/1 et seq., as presently in force or as the same may be hereafter amended or modified and the same is hereby incorporated herein by reference and adopted as the standard for the purposes of this Chapter. Any conflicts concerning the provisions of these codes shall be determined by the strictest standard contained in the code provisions.
- C. Delete all and any reference to wood footings and foundation are deleted. The use of wood footings and foundations is prohibited.
- D. Adopt Appendix G Swimming Pools, Spas and Hot Tubs
- E. Adopt Appendix H Patio Covers.

Mechanical Code Regulations

The City of Mascoutah has adopted the International Mechanical Code 2003 with the following amendments for the incorporated areas of the City.

Mechanical Code; Amendments. The following provisions shall further apply and shall supersede any and all references listed within the adopted edition of the International Mechanical Code – 2003 Edition.

- A. Delete all and any reference to the ICC Electrical Code and insert the National Electric Code 2005 edition.
- B. Delete all and any reference to the International Plumbing Code and add the following: The City Building Official shall require that the provisions of the current "Illinois Plumbing Code Law", 225 Illinois Compiled Statutes 320/1 et seq., as presently in force or as the same may be hereafter amended or modified and the same is hereby incorporated herein by reference and adopted as the standard for the purposes of this Chapter. Any conflicts concerning the provisions of these codes shall be determined by the strictest standard contained in the code provisions.

Fuel Gas Code Regulations

The City of Mascoutah has adopted the International Mechanical Code 2003 with the following amendments for the incorporated areas of the City.

Fuel Gas Code; Amendments. The following provisions shall further apply and shall supersede any and all references listed within the adopted edition of the International Fuel Gas Code – 2003 Edition.

- A. Delete all and any reference to the ICC Electrical Code and insert the National Electric Code 2005 edition.
- B. Delete all and any reference to the International Plumbing Code and add the following: The City Building Official shall require that the provisions of the current "Illinois Plumbing Code Law", 225 Illinois Compiled Statutes 320/1 et seq., as presently in force or as the same may be hereafter amended or modified and the same is hereby incorporated herein by reference and adopted as the standard for the purposes of this Chapter. Any conflicts concerning the provisions of these codes shall be determined by the strictest standard contained in the code provisions.

Energy Conservation Code Regulations

The City of Mascoutah has adopted the International Energy Conservation Code 2012 in its entirety for the incorporated areas of the City.

Electrical Code Regulation

The City of Mascoutah has adopted the 2005 National Electrical Code in its entirety for the incorporated areas of the city, with the following 11 exceptions:

- A. Conductors – Minimum Ampacity and Size. All power wire shall be 12 AWG and larger. (Article 210-19 NEC 2005)
- B. Dwelling Unit Receptacles Outlet. Four (4) receptacles per circuit in kitchen. Dining room receptacles shall be on a separate circuit. All major appliances shall be on a dedicated circuit [dishwasher, disposal, microwave, refrigerator, etc.]. Heating and/or cooling unit blowers shall be on a dedicated circuit. (Article 210-52 NEC 2005) Note: All single outlets shall be installed so cords hang down properly.
- C. Feeder or Service Neutral Load. Entrance conductors and neutral must be of the same size rating. (Article 220-61 NEC 2005)
- D. Maximum Number Of Disconnects. All dwelling units' service panels shall have a single main disconnect. On new construction, all service panels shall have **three (3) spaces** for future circuit. No **one-half (½) size** circuit breakers permitted on new construction. (Article 230-71 NEC 2005) Note: Also, workspace shall be maintained and top of main breaker no more than 6'6".
- E. Disconnecting Means and Branch-Circuit Protective Equipment. The minimum size service for manufactured homes is 100 Amp. (Article 550-11 NEC 2005)

- F. **Ground Electrode Conductor.** Ground wire shall be in PVC conduit from meter socket to ground rod. (Article 250-64B NEC 2005)
- G. **Conductors Material.** Aluminum wire shall not be permitted for dwelling units or manufactured homes. (Article 310-2B NEC 2005)
- H. **Conduit.** All buildings and their accessory structures other than dwellings shall be in conduit. (Article 210 & 215 NEC 2005)
- I. **Manufactured Homes.** All manufactured homes shall be connected from their service disconnect to their panel in approved raceway. (Article 550-10 NEC 2005)
- J. **Smoke Detectors.** All dwellings shall have smoke detectors, they shall hard wire with battery back up and they shall be interconnected. Smoke detectors shall be located in each bedroom and halls outside of bedroom within **fifteen (15) feet** of bedroom and each level of the home. Smoke detectors hard wired to security system will not be acceptable.
- K. **Ground-Fault Circuit-Interrupter Protection for Personnel.** Commercial and institutional kitchens 15 and 20 ampere, 125-volt, receptacles serving refrigerators and freezers shall not be required to have ground-fault circuit-interrupter protection. (Article 210.8 B2 NEC 2005)

Application for Appeal. The owner of a building or structure or any other person may appeal from a decision of the Electrical Inspector refusing to grant a modification to the provisions of standards and specifications applicable thereto. The Board of Appeals application for appeal may be made when it is claimed that; the true intent of the standards and specifications applicable thereto do not apply, or any equally good or better form of electrical installation can be used. (See Chapter 6 Article VI Division II – Electrical Board of Appeals)

Illinois Accessibility Code Regulations

The City of Mascoutah has adopted the Illinois Accessibility Code 1997 in its entirety for the incorporated areas of the City.

Illinois Plumbing Code Regulations

The City of Mascoutah has adopted the Illinois Plumbing Code 2004 in its entirety for the incorporated areas of the City.

Any person who practices, offers to practice, attempts to practice, or holds himself or herself out to practice as a plumber or plumbing contractor without being licensed under the Illinois Plumbing License Law shall be reported to the Illinois Department of Public Health and be subject to the penalties set out in the Illinois Plumbing License Law and shall be fined five hundred dollars (\$500.00) by the City of Mascoutah.

Illinois Roofing Industry Licensing Act Regulations

The City of Mascoutah has adopted the Illinois Roofing Industry Act in its entirety for the incorporated areas of the City.

Any person who practices, offers to practice, attempts to practice, or holds himself or herself out to practice roofing without being licensed under the Illinois Roofing Industry Licensing Act shall be reported to the State of Illinois Department of Financial and Professional Regulations and be subject to the penalties set out in the Illinois Roofing Industry Licensing Act and shall be fined five hundred dollars (\$500.00) by the City of Mascoutah.

Roofing hours of operations for the City shall be no earlier than 5:30 a.m. and no later than 30 minutes past sunset.

The following section covers some of the most commonly asked questions and mistakes seen by inspectors.

BUILDING

1. Footing 32" below grade 8" x 16" minimum for a single story residence and 10" x 20" minimum for a two story residence.
2. Framing 8" above grade, including walkout basements. All sills in contact with concrete to be pressure treated wood.
3. Minimum 4" step up from attached garage to living area.
4. Plywood corner braces full 4' on framing.
5. Anchor bolts in concrete block minimum size 15" in poured concrete 10" minimum size spacing 5' or 2 per board.
6. All stairs shall have a handrail on at least one side. Horizontal spacing between the vertical members in required guardrail shall be less than of 4" at the nearest point between the members.

FIREPLACES – MEETING CODE

1. Fire-stopped joist and rafter space.
2. Fire-stopped at every floor, ceiling, or roofline around chimney area.
3. Chimney must be 2" from combustibles.
4. Chimney-less fireplaces no vents 3' of windows that open.

FIRE SEPARATION

1. Duplex separation walls – 2 hour firing rating (double wall $\frac{5}{8}$ both side and equivalent).
2. Between garage and living area – $\frac{1}{2}$ " drywall and equivalent. (Including garage ceiling).

SAFETY GLASS

1. Windows and glass on hot tubs and showers etc. must be safety glass below 60" of standing area.
2. All glass doors must be safety glass.
3. Windows within 24" of door.

4. Must meet all the following for windows:
 - a. Windows within 18" of floor safety glass, bottom exposed edge.
 - b. Exposed area of an individual pane greater than 9 square feet.
 - c. Exposed top edge of glass greater than 36" above the floor.
 - d. One or more walking surfaces within 36" horizontally of the plane of the glazing. (Inside or outside)

EGRESS WINDOW (SLEEPING ROOM)

1. Sill not more than 44" above floor.
2. Minimum of 5.7 square feet (second floor) clear opening.
3. Minimum of 5.0 square feet (grade level).
4. Minimum height clears opening 24".
5. Minimum width 20" clearing opening.

STAIRWAYS

Width. Stairways shall not be less than 36 inches (914 mm) in clear width at all points above the permitted handrail height and below the required headroom height. Handrails shall not project more than 4.5 inches (114mm) on either side of the stairway and the minimum clear width of the stairway at and below the handrail height, including treads and landings, shall not be less than 31.5 inches (787 mm) where a handrail is installed on one side and 27 (698 mm) where handrails are provided on both sides. (R311.5.1)

Exception: The width of spiral stairways shall be in accordance with Section R311.5.8.

Headroom. The minimum headroom in all parts of the stairway shall not be less than 6 feet 8 inches (2036 mm) measured vertically from the sloped plane adjoining the tread nosing or from the floor surface of the landing or platform. (R311.5.2)

STAIR TREADS AND RISERS

Riser height. The maximum riser height shall be 7³/₄ inches (196 mm). The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm). (R311.5.3.1)

Tread depth. The minimum tread depth shall be 10 inches (254 mm). The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the treads leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch (9.5 mm). Winder treads shall have a minimum tread depth of 10 inches (254 mm) measured as above at a point 12 inches (305) mm from the side where the treads are narrower. Winder treads shall have a minimum tread depth of 6 inches (152 mm) at any point. Within any flight of stairs, the greatest winder tread depth at the 12 inch (305 mm) walk line shall not exceed the smallest by more than 3/8 inch (9.5 mm). (R311.5.3.2)

Profile. The radius of curvature at the leading edge of the tread shall be no greater than 9/16 inch (14.3 mm). A nosing not less than 3/4 inch (19 mm) but not more than 1¹/₄ inch (32 mm) shall be provided on stairways with solid risers. The greatest nosing projection shall not exceed the smallest nosing projection by more than 3/8 inch (9.5mm) between two stories, including the nosing at the

level of floors and landings. Beveling of nosing shall not exceed 1/2 inch (12.7 mm). Risers shall be vertical or sloped from the underside of the leading edge of the tread above at an angle not more than 30 (0.51 rad) degrees from the vertical. Open risers are permitted, provided that the opening between treads does not permit the passage of a 4-inch diameter (102 mm) sphere. (R311.5.3.3)

Exceptions:

1. A nosing is not required where the tread depth is a minimum of 11 inches (279 mm).
2. The opening between adjacent treads is not limited on stairs with a total rise of 30 inches (762 mm) or less.

Handrails. Handrails shall be provided on at least one side of each continuous run of treads or flight with four or more risers. (R311.5.6)

Height. Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope, shall be not less than 34 inches (864 mm) and not more than 38 inches (965 mm). (R311.5.6.1)

Continuity. Handrails for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above lowest riser of the flight. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1 1/2 inch (38mm) between the wall and the handrails. (R311.5.6.2)

Exceptions:

1. Handrails shall be permitted to be interrupted by a newel post at the turn.
2. The use of a volute, turnout, starting easing or starting newel shall be allowed over the lowest tread.

Handrail grip size. Handrails with a circular cross section shall have an outside diameter of at least 1 1/4 inches (32 mm) and not greater than 2 inches (51 mm). If the handrail is not circular it shall have a perimeter dimension of at least 4 inches (102 mm) and not greater than 6 1/4 inches (160 mm) with a maximum cross section of dimension of 2 1/4 inches (57 mm). (R311.5.6.3)

Guards required. Porches, balconies or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 36 inches (914 mm) in height. Open sides of stairs with a total rise of more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 34 inches (864 mm) in height measured vertically from the nosing of the treads. (R312.1)

Porches and decks which are enclosed with insect screening shall be provided with guards where the walking surface is located more than 30 inches (762 mm) above the floor or grade below.

Guard opening limitations. Required guards on open sides of stairways, raised floor areas, balconies, and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 inches (102mm) or more in diameter. (R312.2)

Exceptions:

1. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere 6 inches (152 mm) cannot pass through.

2. Openings for required guards on the sides of stair treads shall not allow a sphere 43/8 inches (107mm) to pass through.

ELECTRICAL

ROUGH IN AND CIRCUITS

1. All work shall be done in a workman like manner.
2. All wiring shall be #12 AWG or larger excluding phone, sound, security and data etc.
3. All buildings other than dwelling shall be in conduit. Any other materials required prior Approval of the authority having jurisdiction.
4. All dwellings shall have smoke detectors; they shall be hard wired with battery back-up and shall be interconnected. Locations are to be: each bedroom, halls outside of bedrooms within 15 feet of bedrooms and each level of the home. These are mandatory even if an alarm system is installed.
5. All conduit installed shall use proper electrical fittings, plumbing fittings are not allowed.
6. All dwelling shall have carbon monoxide detectors with in 15 feet of the outside of all bedroom doors. They shall be interconnected to the smoke detectors and be both 110 volt and battery back up.
7. All rough-in wiring shall be completed and made up; all wiring shall be spliced and tailed out with at least 6 inches of wire extending from the box. All receptacles shall be tailed, feed thru on receptacles is allowed only on GFCI for down line protection.
8. All wiring in a basement smaller than 8/3 shall be installed in a chase or in drilled holes in the joists. Holes shall be drilled as to not damage the integrity of the joists. Wire 8/3 or larger may be run on the bottom of the joists, but not in the center of the room.
9. Dryers, ranges, and ovens shall be wired with three conductors and a ground, they shall use a four wire receptacle, and the frame may not be tied to the neutral.
10. Sump pumps, washers, refrigerators, freezers and any other appliance which require a dedicated circuit shall have a single outlet. GFCI receptacles are not required if this article is followed.
11. All outlets in garages and accessory buildings that have floors at or below grade level, which are not intended as habitable rooms such as storage areas, work areas, unfinished areas of basements etc. shall be GFCI protected.
12. GFCI are required in crawl spaces, wet bars, all kitchen counter tops, bathrooms, garages, outdoor outlets, above ground pools and receptacles within 6 feet of a sink.
13. All 120 volt, 15 and 20 amp circuits supplying outlets in bedrooms shall be Arc Fault Protected.
14. It is recommended that grounds on receptacles be on top.
15. On final inspection all plates, devices, and electrical components shall be installed and operational. All fixtures are to be installed, have lamps and be working, all electric work is to be complete.
16. All closet lights shall be covered (no bare bulbs are allowed) a minimum of 12 inches from stored material to the fixture is required.
17. All panels require circuit identification and a panel directory.

SERVICE

1. Minimum Dwelling service is 100 amp.
#4 copper is the minimum entrance conductor for 100 amp residence.
2/0 copper is the minimum entrance conductor for 200 amp residence.
2. Aluminum wire is not permitted in dwelling units.
3. Entrance conductors and neutrals must be the same size and rating.
4. Neutrals shall be identified with white tape or white insulation and unbroken from the weather head thru the meter to the panel.
5. All service entrance conductors shall be installed in conduit from the meter to the panel. When using PVC conduit it shall have a ground wire in it. There shall be no splices in these conductors.
6. The ground wire from the meter to the ground rod shall be in PVC conduit.
7. All PVC conduit shall have the proper size ground wire in it.
8. All service panels must have a single main disconnect. On new construction, panels will have at least three spaces for future circuits.
9. Panel boxes shall be mounted with a maximum height of 6 feet 6 inches to the center of the main breaker. A maximum of 42 circuits are allowed in the main panel.
10. Panel boxes are not permitted to be mounted in closets or bathrooms.
11. Panel boxes require work clearance of 30 inches wide, 3 feet deep and floor to ceiling height unobstructed area. There shall be nothing in this area.
12. Meters shall be 5 feet 6 inches to the center of the meter above final grade.
13. Weather heads shall be a minimum height of 13 feet above ground.
14. Inspectors must be able to inspect under manufactured homes before shirting is installed.
15. Conduit ditches shall remain open until the inspection.

Required Energy Code Compliance

Public Act 096-0778 was signed into law on August 28, 2009 amending the Energy Efficient Commercial Building Act by including residential buildings and amending the name of the act to the Energy Efficient Building Act. The new requirements for residential buildings became effective on January 29, 2010.

Public Act 097-1033 was signed into law on August 17, 2012 and became effective January 1, 2013 amending the Energy Efficient Building Act adopting the 2012 version of the International Energy Conservation Code. This law requires all new commercial and residential construction for which a building permit application is received by a municipality or county to follow a comprehensive statewide energy conservation code.

All new permit applications must contain a completed “Res-Check” evaluation report based on the 2012 IECC showing compliance and the accompanying inspection report.

Information on this web based program may be found at this link

<http://energycode.pnl.gov/REScheckWeb/>

You will also be able to download and use the free software at this link

<http://energycodes.gov/rescheck>

It is the responsibility of the permit holder or owner to supply this documentation. All “Res-Check” data must show compliance with the minimum required 2012 International Energy Conservation Code.

Until the project has an approved rough in inspection **DO NOT REMOVE ANY LABELING FROM ANY EXTERIOR DOOR OR WINDOW**. If the documentation is not in place the affected door or window must be replaced.

It is the responsibility of the permit holder to provide this department with any documentation or testing required to assure the project is in compliance with the requirements of the 2012 International Energy Conservation Code.

Signature _____
Owner or Legal Representative

Date _____