



**Village of Hampshire**  
234 S. State Street, Hampshire, IL 60140  
Phone: 847-683-2181 ▪ www.hampshireil.org

## **BUILDING PERMIT APPLICATION PACKET**

Dear Applicant,

Thank you for taking the time to apply for a building permit for your proposed project. By obtaining a building permit you are assuring that your project will be designed and completed to meet or exceed all safety standards written by the International Code Council and adopted by the Village of Hampshire.

Please review the requirements in this packet carefully to help assure your building permit is processed in a timely fashion. Failing to provide the necessary information may delay the approval process. A completed building permit application (attached) is required for all building permits. Construction Value on the application must be filled in.

Permitting fees are dependent on the scope of your project including the number of inspections required. All fees quoted here are estimated.

If you have any questions, please call Village Hall or email the Building Department at [building@hampshireil.org](mailto:building@hampshireil.org)

### **Building Codes Currently Adopted by the Village of Hampshire:**

- 2006 International Building Code with Amendments
- 2006 International Residential Code with Amendments
- 2006 International Mechanical Code with Amendments
- 2006 International Fuel Gas Code
- 2018 International Energy Conservation Code as Amended by the State of Illinois
- 2006 International Fire Code
- 2006 International Property Maintenance Code with Amendments.
- 2006 International Plumbing Code with Amendments
- 2014 Illinois State Plumbing Code
- 2006 ICC Electrical Code (Administrative Provisions)
- 2005 National Electrical Code with Amendments
- 2018 Illinois Accessibility Code

**CONTACT J.U.L.I.E**  
**48 Hours Before You Dig!**  
**1-800-892-0123**

## **MAJOR PROJECTS**

Major projects, such as new buildings/houses, additions, renovations, etc., require more in-depth processes than can simply be described in this document. Please indicate on the building permit application what type of major project you are doing, and provide the necessary supporting documents. If you are unsure of what should be included, contact the building department for guidance.

## **MINOR PROEJCTS**

Common minor projects are listed in sections below. If you believe you have a minor project not listed here, contact the building department for guidance.

### **APPROACHES AND DRIVEWAYS**

**Fee: \$114.00**

#### **Requirements:**

- A plat of survey indicating location of work to be done.
- Description of materials (concrete, pavers, asphalt, etc.) being used.
- Homeowners Association approval letter, if applicable.

#### **General Guidelines:**

Concrete driveways shall have five (5) inches of compacted base (stone) and five (5) inches of concrete.

Asphalt driveways shall have four (4) inches of compacted base (stone) and two (2) inches of asphalt.

Approaches shall be concrete only with five (5) inches of compacted base (stone) and six (6) inches concrete.

#### **Inspections:**

- Pre-pour base inspection prior to placing any concrete or asphalt.
- Final inspection upon completion of all work.

### **CONCRETE PATIOS AND SIDEWALKS**

**Fee: \$114.00\***

Note: Paver brick patios DO NOT require a permit but may not be placed in locations prohibited by the zoning ordinance.

#### **Requirements:**

- A plat of survey indicating location and dimensions of work to be done.
- Description of materials (concrete, asphalt, etc.) being used.
- Homeowners Association approval letter, if applicable.

#### **General Guidelines:**

Patios shall have four (4) inches of compacted base (stone) and four (4) inches of concrete with wire mesh.

Sidewalks shall be concrete only and have four (4) inches of compacted base (stone) and five (5) inches concrete.

\*If electricity is to be installed, this must be noted on the application and will require additional permitting fees.

#### **Inspections:**

- Pre-pour base inspection prior to placing any concrete.
- Final inspection upon completion of all work.

## DECKS

Fee: \$156.00\*

### Requirements:

- A plat of survey showing the size and location of proposed deck
- A detailed set of plans showing the following:
  - Size and dimension of all lumber
  - Post hole layout
  - Specify height above grade
  - Provide handrail and guardrail details
  - Provide a detail of stair width, tread depth, and riser height
  - Provide connection to house and rail post attachment
  - Indicate location of windows within 10 feet of the stairway
  - Indicate location of electrical meter
  - Indicate overhead electrical lines
- Homeowners Association approval letter, if applicable.

### General Guidelines:

Stairs maximum riser height shall be 7 <sup>3</sup>/<sub>4</sub>" including threshold, if applicable, with a 10 inch minimum tread width.

Both tread depth and riser heights shall not vary more than 3/8" in any flight. Maximum spacing between stair stringers is 24 inches.

Handrails are required on all stairs four (4) risers and more in height. Guardrails are required around the perimeter of all decks 30 inches or more above grade.

Piers minimum depth is 42 inches below grade.

\*If electricity is to be installed, this must be noted on the application and will require additional permitting fees.

### Inspections:

- Posthole inspection after holes are dug and prior to placement of any concrete.
- Rough framing prior to concealment.
- Final inspection upon completion of all work.

## FENCES

Fee: \$114.00

### Requirements:

- A plat of survey with proposed fence location indicated with "x"s.
- Description of materials being used.
- Provide height of the fence and depth of the post.
- Homeowners Association approval letter, if applicable.

### General Guidelines:

Fence shall not exceed six (6) feet in height from ground level. No fence shall be allowed on any of a front yard.

Fence may be located at property line but within the envelope of your lot. Post holes minimum depth is 42 inches below grade.

### Inspections:

- Posthole inspection after holes are dug and prior to placement of any concrete.
- Final inspection upon completion of all work.

## **FIRE PITS**

**Fee: \$114.00**

(For fixed, non-portable fire pits)

### **Requirements:**

- Site plan showing the location of the fire pit structure with dimensions to all structures and property lines.
- Plan showing the size of the proposed fire pit.
- Details showing construction of fire pit to demonstrate base material and related support.
- Homeowners Association approval letter, if applicable.

### **General Guidelines:**

Locate fire pits a minimum of fifteen (15) feet from all structures. Locate fire pits outside of any required setbacks or easements.

Masonry fire pits, masonry outdoor fireplaces or masonry outdoor grills must be constructed on concrete or suitable base and all bricks/blocks must adequately grouted or mortared (unless using dry stack masonry fire ring).

Burning to conform to the Village Ordinances, including regulations for open burning (2-14).

### **Inspections:**

- Base construction and location.
- Final inspection upon completion of all work.

## **FURNACE/HVAC REPLACEMENT**

**Fee: \$72.00**

### **Requirements:**

- Spec sheets for new equipment.
- Calculations as applicable from list below.

### **General Guidelines:**

If replacing with similar size, documentation of existing unit size.

If replacing with different size, manual J calculations to determine correct sizing.

If running new ductwork to serve additional conditioned space (ie. additions or newly finished basements), manual S calculations to determine correct duct sizing.

Must have code compliant venting and combustion air for gas fired. A chimney liner may be required for proper venting.

### **Inspections:**

- Final inspection upon completion of all work.

## **ROOFING/RE-ROOF**

**Fee: \$72.00**

### **Requirements:**

- Copy of valid State of Illinois Roofing License
- Homeowners Association approval letter, if applicable.

### **General Guidelines:**

Not more than two (2) applications of any type of roof coverings shall be allowed.

Ice and water shield shall be applied from the eaves edge to a point at least 24" inside the exterior wall line of the building.

All dumpsters must be stored on private property.

### **Inspections:**

- Final inspection upon completion of all work.

## **SHEDS**

**Fee: \$72.00\***

### **Requirements:**

- A plat of survey indicating the size with dimensions and proposed location of the shed from property lines and any other structures.
- Elevation drawing including footing/pier and attachment detail
- Homeowners Association approval letter, if applicable.

### **General Guidelines:**

Piers minimum depth is 18 inches below grade.

All posts resting on concrete piers must be securely anchored with galvanized fasteners or a ½ inch J-bolt 10 inches long.

The height of a shed is limited to a maximum height of 12 feet.

The total ground area of all accessory structures, other than garages, shall not occupy more than 30% of the required rear yard or 220 square feet, whichever is less.

\*If electricity is to be installed, this must be noted on the application and will require additional permitting fees.

### **Inspections:**

- Shed built on a concrete slab requires a pre-pour base inspection.
- One final inspection is required for sheds not built on a concrete slab.

## **SIDING**

**Fee: \$72.00**

### **Requirements:**

- Description of materials (aluminum, steel, vinyl, stucco, brick, wood) being used.

### **General Guidelines:**

A water resistive barrier (Tyvek or similar product) is required to be installed prior to covering with a finished product. Follow all manufacturer requirements for taping and sealing water resistive barrier.

### **Inspections:**

- Final inspection upon completion of all work.

## **SOLAR PANELS (RESIDENTIAL)**

**Fee: \$325.00\*\***

### **Requirements:**

- 3 sets of plans showing
  - The location of the panel installation
  - Structural details and supports required for the panel
  - Equipment details
  - Electrical plans indicating system feeds, wiring, load calculations.
- Homeowners Association approval letter, if applicable.

### **General Guidelines:**

Solar panels must be designed and installed to securely attach to structural framing (not roof decking) or supplemental structure. Solar panel system design and installation must conform to provisions of the 2015 International Residential Code and 2014 National Electric Code.

\*\*If additional structural supports or special electrical conditions require additional inspections, additional permitting fees will be assessed. Applicant will be made aware of this upon completion of plan review.

### **Inspections:**

- Electrical final.
- Building final.

## **SWIMMING POOL**

**Fee: Variable**

(Above ground and greater than 24 inches in depth)

### **Requirements:**

- A plat of survey showing the specific proposed location of pool, distances to the lot lines and other structures.
- Indicate location of all utilities.
- Provide manufacturer's electrical requirements for lighting, motor and heater.
- Homeowners Association approval letter, if applicable.

### **General Guidelines:**

Applicant must contact J.U.L.I.E for utility location markings.

For underground swimming pools contact the building department.

All metallic components and equipment must be bonded and grounded.

Pool shall be located not less than 10 feet from power lines above and 5' underground, and not less than 3' from side and rear lot lines including decking.

### **Inspections:**

- Pre-permit site inspection to confirm the pool can be placed in the proposed location.
- Electrical trench and rough.
- Final inspection upon completion of all work.

## **WATER HEATERS**

**Fee: \$72.00**

### **Requirements:**

- Spec sheet for water heater.
- Connection details if changing water heater height, capacity and/or fuel source.

### **General Guidelines:**

Must be placed on a safe pan connected to a drain if on an elevated surface.

Must have code compliant venting and combustion air for gas fired. A chimney liner may be required for proper venting.

Must have proper bonding and grounding between hot and cold water lines

Temperature set to a minimum of 120 degrees Fahrenheit.

### **Inspections:**

- Final inspection. The energy label must remain on the window until approved by the inspector.

## **WINDOWS**

**Fee: \$72.00**

### **Requirements:**

- Provide U factor rating
- Structural details if replacement unit is larger than existing unit

### **General Guidelines:**

The energy code requires that all new windows meet or exceed a U-factor rating number of 0.30 or a numerical value less than 0.30.

### **Inspections:**

- Final inspection. The energy label must remain on the window until approved by the inspector.