



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

SMALL PROJECT PERMIT GUIDELINES

Thank you for applying for a building permit for your project. By obtaining a building permit, you are assuring that your project will be designed and completed to meet or exceed all building standards adopted by the Village of Hampshire.

Please note that this packet contains guidelines and is not an official codebook or fee sheet. While the Village intends to update this packet with the most current and exact requirements and fees, the official authority will be the Village's building department.

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. The online application is available on the [Village website](#).

Please obtain a permit and schedule inspections before you schedule work to be done. While our building department strives to have fast review times and flexible inspection scheduling, things do not always work as planned.

Contact Information: If you have any questions, please contact the Village's contracted building department service, SAFEbuilt, at (847) 510-4104 or ilinspections@safebuilt.com.

Currently Adopted Codes:

- 2018 International Building Code with amendments
- 2018 International Residential Code with amendments
- 2018 International Property Maintenance Code with Amendments
- 2018 International Fire Code with amendments
- 2014 Illinois Plumbing Code (as may be amended by the State) with amendments
- 2017 National Electrical Code with amendments
- 2018 International Fuel Gas Code with amendments
- 2018 Illinois Accessibility Code (as may be amended by the State)
- 2021 International Energy Conservation Code (amended by the State) with amendments
- 2018 International Mechanical Code with amendments
- 2018 International Green Construction Code
- 2018 International Swimming Pool and Spa Code with amendments
- National Fire Protection Association Standards (most current version) with exceptions
- 2018 Existing Building Code with amendments
- 2018 Solar Energy Provisions
- 2018 Wildland-Urban Interface Code

**Contact J.U.L.I.E. at least 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.

SMALL PROEJCTS

Common minor projects are listed in sections below. Contact the building department (SAFEbuilt) with questions. NOTE: Fees listed are based on residential plan review unless otherwise noted.

Concrete Patios and Sidewalks

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

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 four (4) inches of monolithic concrete except where crossed by a driveway shall have six (6) inches of monolithic concrete.
- Work on public sidewalks will also require a [Sidewalk/Apron Right-of-Way permit](#).
- *If electricity is to be installed, this must be noted on the application and will require additional permitting fees.

Inspections:

- Pre-pour
- Final

Decks

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 ¾" 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

Driveways and Aprons

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 four (4) inches of compacted stone base and four (4) inches of monolithic concrete.
- Asphalt driveways shall have four (4) inches of compacted stone base and two (2) inches of asphalt.
- All aprons and sidewalks shall have four (4) inches of compacted stone base and six (6) inches of monolithic concrete.
- Work on public sidewalks will also require a [Sidewalk/Apron Right-of-Way permit](#)

Inspections:

- Pre-pour
- Final

Electrical

Requirements:

- Plat of survey detailing underground work, if applicable.
- Schematic of planned installation.
- Spec sheets for new equipment with load calculations.

General Guidelines:

- Maintenance or replacement of existing components does not require a permit.

Inspections:

- *Underground (if applicable - \$42 additional)
- Electrical rough
- Electrical final

Electric Vehicle Charging Stations

Requirements:

- Detailed plans showing
 - The location of the EVCS
 - Spec sheets for all electrical components
 - Electrical plans indicating system feeds, wiring, and load calculations
 - If installing underground conduit, sketch of work to be done on a plat of survey showing location and depth of trenching
- Homeowners Association approval letter, if applicable

General Guidelines:

- EVCS installation not requiring alterations to electrical (e.g., simply plugging into existing outlet) does not require a permit - NOTE: The Village strongly suggests consulting an electrical contractor to ensure existing electrical components and wiring are able to handle an EVCS.
- Electrical service upgrades through ComEd may be required and will require additional permitting and inspections. See Village [right-of-way permitting](#) online

and ComEd's [Modification & Relocation Service Application](#).

- Commercial projects with EVCS as the primary use will require zoning and engineering approval. Please contact Village Hall for information on these larger projects.

Inspections:

- *Underground rough (if applicable - \$42 additional)
- Electrical rough
- Electrical final

Fences

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 36 inches below grade.

Inspections:

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

Fire Pits

(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 and 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

Furnace / HVAC Replacement

Requirements:

- Spec sheets for new equipment.
- Calculations as applicable from list below.
- Copy of valid State of Illinois Plumbing Licenses (055 and 058), if applicable.

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

Plumbing**Requirements:**

- Plat of survey detailing underground work, if applicable.
- Spec sheets for new equipment.
- Copy of valid State of Illinois Plumbing Licenses (055 and 058).

General Guidelines:

- Maintenance or replacement of existing fixtures does not require a permit.

Inspections:

- *Underground/underfloor (if applicable - \$42 additional)
- Plumbing rough
- Plumbing final

Remodels**Requirements:**

- Plans for all work (e.g., framing, plumbing, electrical, HVAC, etc.).
- Spec sheets for any new equipment.
- Copy of valid State of Illinois Plumbing Licenses (055 and 058), if applicable.
- Homeowners Association approval letter, if applicable.

General Guidelines:

- See other individual project requirements in this packet for more information.
- *Fees are variable depending on number of inspections needed (e.g. electrical, plumbing, mechanical, etc.). Plan review = \$30, and each inspection = \$42.

Inspections:

- Rough Trade Inspections
- Final Trade Inspections

Roofing / Re-roof**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

Sheds**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 shed is to be built on a concrete slab, this must be noted on the application and will require additional permitting fees.
 - *If electricity is to be installed, this must be noted on the application and will require additional permitting fees.

Inspections:

- Final
- Other inspections as needed for concrete slab and/or electricity

Siding

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

Signs, Commercial

Requirements:

- Sign specifications: size dimensions, materials, mounting/anchoring method
- Location: plat of survey with dimensions to property lines/buildings and/or rendering of placement on building

General Guidelines

- See [Community Graphics regulations](#) for requirements.
- *If a standing sign is to be installed with concrete, this must be noted on the application and will require additional inspection fees.
- *If electricity is to be installed, this must be noted on the application and will require additional inspection fees.

Inspections:

- Final

Solar Panels

Requirements:

- 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.
- **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 Pools

(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:

- Electrical underground
- Electrical rough
- Pool rough
- Electrical final
- Pool final

Water Heaters

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

Windows

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

Inspections:

- Final