



VILLAGE OF LINCOLNWOOD

6900 Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402

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Addition, Residential Handout

A permit is required to build an addition onto the existing main structure on the property. Additions include but are not limited to porches, roofed over decks (with or without walls), three season rooms, sunrooms, attached garages, second floors and in general any new space whether or not heating or air conditioning is provided. If a basement, bathroom or second kitchen is being installed as a part of the addition, refer to the [Basement Remodel handout](#) and/or the [Kitchen and Bathroom handout](#) for more detailed information. All new work shall comply with currently [adopted building codes](#) and zoning ordinances.

An application must be submitted through our online portal at lincolnwood.onlana.com (you can also access the portal by scanning QR code above). You will need to apply an “Addition” permit and will need to include the following information:

The online permit application will require the following information:

- Homeowner Information including name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village.
- Plumbing, mechanical and electrical sections of the permit must be filled out entirely for number of new and/or replacement counts for the addition only
- A detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)
- A completed [Single-Family Home Additions Zoning Calculation Worksheet](#)

Additional documents that may be required with this online application:

- [Homeowner as Contractor](#) affidavit if qualified to perform the work. If the Homeowner is acting as the general contractor, we will also require documentation showing the cost of all materials used for their portion of the work.
- If the Homeowner is approved to be the general contractor, we will need the signed contracts with all subcontractors to be submitted.
- All contractors will need to be registered with the Village and have active, valid Contractor’s Licenses.
- All subcontractors will need to provide a separate letter of intent (unless the Homeowner is the general contractor, in which case, we will need the actual signed contract from each subcontractor)
- [Fire Sprinkler Determination Form](#) (Separate permit for fire sprinkler installation may be required, depending on how much of the dwelling is being remodeled).

Upload one (1) scanned pdf copy of a recent [dated within five (5) years] legal plat of survey (**not** a Google Earth image, sketch or a site plan) showing the proposed addition with dimensions and square feet area and indicate the distance from the property lines (refer to [Residential Lot Size and Setbacks handout](#)). Show all existing trees with species type and trunk diameter size. (Refer to the [Tree Removal Handout & Form](#) if a significant tree will be impacted.) Also show all other existing accessory structures, with dimensions, located in the rear yard. Indicate on the plat of survey the location of the main Commonwealth Edison supply line (indicate above or below ground) to the house and the location of the electric meter. An addition shall not be located within fifteen (15) feet of existing accessory structures. All accessory structures shall not cover more than thirty (30) percent of the rear yard area. This would include, but not be limited to, pools, decks, gazebos, sheds or detached garages, etc. All impervious area shall not cover more than sixty (60) percent of the entire property you will be required to submit a completed [Hard Surface Calculation Worksheet](#) with the application..

Upload one (1) scanned pdf copy of the construction drawings (1/4 inch = 1 foot) that include the following information:

DO NOT UPLOAD A PHOTOGRAPH OF THE CONSTRUCTION DRAWINGS.

- Title sheet with all relevant Zoning and Building Code information as well as a site plan. Include all design loads, abbreviations and Illinois licensed design professionals seal and signature etc., etc.
- A foundation plan as well as a roof plan.
- An existing **or** demolition floor plan with dimensions. Include all required demolition notes on this plan.
- A proposed floor plan with dimensions. Include all required notes on this plan.
- A mechanical plan is required
- If plumbing work is being performed refer to the [Basement Remodel handout](#) and/or [Kitchen and Bathroom Handout](#).
- A televised test of the existing sewer service is required when an addition includes additional plumbing fixtures. A copy of this test shall be submitted to the Village for verification. Refer to the [Building Regulations chapter 14.4.3 Section 890.1320\(b\)](#) for more detailed information.
- Any work involving steel beams or columns will require signed and sealed documents from a licensed design professional.
- If this is a single family or two-family dwelling, all new smoke detectors shall be hardwired and interconnected (wireless interconnection is allowed)
- Carbon Monoxide detectors shall also be hardwired and interconnected (wireless interconnection is allowed)
- Exterior elevations, building section and details are required. Refer to [Zoning Ordinance chapter 15.6.09](#) Design Standards for more information on allowed exterior surfaces and percentages

Upload one (1) scanned pdf copy of the following information:

- Upload a detailed scope of work from demolition through completion. This should also include materials being used for structural, plumbing, mechanical and electrical.
- Upload manufacturers specifications for appliances, light fixtures, low voltage systems, etc.
- Upload an electric panel box schedule – existing and proposed. ([Sample Electrical Panel Schedule](#))
- Provide calculations for combustion air when enclosing mechanical rooms. ([Sample Copy](#))

Work must begin within 180 days of permit issuance. Work must be completed within 1 year. The permit card must be posted in a visible location to the street and must remain posted until final Village inspections are approved. Permit does not confer any approval or right to disregard any property covenant or a condominium/ homeowner's association restrictions. Please call (847) 673-7402 a minimum of 24 hours prior to the requested inspection time. Please note that inspection appointments are based on availability. A failed inspection may require additional re-inspection fees.

Per Village of Lincolnwood ordinance for Site Management chapter 14.15.10(M) Permissible hours of construction:

Monday through Friday: 7:00 am to 6:00 pm

Saturday: 7:00 am to Noon

Sunday: Construction prohibited

For all excavation work, call J.U.L.I.E at either 811 or 1-800-892-0123 forty-eight (48) hours before you dig per Illinois State law. This is to verify the location of underground utilities in the area. The service is provided to you at no charge.

EXEMPT Signs that do not require a permit are as follows: This is not an all-inclusive list.

Construction signs: One (1) non-illuminated single faced temporary sign per construction site. Installed no sooner than five (5) days prior to construction and removed no later than five (5) days after completion.

Residential districts: 12 sq. ft. maximum sign area

Commercial districts: 64 sq. ft. maximum sign area