



# VILLAGE OF LINCOLNWOOD

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

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## Basement Remodel Handout

A permit is required to remodel an unfinished basement or modify or alter an existing finished basement. This includes single family, two family or townhomes. If a bathroom or second kitchen is being installed in the basement, refer to the [Kitchen and Bathroom Handout](#) for more detailed information. All new work shall comply with the currently [adopted building codes](#). While a water heater or furnace can be a part of this permit a new or replacement air conditioner is required to be accompanied by a scanned pdf of a legal plat of survey.

An application must be submitted through our online portal at [lincolnwood.onlana.com](http://lincolnwood.onlana.com) (you can also access the portal by scanning QR code above). You will need to apply an “Alteration” 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](#)

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).

As a part of the application, you will be required to 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.**

- An existing **or** demolition floor plan with dimensions. Include all required demolition notes on this plan.
  - Include all existing walls, windows, doors and soffits.
  - Include all existing electrical switches, outlets and j-boxes.
  - Include all existing supply and return vents and exhaust systems. (Exhaust to exterior.)
  - Include all existing furnace, water heater, sump, ejector pit and electric panel (show size of panel)
- A proposed floor plan with dimensions. Include all required notes on this plan.
  - Include all existing and new walls, windows, window wells, doors and soffits.
  - Include all existing and new electrical switches, outlets and j-boxes.
  - Include all existing or modified supply and return vents and exhaust systems. (Exhaust to exterior.)
  - Include all existing or replaced furnace, water heater, sump, ejector pit and electric panel (show size of panel)

All basement remodeling projects require that the electrical portion complies with the 2021 NEC (National Electrical Code), as amended. It is assumed that an older basement is not in compliance with the 2021 NEC and work shall be required to bring it up to the current code.

- If plumbing work is being performed refer to the [Kitchen and Bathroom Remodel Handout](#) for more information.
- If adding additional plumbing fixtures to what was existing, provide an entire house WSFU (Water Supply Fixture Units) calculation as well as the existing water meter size. Will this new WSFU require a larger water meter size for the house? (See table below) (Village has sample copy)
- Any work involving steel beams or columns will require signed and sealed documents from a licensed design professional.

**Plumbing Fixture Load Calculation**

[Section 890 Appendix A, Table N](#)

Fixture Type	Quantity	Load Value WSFU (total)	Totals				
Water Closet (flush Tank)	X	3	=				
Lavatory	X	1	=				
Bathtub with or w/o shower	X	2	=				
Shower stall	X	2	=				
Dishwashing machine	X	1	=		WSFU	Flow Demand	Pipe Size
Kitchen sink	X	2	=		1 to 16	1 to 11.6	3/4"
Laundry tray (1-3 basins)	X	3	=		17 to 25	11.7 to 17	1"
Laundry machine	X	2	=		26 to 30	18 to 20	1"
					31 to 50	21 to 29	1 1/2"
					51 to 90	30 to 41	1 1/2"
		<b>Final total</b>	=		Over 91	See table in Illinois Plumbing Code	

- If this is a single family, two-family or townhome, 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)

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. (Village has [sample copy](#))
- Provide calculations for combustion air when enclosing mechanical rooms. (Village has [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