



# VILLAGE OF LINCOLNWOOD

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## Kitchen and/or Bathroom Remodel Handout

A permit is required to replace, remodel, modify or alter an existing kitchen or bathroom. This includes single family, two-family, townhomes, condominiums, apartments or multi-family residential units. “Cabinetry replacement” inside a kitchen or bathroom will require a permit as it generally entails more extensive code required work such as plumbing and electrical and possibly mechanical. All new work shall comply with currently adopted building codes. Water heaters, furnaces and air conditioners are not part of a kitchen and/or bathroom remodel permit and are required to be submitted separately. Windows outside of the kitchen area remodel work are also required to be submitted separately.

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). The application will need to include the following information:

The online permit application must include the following information:

- Homeowner Information including name, address, telephone number and email address
- “New Residential Construction” section of the permit must be filled out for “Improvement sq. ft.”
- 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 and electrical sections of the permit must be filled out entirely for number of new and/or replaced counts for the kitchen and/or bathroom remodel area only
- Total cost of the kitchen and/or bathroom area work along with 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 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:

- 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 cabinetry.
  - Include all existing supply and return vents and exhaust systems. (Exhaust to exterior.)
  - Include all existing appliances – indicate gas or electric.
- A proposed floor plan with dimensions. Include all required notes on this plan.
  - Include all existing and new walls, windows, doors and soffits.
  - Include all existing and new electrical switches, outlets and j-boxes.
  - Include all new cabinetry. Show the spacing of all countertop GFCI outlets. Show the locations for any island or peninsula outlet spacing.

Include all existing or modified supply and return vents and exhaust systems. (Exhaust to exterior.)

Include all existing or new appliances – indicate gas or electric.

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

- If new plumbing work is being performed (removal and replacement of a sink or faucet), provide a plumbing riser diagram for water, waste and vent lines as well as any new gas lines for appliances. Even if the existing plumbing is to remain in the same location, a permit is required, and the modified plumbing shall meet the [2014 Illinois Plumbing Code](#) requirements. Please indicate this on the plans. (Village has sample copy) 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)

**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 1/4"
					51 to 90	30 to 41	1 1/2"
		<b>Final total</b>	=		Over 91	See table in Illinois Plumbing Code	

- If adding low voltage under-cabinet lighting, provide all required installation and specification manuals for this and add notes to the plans as needed.
- If any walls are being removed, include the following information:  
 Indicate load bearing or non-load bearing.  
 If load bearing, provide size of new beam, post sizes, attachment method, blocking beneath to steel beams and **if required** signed and sealed calculations for the beam.  
 If non-load bearing, provide information (photographs, existing plans, direction of joists above, etc.) as to how this was determined.  
 \*\*\* If the kitchen is in a condominium, apartment or multi-family residential unit a design professional such as an architect or structural engineer **WILL BE REQUIRED** to remove, alter or modify any interior wall.
- Makeup air required. Exhaust hood systems capable of exhausting in excess of 400 cfm shall be provided with makeup air at a rate approximately equal to the exhaust air rate as per the [2021 International Mechanical Code section 505.4](#)
- If this is a single family, two-family or townhome, all new smoke detectors shall be hardwired and interconnected (wireless interconnection is allowed)
- If this is a condominium, apartment building or multi-family residential unit, all new smoke detectors are allowed to be battery operated unless the existing detectors are 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:

- A detailed scope of work from demolition through completion. This should also include materials being used for structural, plumbing, mechanical and electrical.
- Specifications for appliances, light fixtures, low voltage systems, etc.
- Provide an electric panel box schedule – existing and proposed. (Village has sample copy)

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