



VILLAGE OF SPRING GROVE PERMIT PROCEDURE FOR NEW HOMES

SUBMITTAL REQUIREMENTS

- Building Permit Application
- 3 sets of drawings
- Copy of septic plan approved by McHenry County Health Dept.
- Letter of approval from Homeowner's Association if applicable

Note: You need to make sure your structure complies with the covenants of your respective Homeowner's Association. Compliance with your Homeowner's Association is your responsibility not the Village's. If you fail to comply with the covenants of your Homeowner's Association they may take legal action.

PERMIT FEES – Effective May 1, 2010

- Permit fee - \$1.15/sq. ft. (Payable to Village of Spring Grove)
- Park impact fee* (Payable to Village of Spring Grove)
 - 2 bedrooms - \$1,163.00
 - 3 bedrooms - \$2,324.00
 - 4 bedrooms - \$2,908.00
 - 5 bedrooms - \$3,487.00
- School impact fee*- \$2.03/sq. ft. (Payable to Nippersink School Dist. #2)
- Fire impact fee* - \$641.00 (Payable to Spring Grove Fire Protection District)
- Fire Dept. Commercial / Industrial Fee - \$0.213 per sq. ft. (Payable to Spring Grove Fire Protection District)
- Public Works/Safety fee* -\$1,068.00 (Payable to Village of Spring Grove).
- Nippersink Library impact fee* - \$266.00 (Payable to Nippersink Library).
- Performance bond - \$1,000.00 (to assure compliance with the Municipal Code. Bond is refundable with occupancy permit, less any deductions for re-inspections at \$100.00 per incident) (Payable to Village of Spring Grove)
- Landscape performance bond- \$1,000.00 (to assure compliance with the Municipal Code. Bond is refundable after requirements have been met within 2 years) (Payable to Village of Spring Grove)

**Indicates fee increases May 1st of every year*

Note: *Per Village Ordinance No. 2003-04, if occupancy of a building or structure has taken place prior to the issuance of an occupancy permit, the Village Building Inspector may declare the \$1,000.00 bond posted by the occupant to be forfeited as a result of this violation. Forfeiture of the bond will not excuse the occupant from having to post another bond if, in the Building Inspector's opinion, such bond is necessary and required under the terms of this Code. In addition, the occupant shall be required to empty the building or structure of all furniture and other personal property to allow final inspection of the building or structure. In addition, the Building Inspector may administer an Administrative Warning ticket.*

MINIMUM SQUARE FOOTAGE REQUIREMENTS

- Minimum 2,000 sq. ft. requirement for one-story residence on lot greater than ½ acre.
- Minimum 2,400 sq. ft. requirement for two or more story residence on lot greater than ½ acre. At least 1,400 sq. ft. of living area on the first floor and at least 1,000 sq. ft. of living area on the second floor.

BUILDING REQUIREMENTS FOR HOMES - MINIMUM REQUIREMENTS

Each house must have not less than:

Zoning District	Front	Rear	Side
R-1	50 ft.	35 ft.	20 ft.
R-2	30 ft.	20 ft.	15 ft.
E-1	50 ft.	35 ft.	20 ft.
E-2	50 ft.	50 ft.	20 ft.

DESIGN REVIEW CRITERIA AND MATERIALS STANDARDS AND GUIDELINES

These Design Review Criteria and Materials Standards and Guidelines have been provided for owners, architects and developers as a set of guidelines to follow in the preparation of design drawings and are not warranted to be an exhaustive listing of all rules and regulations of the Village, or of all possible architectural or design considerations that may arise during the review of specific projects. The Architectural Review Committee will use these Design Review Criteria, Standards and Guidelines, as well as the standards pertaining to design outlined in the Village of Spring Grove Municipal Code, to evaluate each design submitted. The Committee will review and consider each home individually, but will assess its impact on adjacent property and the community as a whole. The Village encourages design creativity and the points below are meant to promote architectural interest and versatility. All Village Ordinance, rules and guidelines are subject to change at any time. Always check with the Architectural Review Committee, Building Department or Village staff to be sure that you have current information.

- **Architectural Style.** Careful consideration should be given to style selection to ensure blending with the Village's pleasant country estate ambiance. Conformance to specific architectural styles is encouraged. "Modern" or "International" styles are not permitted.
- **Exterior Materials Generally.** In order to adapt to changing technology, the development of new materials and so as not to limit the designer, additional materials other than those specified in this Section may be permitted, if recommended by the Building Department and approved by ARC and Village Board. If materials other than those listed below are proposed for use, such material shall be reviewed and recommended by the Building Department. Permission to use alternate materials recommended by ARC and approved by the Village Board is granted only for the specific project reviewed. Prior approval and use of a material for another project does not grant permission to the alternative material in future projects. The right to use alternate materials shall be reviewed on a case-by-case basis, in the context of each individual project. A majority of natural brick or stone is required on street facing elevations.

- **Similar Exterior Design.** No two (2) single-family dwellings of similar front elevation or facade shall be constructed or located on adjacent lots or across the street; nor shall there be constructed or located single-family dwellings of similar front elevation or facade constituting more than twenty (20) percent of the single-family dwellings in any streetscape. Front elevations or facades shall be deemed to be similar when there is no substantial difference in rooflines; and no substantial change in windows of either size, location, or type; and either no change in the color of materials used (rather than a change in shade), or no substantial change in the kind of materials. The Building Department and/or ARC shall be empowered to make such determinations as are necessary or appropriate for the application and enforcement of this Section.
- **Exterior Wall.** A run on any exterior wall of 40 feet or more must have visual or structural break; a minimum of 2 feet. A window or landscaping shall not be deemed a sufficient substitute for such a break.
- **Materials.** The exterior construction materials (excluding doors, windows and roofing materials) shall be limited to:
 - A. Clay brick (unglazed).
 - B. Stone.
 - C. Wood or cementitious siding.
 - D. Stucco (cementitious material only, no E.I.F.S. [Exterior Insulation Finish Systems]).
 - E. Premium aluminum siding (minimum .024 gauge).
 - F. Premium vinyl siding (minimum .040 gauge).
- **Door & Window Design.** All doors and windows shall be residential in character.
- **Door & Window Materials.** All windows shall be constructed of wood, aluminum-clad wood or premium vinyl. All front entry doors are encouraged to be wood or fiberglass. The design of doors made of materials other than wood shall be compatible with the design of the building.
- **Exterior Trim.** Trim is required for all windows on front elevations. Trim materials shall be limited to wood, stone, cast stone, molded fiberglass, molded high density polymer, premium aluminum or premium vinyl products at a minimum 3 inch width. On masonry buildings, cut stone, brick or pre-cast sills are required for windows; cut stone, pre-cast, or brick lintels are required for doors. Other trim is not required.
- **Accent Features.** Decorative accent features on exterior walls which are subordinate and incidental to the design of the façade shall be limited to wood, stone, cast stone, molded fiberglass or molded high density polymer.
- **Mixed Materials.** Materials may be mixed, provided the placement of materials reflects traditional use of such materials, as exemplified below:
 - A. A wood porch or balcony may be used in combination with stone or brick walls.
 - B. An extended brick or stone foundation wall may be used in combination with wood walls.
 - C. A front façade of finished brick or stone is encouraged.
 - D. A one-story room of wood may project from the main two-story portion of the building made of brick or stone.
 - E. A fireplace or columns of one material may be combined with walls of another material.

- **Glazed Surface.** Windows are required on all elevations and mirrored glass is prohibited.
- **Roof Design.** A hip, gable or other sloping roof is required. A flat roof used in conjunction with sloping designs is permitted. Mansard roofs are not permitted.
 - A. There shall be a minimum of three (3) roof ridges on each house.
 - B. The minimum main roof pitch is 6:12.
 - C. The minimum front facing gables pitch is 8:12.
 - D. The minimum minor roof pitch is 4:12.
- **Roof Materials.** The roof must be constructed with cedar shake shingles, clay tile, slate, or 30 year architectural (multi-tab) grade manufactured shingles. All flashing and valleys must be copper or colored aluminum flashings matching roof color.
- **Vents.** All attic ventilation vents, plumbing vents and “B” vents shall not be located on front elevations.
- **Antennas & Satellite Dishes.** All antennas and satellite dishes shall not be located on front elevations.
- **Solar Panels.** All solar panels must be reviewed and approved by ARC and the Village Board.
- **Chimneys.** Chimneys must be full elevation and can be fabricated with siding or constructed in stone or brick.
- **Skylights.** Skylights should not be located on front elevations. Skylights shall have a low profile and be placed parallel to the roof surface (i.e. “bubble” types are not permitted).
- **Dormers.** Dormers shall be in keeping with the architectural character. They shall be properly proportioned and balanced on roof surfaces.
- **Dwelling Location.** The placement of the dwelling both vertically and horizontally on the lot shall be compatible with the adjacent dwellings, the existing topography and the street elevation.
- **Accessory Buildings or Structures.** Accessory structures are regulated by Village Ordinance with respect to location, height, size and intended use. To maintain the residential character in the Residential Districts, it is necessary to coordinate accessory uses and structures with the residential architecture of the existing houses within the District. All accessory buildings or structures shall compliment and coordinate with the principal structure on the lot, both in architectural style and material selection. In the event the Building Inspector determines in his sole discretion that an applicant's plans should be reviewed by the ARC, an architect or an engineer due to the nature of the submittal, he shall so notify the applicant. An accessory building or structure in excess of 192 sq. ft. requires the applicant to appear before ARC for review and approval of the architectural elements and placement of the building or structure. Applicants who are required to appear before the Architectural Review Commission and the Village Board must submit a \$200.00 non-refundable application fee with their application.
- **Three Car Garage Required.** No building permit shall be issued for the construction of any single family detached residence or dwelling unit within the Village of Spring Grove unless there shall be constructed a minimum three car detached or attached garage at the same time as construction of this residence, with side-load garage required for the majority of homes in subdivisions. The minimum width of a single overhead garage door shall be 9 feet with the minimum depth of the inside dimension being 21 feet. The minimum width of a double overhead garage door shall be 16 feet with the minimum depth of the inside dimension being 23 feet. In any case, the inside dimension of at least 2 bays shall be 23 feet. All garage doors shall be the same height and not exceed 8 feet.

- **Outside Lighting.** Each owner, shall, not later than the time of occupancy, install and maintain an electrical post lantern within 5 feet of the street right-of-way, said post lantern shall not be more than 5 feet from the outside edge of the driveway servicing the property. The lantern shall be illuminated from sundown to sunrise and shall be maintained by the owner.
- **Landscaping.** Prior to final occupancy, landscaping must comply with the guidelines referenced in the Village's Landscape Code.

FOOTINGS & FOUNDATIONS

- Footings: 20"x 10" = 10" wall or wall height over 8'; 18"x 10" = 8" wall
- Foundations: Frame construction eight feet in height = 8 in. wall; brick or over 8' = 10" wall
- Lally Column Pads: 12 in. thick by 3 ft. x 3 ft.
- Foundations must be no less than 42 in. from the top of the grade to the bottom of the footing.
- Anchor bolts 5 ft. on center; minimum two bolts per plate; minimum 12" from corners (ends).
- Drain tile around foundation is required.
- Foundation wall dampproofing required.
- 2 in. foundation rigid insulation required, may be held down 6 in. from top of foundation and 4 ft. down from there.

GARAGE

- Garage floor: 5 in. thick with 6x6x10 wire mesh. A minimum of 4 in. concrete gas curb above the garage floor and above all below grade openings to the residence is required. A 6 MIL vapor barrier recommended. NOTE: WIRE MESH CAN BE OMITTED IF FIBRE MESH IS ADDED TO CONCRETE
- All attached garages must have 5/8 in. Fire Code drywall in all areas including ceiling & walls.
- Garage service door to living quarters must be Class "B" rated door with door closer or spring-loaded hinges capable of closing door.

BASEMENT

- Basement floor: 4 in. thick with 6 MIL vapor barrier.
- Escape window with ladder required for basement walls over 8 ft. high or vertical depths greater than 44".
- Maximum sill height not more than 36 inches.

FRAMING REQUIREMENTS

- Sill plates to be pressure treated lumber with sill insulation applied. Sill plates shimmed more than 3/8 in. require steel shims and non-shrink grouting both sides.
- All beam pockets shall be grouted.
- Studs maximum 16 in. on center.

- Floor joists: 16 in. on center, 15 ft. 6 in. maximum span, 40 lb. live load - 2 x 10's minimum. Going to 12 in. on center or other approved floor joist can increase span. NOTE: ALL JOIST TO BE DOUBLED AT STAIRWELLS AND FIREPLACE OPENINGS, PARALLEL PARTITIONS AND UNDER BATH TUBS. ALL JOISTS MUST NOT EXTEND MORE THAN 6 in. PAST BEAMS.
- Double top plates on all walls. Wall 8 ft. minimum main floor. All top plates must be laced.
- All outside corners must be solid (min. of 3 studs & blocking).
- Sub-floors must be 3/4 in. or better T & G sheathing.
- Any 2 x 4 stud drilled with a 1-1/2 in. diameter hole or larger shall be 2 x 6 studs.
- All floor joists are to have 1 x 3 cross bracing at no more than 8 ft. on center.
- Install metal joist hangers at all headers.
- Rafters – maximum 16” on center with collar ties every 4 feet. Engineered roof trusses 24” on center requires 5/8” sheetrock on ceiling.

Stairs

- Maximum riser height 7 3/4 in.
- Minimum tread depth 10 in.
- Handrail height not less than 34 in. and no more than 38 in.
- Guard openings – open sides of stairs, porches, balconies etc. shall have closures which do not allow passage of a sphere 4 inches in diameter.
- All stairs must be drywalled underneath with 5/8 in. Fire Code drywall on all walls and ceiling.
- All joist to be doubled at stairwells.

Windows - Bedroom Escape Windows

- Minimum net clear opening 5.7 square feet (overall window size)
- Grade floor minimum net clear opening 5 square feet
- Minimum net clear opening shall be 24 in. in height
- Minimum net clear opening width shall be 20 in.
- Maximum sill height not more than 44 in.

PLUMBING

(Illinois Plumbing Code 1993 as amended)

- Underground plumbing Schedule 40 PVC or cast iron copper
- Type L above ground
- Type K under ground

Bathrooms

- All bathrooms shall have ventilating fans in addition to any windows.
- Windows at whirlpool tubs/standard tubs shall be glazed with safety glass.
- All joist to be doubled under bath tubs

INSULATION REQUIREMENTS (Minimum)

Sloped Ceiling	R-Value 30
Flat Ceiling	R-Value 38
Walls	R-Value 13
Exposed Floors	R-Value 19
Concrete Foundation	R-Value 10 / (2 in. rigid insulation)
Box Headers	R-Value 19
2 x 6 Wall	R-Value 19

DRYWALL

- 1/2" drywall is required on ceiling joists 16" on center. 5/8" is required on ceilings with a span greater than 16". 5/8" fire code drywall is required on ceilings and wall of attached garages.

ELECTRIC (NEC Electric Code 2005 as amended)

- **Wiring:**
 - EMT Conduit only.
 - No NM Cable (example: Romex) allowed for new construction.
 - NM Cable allowed only with approval for existing installations.
- **Smoke Alarms:**
 - (110 volt/battery backup)
 - One in each bedroom
 - Outside each separate sleeping area in the immediate vicinity of the bedrooms.
 - Basement in area of heating equipment
 - Heated attic bonus rooms
 - All alarms to be interconnected
- Outside lighting: Install & maintain an electrical post lantern within five (5) feet of the street right-of-way.
- Post lanterns shall not be more than five (5) feet from outside edge of driveway servicing the property.
- All bedroom outlets shall be protected by ARC-fault circuit interrupter listed to provide protection of the entire branch circuit
- See attached exhibit

ROOFING

- Ice protection: Self-adhering polymer modified bitumen sheet shall be used in lieu of normal underlayment and extend from the eaves edge to a point at least 24 in. inside the exterior wall line of the building.
- Valleys shall also be lined with the self-adhering polymer.
- Roof sheathing minimum 1/2 in. CDX sheathing or equal. NOTE: When used with trusses, clips must be used.

DRIVEWAY

- Driveway culvert and concrete headwalls are required per subdivision requirements. (Spec. sheet available upon request).
- Driveway shall be paved with either concrete, asphalt or brick pavers according to approved standards.

CODES

- International Energy Conservation 2003 edition
- International Fuel Code 2003 edition
- International Existing Building Code 2003 edition
- International Fire Code 2003 Edition
- International Residential Code 2003 edition
- International NEC Electric Code as amended 2005 edition
- Illinois Plumbing Code as amended 1993 edition
- International Property Maintenance Code 2003 edition
- International Building Code 2003 edition
- International Mechanical Code 2003 edition

MISCELLANEOUS

- Provide port-o-potty at start of project.
- Construction area shall be kept clean of debris and the street clean of mud & gravel **AT ALL TIMES.**
- Weeds and grass must be maintained at all times and shall not exceed 12" in height.

INSPECTIONS

- Footing sub grade prior to pour
- Foundation prior to backfilling/damp proof – 2 in. insulation board – drain tile
- Underslab prior to pouring floor in basement/garage (includes underground plumbing)
- Com Ed service
- Rough plumbing, framing, and electrical & HVAC prior to closing walls
- Insulation
- Final

HOURS OF CONSTRUCTION

No activities in connection with construction, alteration, excavation, repair or demolition shall be conducted before the hour of seven o'clock (7:00) A.M. or after the hour of eight o'clock (8:00) P.M. Monday through Saturday, or before the hour of eight o'clock (8:00) A.M. or after the hour of six o'clock (6:00) P.M. on Sundays or legal holidays. Legal holidays shall consist of New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

Every contractor and permittee shall be responsible for all actions of their employees, agents, and subcontractors under this subsection, and shall be liable for all violations of the provisions of this subsection committed by such employees, agents, or subcontractors.

Exceptions:

- A. These activities may be conducted outside the specified times in the event of emergencies in order to protect the health, safety or welfare of the public.
- B. The hours may be extended for Village construction projects when it serves the best interest of the public good, provided the effect on the public health, comfort, convenience, peace, safety and welfare are minimized.
- C. Work crews may be on site prior to the seven o'clock (7:00) A.M. start but no machinery shall be started for warm up prior to seven o'clock (7:00) A.M. The delivery and unloading of heavy machinery shall not be done prior to seven o'clock (7:00) A.M. without prior permission of the Village Board or special permission from the Building Inspector.

OCCUPANCY REQUIREMENTS

- Sill plate on foundation must be grouted.
- Nuts and washers on anchor bolts.
- Ceiling height basement minimum – 7 ft.
- Bridging nailed.
- Sheet metal screws in flue – furnace and water heater
- Hot water relief valve
- Proper light and ventilation for basement.
- Headroom on stairs – 6 ft. 8 in.
- Minimum basement stairs width – 36 in.
- Check tread and risers on stairs – 7 3/4 in. x 10 in.
- Check mechanical/septic & well.
- Check crawl and storage areas for vapor barrier and ventilation.
- Electric light required at bottom of stairs with 3-way switch.
- Check stairs – handrail and legs under stringers required.
- Check drywall & garage walls (taped including nail heads).
- Check door to house, garage (solid core required, no glass) with closer.
- Check finished floor – carpet or linoleum.
- Exhaust fan – kitchen and bath
- All appliances connected and operational.
- Check plumbing: kitchen, bath, etc.
- Check area around all pipes (cabinets and lavatory area) – no openings.
- Tub and toilet sealed at floor.
- Proper size of fireplace hearth (20 in. out and 12 in. to each side).
- Smoke detectors installed on each level, each bedroom & hall areas - interconnected
- Electric light required at crawl space and in attic area.
- Check attic for insulation & baffles.
- Pull chain or light in closet must be a minimum of 10 in. to storage area. No bare bulbs.
- Final cleaning of interior.
- Check if doorbell is operating
- Porch steps and rails.
- Stoops, steps and walks complete.
- Window wells cleaned and filled with gravel.
- Check for gutters and downspouts.
- Weatherproof GFI outlet required on exterior of residence.
- Final Grading.
- Check driveway – After May 1, driveway shall be asphalt or concrete.
- Caulk exterior – wood to brick – masonry, etc.
- Check exterior of building for completion and possible damage.
- Check for eave and/or gable vents installed.
- Weep holes in masonry.
- Chimney height.
- Hard surface street (binder course minimum).
- Check lot for construction debris, etc.
- House numbers 4 in. or larger.
- Post light with photocell.

NOTE: NO FINAL OCCUPANCIES ISSUED ON FRIDAY