VILLAGE OF BROOKFIELD

Building Department -- 8820 Brookfield Avenue, Brookfield, IL 60513 -- 708-485-7344 x 3
permits@brookfieldil.gov

New One- and Two-Family Residential Construction Checklist

Property Address: _____, Brookfield, IL 60513

Contact Person: _____ Best Contact Number: _____

The following items must be submitted with the permit paperwork:

- Complete Building Permit Application
- 2 copies of a current plat of survey
- Construction Documents: You will need to submit 2 sets of plans that are; signed, sealed, stamped and show an expiration date by a licensed architect or structural engineer. Please ensure all pages are stamped.
- Cover Sheet
    - There must be a cover sheet with the drawings that include the current codes.
    - Must include the property address, detailed description of the work and a site plan.
- Site Plan
    - Must include the following: North arrow, street names, number of stories, all dimensions, setbacks, location of A/C condensers and utilities, as applicable, paved areas, decks, trees, 6-foot-high construction fence and new construction clearly shown from existing with silt fencing around the entire property.
- Civil Engineering Drawings
    - Must show proposed grading plan along with storm water management if the structure is over 300 square feet.
- Complete Zoning Analysis Form
- Energy Analysis (In conformance with the 2021 International Energy Conservation Code, showing table R402.12 2021 IECC)
- Water Service Size Calculation Worksheet and Fixture Count according to the Illinois State Plumbing Code
- Sprinkler Systems
    - Designed in accordance with NFPA 13 D.
    - Sprinkler System is required in new buildings and structures in existing Group R occupancies. Newly constructed portion of additions to existing buildings and structures that add 50% or more to the existing gross floor area of the building.
    - Please refer to section 903.2 of the 2021 International Fire Code.
- Drywall
    - Install 5/8 Type X on all walls and ceilings.
- Floor Plans
    - Floor plans must be to scale.
    - Include room/space names, full dimensions, detail references, door and window tags, egress windows labeled, etc.

- Roof Plans
    - Roof plans must include full dimensions, detailed references, etc.
- Structural Framing
    - Indicate on the plans all header sizes and spans.
    - If using a masonry design, show the size of the proposed lintels or I beams with details.
    - For decks, show piers and beam to post connections.
- Fire Rated Construction
    - Plans must indicate all exterior walls that are fire resistant according to tables 302.1(1) and 302.1(2)
- Exterior Elevations
    - Mean and parapet heights
    - Windowsill height from finished floor
    - Exterior finishes
    - Downspout discharges
    - Details regarding emergency escape window wells
- Stair Plans and Details
    - Fully dimensioned width, landing depths, riser, treads, winders, handrails, guardrails, railing spindles, etc per 311.7.1 and 312.1.
- Light and Vent Schedule
    - Light minimum 8% of floor area
    - Outdoor air minimum 4% of floor area
- Door and Window Schedules for new or modified doors and windows, size and location.
- Building/Wall Section
    - Show a complete section from footing to peak of roof with all details and measurements.
    - Label all framing details and insulation.
    - Show floor elevations with roof pitch.
- Wall Bracing
    - Show all bracing for walls less than 4 (four) feet using various braced panel and other methods.
- Prefab Truss Drawings (as applicable)
    - Must be signed and sealed by a licensed Illinois structural engineer.
    - Also pertains to information regarding TJIs or open web floor joists.
- Electrical Plans must include the following: lighting and power plans, equipment schedules, panel schedules, load calculations, panel locations, size of service and specifications. All conductors shall be in metal conduit excluding low voltage.
- Mechanical Plans must include the following: Supply, return, exhaust, equipment, location CFM supplied returned or exhausted, manuals S, J & D and R8 insulation in unconditioned spaces.
- Plumbing Plans must include the following: Fixture schedules, riser diagrams, ejector basin and sump pump locations, drain tile as applicable, ISO drawings, etc.
- Construction Fence is required around all excavations, demos and construction sites in order to protect the public. Fence shall be 6 (six) feet high and fully sand bagged, or posts driven down 3 (three) feet to prevent wind from blowing the fence down and creating a nuisance. Silt fencing is required and will be provided by contractors wherever excavating and must be properly imbedded into the ground.
- Sidewalk Canopies will be required for all construction work abutting the Village's public walks or driveways to ensure protection for pedestrians and Village properties.
- Temporary Toilet Facilities will be provided by contractors on site if the structure lacks plumbing facilities.
- Climatic and Geographic Design Criteria – Show IRC Table R301.2(1) for zones
- Live Loads – Show IRC Table 301.5

The Village of Brookfield uses the following codes:

2021 International Residential Code
2023 National Electrical Code
2021 International Building Code
2021 International Energy Conservation Code
2021 International Property Maintenance Code
2021 International Existing Building Code
2021 International Fire Code
State of Illinois Plumbing Code
2021 International Swimming Pool and Spa Code
2021 International Mechanical Code
2021 International Fuel Gas Code
2021 NFPA 101 Life Safety Code

*Brookfield Village Code local amendments

*Please access the Village Code and Zoning Map at www.brookfieldil.gov for all local amendments to the codes.

Work done without a permit is subject to triple the permit fee.

All contractors listed on this permit must be registered with the Village. Please see and complete the Contractor Registration Application for required registration documents and information. Any contractors working without registering with the Village of Brookfield are subject to a fine up to $750 and/or a stop work order.

Permitted construction work may only be done during the following hours:

Monday through Friday: 7:30am to 7:00pm
Saturdays: 8:00am to 6:00pm
Sundays and Holidays: 9:00am to 5:00pm

Contact Information:

Village of Brookfield – Building Department
8820 Brookfield Avenue
Brookfield, IL 60513

Website: www.brookfieldil.gov
Email: permits@brookfieldil.gov
Phone: 708.485.7344 x3

NEW SINGLE FAMILY or REMODEL

Application Checklist

Must be completed in full & submitted with permit application

Part 1 – Submittal Requirements

I certify that the following items have been included as part of a complete new single family or remodel permit application:

- ◯ Completed and signed Building Permit application
- ◯ If the project is to be completed using a contractor, the applicant is to provide a copy of the signed contract in connection with the work being completed and ensure that the contractor is registered with the Village.
- ◯ *If the project is to be completed without contractor assistance, the homeowner is to provide a detailed scope of work, materials list and a signed homeowner's waiver accepting liability for the performed work.*
- ◯ Refer to the new one- and two-family residential construction checklist

Part 2 – Zoning Acknowledgments of Chapter 62 of the Village Code

The applicant hereby acknowledges and will show on the plans submitted for permit, the following requirements:

- ◯ Zoning district has been reviewed and the property is in the A, A-1, A-2 or A-3 zoning district.
- ◯ Plans show a minimum of 40% green/open space of the lot. Driveways, decks, sidewalks & patios are not greenspace.
- ◯ Maximum height is no more than 35 feet or 2.5 stories, whichever is less (Sec. 62-75 of the Village Code)
- ◯ Maximum building coverage including house, garage and shed is 30% to 40% depending on lot. (Sec. 62-75 of the Village Code)
- ◯ Side setbacks for the home is 5 feet to the drip edge. Front setback is 25 feet; or the front setback may be within 3 feet of the average of the home homes immediately adjacent to the property or the average of the homes on the block.
- ◯ If 50% or more of gross floor area is added or if the project is considered new construction, it must include automatic fire sprinklers.
- ◯ If 300 square feet of impervious surface is added that cannot drain to the right-of-way, it must include stormwater management on site. A flow diagram and/or a site grading plan may be required with stormwater calculations.
- ◯ If the lot has alley access, a curb cut & apron off the street is not permitted.
- ◯ If the lot does not have alley access, a curb cut & apron extending to the driveway with a parking space or garage is required in the side or rear yard. Front yard parking is prohibited.
- ◯ If the addition is on the second story, it may follow the first-floor footprint & not change drip edge. Even if the existing first floor encroaches upon setbacks.
- ◯ If the lot does not have alley access, a curb cut & apron must extend to the side or rear yard parking or garage. Front yard parking is prohibited.
- ◯ An unenclosed front porch may encroach 5 feet from the building line into the front setback.
- ◯ If this is new construction, it must meet width/street frontage & square footage requirements. (Sec. 62-75 of the Village Code.

Signature of Owner or Authorized Agent: _____

Printed Name of Owner or Authorized Agent: _____

Date: _____