



ONE & TWO FAMILY **RESIDENTIAL PERMIT GUIDE** **MAY 2010**

AN OVERVIEW OF THE PERMIT REVIEW PROCESS

East Moline has adopted the 2009 International Residential Code for Construction, Addition Prefabrication, Alteration, Repair, Use Occupancy and Maintenance of Detached One and Two Family Dwellings and One Family Townhouses not more than three stories in height, and their accessory structures.

City of East Moline
912 16th Avenue
East Moline, Illinois 61244
(309) 752-1599

Inspector's Office Hours

Monday - Friday
7:00 - 9:00 AM
12:30 --1:30 PM
3:30 - 4:30 PM

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ACTIVITY REQUIRING A PERMIT:

New Construction	Garages	Room Additions	Siding
Excavations	Electrical Work	Replacement Windows	Pools
Sidewalk	Demolitions	Plumbing Work	Roofing
Driveway-Approaches	Mechanical Work	Utility Bldg. (Over 120 Sq. Ft.)	

Note: This is a partial list.

I. PLANS FOR RESIDENCE

Submit (2) two complete sets of plans, which should include the following:

- A. Site plans – Based on property survey or recent subdivision plat. (If you have questions, please contact Development Services)
- B. Footing/Foundation Plan
- C. Floor Plans of Each Level
- D. Front, Rear, and Side Elevations
- E. Typical Wall Section

NOTE: BEFORE FILLING OUT AN APPLICATION PLEASE CONTACT BUILDING INSPECTOR. Upon submittal of a complete application and attachments, that meets all code requirements (determined by City Staff) a permit will be issued in 10 days or less. An approved set of drawings shall be kept at the job site at all times (**stamped by city**).

II. CONTRACTOR REQUIREMENTS

A. GENERAL CONTRACTORS:

1. Must be registered with the City of East Moline – (\$50.00 Fee)
2. Obtain and supply original copy of \$10,000.00 Code Compliance Bond
3. Provide a Certificate of Insurance w/ minimum \$100,000.00 each occurrence of property damage and \$300,000.00 each occurrence of personal injury or bodily harm.
4. Provide proof of Worker’s Compensation Insurance. Not required if no employees and a notarized Sworn Statement to that effect is provided.
5. A Roofing License from the State of Illinois is required from all contractors involved in new or replacement roofing.

B. ELECTRICAL CONTRACTORS:

1. Must be registered with the City of East Moline – (\$50.00 Fee)
2. Obtain and supply original copy of \$10,000.00 Code Compliance Bond.
3. Provide a Certificate of Insurance w/ minimum \$100,000.00 each occurrence of property damage and \$300,000.00 each occurrence of personal injury or bodily harm.
4. Provide proof of Worker’s Compensation Insurance. Not required if no employees and a notarized Sworn Statement to that effect is provided.
5. Provide copy of current Electrical License – We accept Licenses issued from other Quad City area localities.

C. PLUMBING CONTRACTORS:

1. Provide copy of current State of Illinois Plumbing Contractor Registration Number (055-) and license Number of Plumber of Record (058-)
2. Provide \$50.00 Filing Fee

D. MECHANICAL CONTRACTORS:

1. Must be registered with the City of East Moline- (\$50.00 Fee)
2. Obtain and supply original copy of \$10,000.00 Code Compliance Bond.
3. Provide a Certificate of Insurance w/ minimum \$100,000.00 each occurrence of property damage and \$300,000.00 each occurrence of personal injury or bodily harm.
4. Provide proof of Worker's Compensation Insurance. Not required if no employees and a notarized Sworn Statement to that effect is provided.
5. Provide copy of current license. Licenses issued by other Quad City area localities are acceptable.

* All work performed in the City of East Moline must be by a Registered and Licensed Contractor meeting the requirements above.

* EXCEPTION: The owner/occupant of a residential property may obtain a permit and perform work on his/her own residence if they demonstrate adequate knowledge of the trade. An owner of Rental Property must use Registered/Licensed Contractors.

III. GENERAL MINIMUM BUILDING REQUIREMENTS

A. FOOTING SIZES (Up to two stories):

1. Minimum depth – 42" below grade
2. Minimum 16" x 8"
3. Minimum 20" x 10" under brick veneer
4. Masonry chimney – 12" thick
5. Rule of thumb – minimum 4" of concrete outside of any brick, block, or poured wall

B. FOUNDATIONS

1. Top of foundation shall be a minimum of 12" plus ¼" per foot of the building setback above the top of curb.
2. Standard framing- 8"
3. Supporting brick veneer – 10"
4. Trench foundations may be used with slab construction.
5. Width: 8" for framed
6. 10" for brick veneer
7. Depth: 42"
8. All wing walls must be reinforced w/#4 re-bar
9. All wood in contact with concrete or masonry shall be treated with an approved preservative and shall have an approval stamp applied.

C. BASEMENTS

1. Floor – 4" minimum of clean stone (1/2" to 2"), 6 mil vapor barrier, and 4" of concrete.
2. Minimum of one egress window or door or second set of stairs (All bedrooms must have second egress).
3. Floor drain near furnace and water heater.
4. At least one light switched at top and bottom of stairs.
5. All receptacles GFI protected if basement is unfinished.
6. Radon vent installed (see Health Department handout).
7. Electrical panels, furnaces, and hot water heaters must have at least 36" clear space in front for service.

D. CRAWL SPACE

1. Wood joist within 18" and support beams within 12" of ground must be treated lumber.
2. An access of a minimum of 18" x 24" is required.
3. Ventilation openings of one square foot for every 150 sq.ft. of under-floor space.
4. Graded under-floor covered with six-mil vapor barrier.

E. FLOOR SLABS – INTERIOR

1. Minimum 4" of concrete, w/vapor barrier and 4" of stone
2. Rigid perimeter insulation required on exterior walls, except in garage.

IV. HABITABLE AREA

A. LIVING AREA

1. Handrails are required for stairs with more than three risers. When serving an occupant load of less than 10 the minimum tread size is 10" and the maximum riser height is 7—".
2. Minimum room sizes are at least one room at least 120 sq. ft. and no room except kitchen less than 70 sq. ft.
3. A 110-volt smoke detector w/battery backup is required in each bedroom, one in hall outside each group of bedrooms, and a minimum of one on each floor and basement.
 - a. Battery powered detectors may be used in existing homes in lieu of hardwired detectors.
4. Each bedroom shall have a second means of exit provided – either a door to the exterior or a window less than 44" off the floor and a minimum open area of 5.7 square feet.
5. An attic access at least 22" x 30" shall be provided in all attics with a height of more than 30" at any point.
6. All walls containing a 4" or larger plumbing pipe shall be built of 2" x 6" or larger.
7. Main egress door, normally the front door, must be at least 36" in width. Double cylinder deadbolts are not allowed on the main egress door.

B. GARAGE

1. Top of finished floor of garage minimum of ¼" per foot of the building setback above the top of curb.
2. Must be separated from living area with ½" drywall on walls and ceiling and door to living area must be a 2'8" wide, 1 ¾" solid core wood door or 1 ¾" steel door.
3. All outlets must be GFI protected (unless for a dedicated appliance).
4. Any gas appliances must be a minimum of 18" above floor and protected from vehicles.
5. Service doors to outside must have switched exterior light.

V. PLUMBING, ELECTRICAL and HVAC REQUIREMENTS

A. BASIC PLUMBING REQUIREMENTS

1. Minimum 1" supply line to water meter and all potable water lines must be copper.
2. All underground waste pipe to be cast iron
3. Metal pan (or equal) with drain to exterior must to be installed under any washing machine located above the first floor.
4. Metal pan (or equal) with drain to exterior to be install under any hot water heater located above the first floor.
(See Radon Attachment)

B. BASIC ELECTRICAL REQUIREMENTS

1. All outlets in garages, bathrooms, unfinished basements, any exterior locations, and over kitchen counters must be on GFI.
2. Each room must have outlets spaced no farther than 12' apart.
3. Each wall space 24" or wider must have an outlet.
4. Each 4' of kitchen counter space must have an outlet as well as each counter 12" or wider, including "island and peninsula" counters.
5. Each room must have either a switched overhead light or a switched outlet. If there are two entrances to a room, there must be a switch at each entrance.
6. Every exterior door must have a switched outside light, including sliding glass doors and garage service doors.
7. All smoke detectors must be wired together so if one is activated they all sound an alarm. (new construction only)
8. All whirlpools, hot tubs, and spas must be on a GFI circuit.
9. No switches or outlets can be closer than 4' to the edge of a tub or shower.
10. Any lights above tubs or showers must be waterproof and on a GFI circuit.
11. Minimum electrical service size: 100 amps
12. Minimum wire size: #12 AWG

C. BASIC MECHANICAL REQUIREMENTS

1. Heating facilities capable of maintaining a room temperature of 70 degrees F. at a point three feet off the floor must be provided.
2. Prefab fireplaces must be UL (or equal) listed, and manufacturer's instructions followed and copy left on site for Inspector.
3. Gas lines must be pressure tested before gas meter is installed.

**THE PRECEDING REQUIREMENTS ARE THE MINIMUM ALLOWED
AND DO NOT INCLUDE ALL REQUIREMENTS...RATHER AN
OVERVIEW OF THE MOST COMMON ITEMS THAT MAY OCCUR.**

BASIC RADON RESISTANT CONSTRUCTION REQUIREMENTS

- ❖ A uniform layer of clean aggregate, a minimum of 4 inches thick shall be placed under all concrete floors.
- ❖ A 3" or 4" plastic T-fitting shall be placed in the aggregate, and a vertical stubbed section installed above the finished floor grade.
- ❖ A minimum of 6 mil vapor barrier shall be placed on top of the gas permeable layer prior to concrete pour.
- ❖ Large openings through concrete slabs such as voids around the toilet, bathtub and shower drains shall be filled with a material so as to be airtight.
- ❖ All control joints, construction joints, pipe penetrations, and any other joints in concrete floors, and at the floor-wall juncture shall be sealed so as to be airtight in finished basement occupancies.
- ❖ Sump pits shall be covered with a gasketed or otherwise sealed lid.
- ❖ The radon gas tight pipe shall extend through the interior wall as near vertical as practical, and shall exhaust through the highest roof portion, and terminate at least 12 inches above the roof surface, and as close to the roof ridge as possible.
- ❖ To facilitate a centrally located and vertical extension of the gas tight radon vent pipe, it is recommended that the "pipe chase" be enlarged to accommodate the gas tight radon vent pipe as well as other furnace and water heater vents.
- ❖ When extending the radon vent in the attic space, please provide a minimum of 36 inches of vertical run for potential fan installation if indicated.
- ❖ Electrical outlet installed in attic within 4' of stack for potential fan installation.
- ❖ Radon vent pipe must be 3" or 4" diameter PVC, and 4" pipe should always penetrate the roof to reduce frost cone formation in the cold winter months.
- ❖ To ensure against restricting air-flow at the T-fitting or L-fitting, a length of perforated pipe should be laid in the gravel.

NOTICE TO GENERAL CONTRACTORS

4-1-8 HOURS OF OPERATION: It shall be unlawful for any person to engage in construction or demolition activities in any residential zoning district at any time other than between the hours of seven o'clock (7:00) a.m. and eight o'clock (8:00) p.m.

On several occasions, the City of East Moline has received complaints from surrounding property owners regarding new construction in subdivisions, problems of dirt on streets, open burning, and inability to safely drive through the development because of unregulated parking. As a result, the City must require the following:

1. ABSOLUTELY NO OPEN BURNING.
2. Parking must be limited to no more than one side of the street.
3. Streets must be kept clean. Every effort must be utilized to prevent or limit the amount of dirt that is tracked on the street from trucks.
4. Foundation elevation (minimum) 12" plus 2% (1/4" per foot) above street gutter (IRC 403.1.7.3).

**PLEASE REMEMBER, YOU ARE RESPONSIBLE FOR YOUR CREWS OR
SUBCONTRACTORS TO MAKE SURE THESE REQUIREMENTS ARE STRICTLY
ADHERED TO.**

After you have read this notice, please sign below. This signed document will be attached to your blueprints.

Contractor

Date

Phone Number

PERMIT NO. # _____



BUILDING FEE SCHEDULE

\$100.00	to	\$500.00	\$25.00
\$501.00	to	\$600.00	\$27.00
\$601.00	to	\$700.00	\$30.00
\$701.00	to	\$800.00	\$33.00
\$801.00	to	\$900.00	\$36.00
\$901.00	to	\$1,000.00	\$40.00
\$1,001.00	to	\$1,100.00	\$42.00
\$1,101.00	to	\$1,200.00	\$45.00
\$1,201.00	to	\$1,300.00	\$48.00
\$1,301.00	to	\$1,400.00	\$50.00
\$1,401.00	to	\$1,500.00	\$55.00
\$1,501.00	to	\$1,600.00	\$57.00
\$1,601.00	to	\$1,700.00	\$60.00
\$1,701.00	to	\$1,800.00	\$63.00
\$1,801.00	to	\$1,900.00	\$65.00
\$1,901.00	to	\$2,000.00	\$70.00
\$2,001.00	to	\$3,000.00	\$83.00
\$3,001.00	to	\$4,000.00	\$100.00
\$4,001.00	to	\$5,000.00	\$110.00
\$5,001.00	to	\$6,000.00	\$125.00
\$6,001.00	to	\$7,000.00	\$140.00
\$7,001.00	to	\$8,000.00	\$153.00
\$8,001.00	to	\$9,000.00	\$167.00
\$9,001.00	to	\$10,000.00	\$180.00
\$10,001.00	to	\$11,000.00	\$195.00
\$11,001.00	to	\$12,000.00	\$210.00
\$12,001.00	to	\$13,000.00	\$223.00
\$13,001.00	to	\$14,000.00	\$237.00
\$14,001.00	to	\$15,000.00	\$250.00
\$15,001.00	to	\$16,000.00	\$265.00
\$16,001.00	to	\$17,000.00	\$280.00
\$17,001.00	to	\$18,000.00	\$293.00
\$18,001.00	to	\$19,000.00	\$307.00
\$19,001.00	to	\$20,000.00	\$320.00
\$20,001.00	to	\$21,000.00	\$335.00
\$21,001.00	to	\$22,000.00	\$350.00
\$22,001.00	to	\$23,000.00	\$363.00
\$23,001.00	to	\$24,000.00	\$377.00
\$24,001.00	to	\$25,000.00	\$390.00
\$25,001.00	to	\$50,000.00	\$391.00 + \$10.00/1000
\$50,001.00	to	\$100,000.00	\$644.00 + \$ 7.00/1000
\$100,001.00	to	\$500,000.00	\$994.00 + \$ 6.00/1000
\$500,001.00	to	\$1,000,000.00	\$3234.00 + \$ 5.00/1000
\$1,000,001.00	and up		\$5610.00 + \$ 7.00/1000

WORK TO BE COMPLETED BY:
 Homeowner Contractor



APPLICATION FOR *RESIDENTIAL* BUILDING PERMIT

One & Two Family Only

Address of Permit _____

Owner _____

Owner's Address Same as Above _____

Phone Number _____ **2nd Phone** _____

WORK TO BE COMPLETED:		
<input type="checkbox"/> Roofing _____ # of Squares <input type="checkbox"/> Tear Off <input type="checkbox"/> Layover of single layer	<input type="checkbox"/> #____ Replacement Window(s)	<input type="checkbox"/> #____ Replacement Door(s)
<input type="checkbox"/> Siding _____ # of Squares	<input type="checkbox"/> Utility Shed _____ s.f.	<input type="checkbox"/> Garage _____ s.f. *
<input type="checkbox"/> Single Family Dwelling *	<input type="checkbox"/> Duplex/2 Unit Condo *	<input type="checkbox"/> Addition _____ *
<input type="checkbox"/> Swimming Pool <input type="checkbox"/> In Ground * <input type="checkbox"/> Above Ground	Other:	
* Site Plans/Drawings must be submitted and accompanied by approval of City Planner.		

Contractor Information
CONTRACTOR NAME _____
CONTRACT PRICE/ VALUATION \$ _____

Acceptance of this application does not represent approval of any work or procedure that does not meet the requirements of the 2009 International Residential Code. Applicant states with signature below that work will not commence until application has been received and processed by the City of East Moline and that all required inspections will be called for at the appropriate intervals.

Applicant's Signature _____ **Date** _____

PERMIT FEE \$ _____
