

Village of Bull Valley

Permit Submittal Requirements & Required Inspections

Standard Permit Submittal Requirements

(As a general rule of thumb, the following items are typically required to obtain a permit.)

1. NEW RESIDENTIAL HOME CONSTRUCTION

- Proof of Variance (if required)
- Completed Permit Application signed by all property owners of record (to include contractors and subcontractors certification numbers, mailing addresses and phone numbers)
- (2) Two sets of complete building plans (to include wall section, window and door schedule etc.) Must be signed and sealed by a Licensed Architect or Structural Engineer
- (1) One copy of Survey of Property (with all easements shown, including pipeline if applicable.)
- (2) Two copies of site plan (with all setbacks, lot sizes, and building locations for construction.)
- (1) One copy of well and septic permit from McHenry County Health Dept.
- (2) Two copies of Erosion Control Plan
- Tree Inventory (Municipal Code Section 12.14 K)
- Culvert/Driveway Permit (if required)
- Number of Acres and Zoning of Property
- PIN Number of Property
- Township where property is located

2. ADDITIONS, REMODELS, ACCESSORY BUILDINGS, DECKS & SWIMMING POOLS

- Completed and Signed Permit Application (to include contractors certification number, mailing addresses and phone numbers)
- Site Evaluation from County Health Department (if required)
- (2) Two sets of complete building plans (to include wall section, window and door schedule etc.) Must be signed and sealed by a Licensed Architect or Structural Engineer
- (2) Two copies of site plan (with all setbacks, lot sizes, existing building locations and building location for new construction, including trees within 50 feet of construction area)
- (1) Survey with all easements delineated, including pipeline easement if applicable.
- (2) Two copies of Erosion Control Plan (if required)

3. EXCAVATION OR SITE PREPARATION

- Completed and Signed Permit Application (to include contractors certification number, mailing addresses and phone numbers)
- (2) Two copies of site plan (with all setbacks, lot sizes, existing building locations and building location for new construction shown)
- (1) Survey with all easements delineated, including pipeline easement if applicable.
- Tree Inventory (Municipal Code Section 12.14 K)

***Any construction (new home, addition, remodel, accessory building, deck, swimming pool, ground-mount solar, excavation) must submit proof of approval/or acceptance regarding the Storm water Review required by the County. ***

Required Inspections

(In order to allow inspection of a building project at all necessary phases, without causing delay for the owner, the owner and/or contractor shall request all required inspections.

(As a general rule of thumb, the following inspections are required.)

- **Footings/slab** – after formed, but before concrete is poured.
- **Foundation** – poured/installed with outside drain tile and stone and prior to backfilling
- **Rough Carpentry, HVAC, Electrical and Plumbing** - test on
- **Drain-tile/Basement Floor** – interior drain tile, stone/sand and vapor barrier installed prior to pouring concrete
- **Under-floor Plumbing** – test on
- **Electrical service** – prior to energizing
- **Insulation** – with vapor barrier prior to drywall
- **Final Carpentry, HVAC, Electrical and Plumbing** – prior to occupancy
- **Erosion Control** – throughout construction and until grass has stabilized the yard

Failure to request any required inspection is the responsibility of the contractor and/or the property owner. No construction shall be deemed approved by default or lack of inspection by the Building Inspector.

The expense of uncovering or exposing any work which must have been inspected, where such inspection was not done due to the failure to request such inspection by the owner/contractor, is the responsibility of the contractor or property owner.