

# CITY OF BATAVIA

## RESIDENTIAL ALTERATIONS REQUIREMENTS



City of Batavia  
Building Division  
Community Development Department  
100 North Island Avenue  
Batavia, Illinois 60510  
Tel: (630) 454-2700  
Fax: (630) 454-2775  
<http://www.cityofbatavia.net>

*Please direct all questions to the City of Batavia Building Division of the Community Development Department, Monday through Friday from 8 AM to 4 PM at (630) 454-2700.*

*This is a summary of the City of Batavia Ordinances affecting alterations to an existing building. This is intended to interpret and explain the ordinances but does NOT represent or replace the actual ordinance language. Every effort has been made to ensure the accuracy and timeliness of this information.*

*01/2014*

### Before Starting:

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- A building permit is required for any addition, basement finish, kitchen and bathroom remodel, window and door replacements, and or any type of alteration to a home which involves framing, electrical, and plumbing or mechanical equipment replacement.
- Cosmetic upgrades, such as replacing bath or kitchen **countertop only**, plumbing fixtures repaired or replaced in the same location without any new piping installation, finish flooring, electrical switches, receptacles and lighting fixtures in the same location without new wire installation, do not require a permit.
- In some cases, an additional permit for demolition may be required when removing an existing portion of the structure's exterior walls as part of the remodel.

### Application Procedures:

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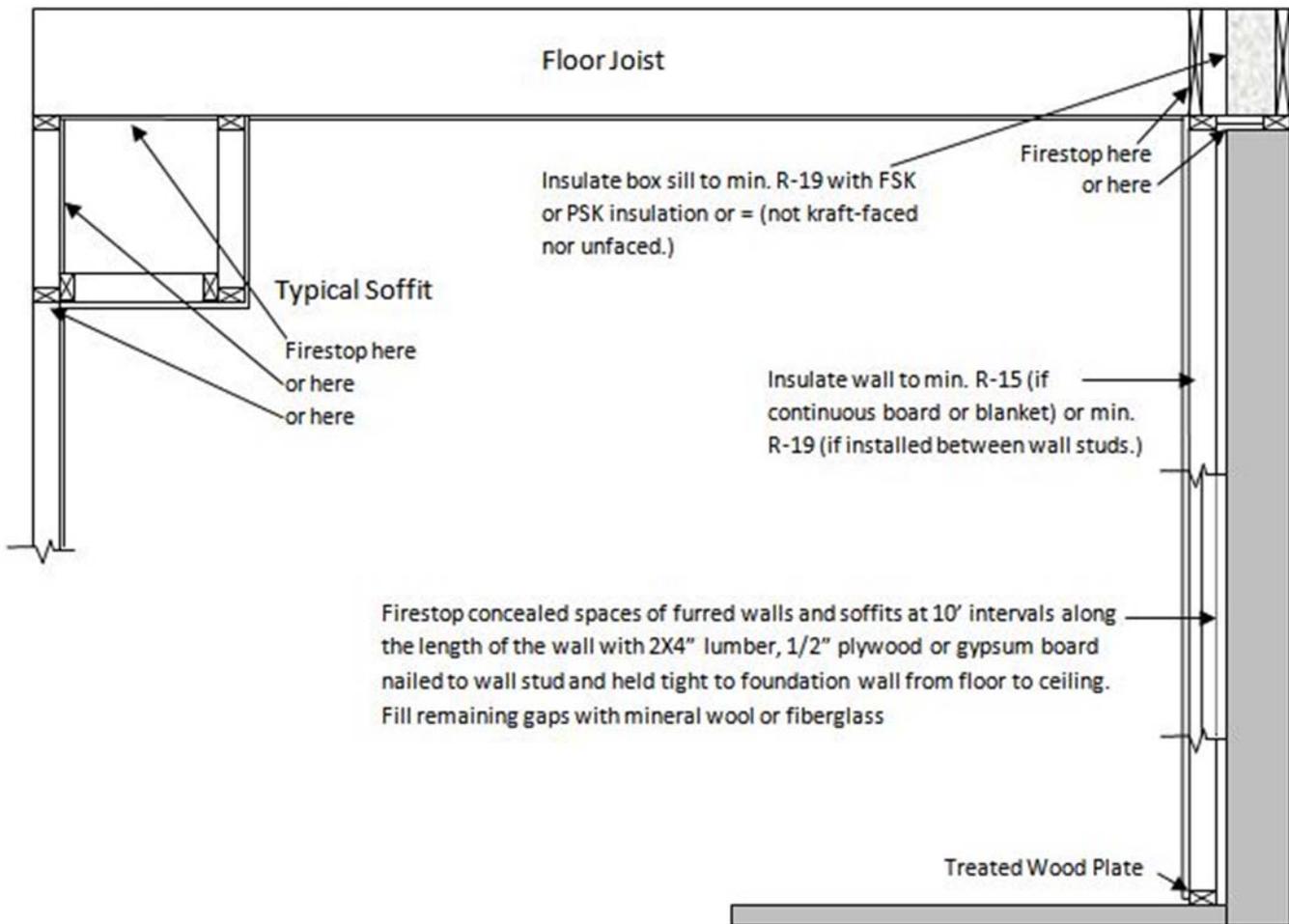
- Submit a completed Building Permit Application to the City of Batavia Building Division of the Community Development Department.
- Pay required minimum submittal fee. Additional fees may be due at time of permit issuance, depending upon gross area of addition and or valuation of the project or a combination of both and plumbing inspections when required.
- If plumbing work is part of the project, a completed "Residential Plumbing Review Sheet" shall be completed and submitted.
- Provide a copy of the plumbing contractors Illinois License Registration and an original notarized "Letter of Intent" signed by the plumbing contractor. If you, the homeowner, are completing all plumbing work, a notarized Letter of Intent signed by you is required.
- Submit two sets of plans. If the renovation includes an addition or increased foot print of the structure, a plat of survey shall be submitted. **The survey shall be to scale, not reduced or enlarged when copied.**

- Attach copy of contractor's contract for valuation purposes. If no contract is submitted or the property owner is acting as the contractor, the most current ICC Building Valuation Data cost per square foot will be used.
- Attach two copies of plans. Plans shall include existing conditions and the proposed renovations. Plans shall include sufficient detail to demonstrate compliance with the City of Batavia adopted Building Codes and Ordinances. The drawings shall be as accurate as possible, drawn to 1/8": 1' or greater scale, include dimensions, walls, cabinets, fireplaces, receptacles, switches, lighting, smoke/carbon monoxide detectors, ceiling and exhaust fans, new sump or ejector pits and rooms identified as to proposed use.
- Framing details shall include a typical wall detail, header sizes, beam and column sizes and if engineered lumber is specified, the manufacturers Sizing Tables.
- Basement finish plans additionally shall indicate each room, soffit and drop ceiling heights, electrical panel location, sump and ejector pit locations and mechanical room with gas appliances btu/h input for each. Gas furnace and water heater areas shall have sufficient venting and combustion air. This may be accomplished with a louvered door at the entrance to the room, or high and low openings within 12" of top and bottom of wall from an adjacent space sized for btu/h capacity (minimum 100 sq. inches each), or bring ducted air in from the exterior to the space. Refer to IRC, Chapter 17 for specific details of each.
- When new or replacement stairs are proposed, provide a typical stair detail delineating riser height, tread depth and nosing projection, handrail and guardrail specifications.
- When new or replacement windows / doors are proposed, provide opening sizes and their U-factor values. Provide framing details as applicable.
- Identify size and location of all windows, noting required egress windows. Bedrooms shall have a second means of egress such as a window or second door to the outdoors. Egress windows in basement bedrooms shall be 36" maximum above floor level, other than basement bedrooms, egress windows shall be 44" maximum above floor level. A bedroom is defined as any enclosed room with a closet. This may include a "den", "study", "playroom" or "office".
- When the thermal envelope of the structure is to be altered, provide R-value of insulation in affected walls and or ceilings.
- Plans shall indicate location of all supply/returns for forced air heating or alternate means of heat such as hot water or electric base board heaters.
- Combination arc fault breaker protection for bedroom electrical branch circuits, lighting and receptacles for example, shall be provided. This includes smoke/CO detectors.
- GFCI protected receptacles are required in bathrooms and kitchens.
- All bathroom exhaust fans shall be vented to the exterior with an insulated dedicated duct.

## **Homeowner/Contractor Responsibilities**

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- Schedule the required inspections with the City of Batavia Building Division of the Community Development Department. Please schedule inspections at least 48 hours in advance to insure that we can meet your schedule. Additional inspections, other than those listed on the Permit Placard may be required, depending upon the scope and complexity of the project.
- Make sure that the work is ready for inspection before the inspector arrives. To avoid a re-inspection fee, please cancel the inspection if the work is not ready.
- It is the owner's /contractor's responsibility to maintain a clean work site and remove construction debris in a timely manner. As warranted, a trash receptacle may be required.
- **ALL PERMITS SHALL CONCLUDE WITH A FINAL INSPECTION.**



No electrical junction boxes, water or gas valves, plumbing drainage clean outs or equipment requiring periodic servicing may be concealed behind gypsum board or other permanently installed wallboard.

Code-compliant combustion air must be provided to all fuel burning appliances.

Required Volume: 50 Cu.Ft. per 1000BTU/hr of aggregate input rating of each appliance.

Less Than Required Volume: Provide (2) permanent openings (of not less than 100 square inches) within 12" from top and within 12" from bottom of the space.

Every habitable room must be provided with supply and return air.

When alterations or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be equipped with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired.

**Exceptions:**

1. Inter connection and hard-wiring of smoke alarms in existing areas shall not be required where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for hard wiring and interconnection without the removal of interior finishes.