



600 Harvest Gate  
Lake in the Hills, IL 60156

(847) 960-7440  
Fax: (847) 960-7445  
www.lith.org

## **ADDITION PROCEDURES AND REQUIREMENTS**

**PLEASE NOTE:** Before you spend money for plans, etc., we recommend you bring in a copy of your “Plat of Survey”, indicating the location and size of your proposed addition. We’ll be glad to help you determine setbacks and answer other questions you may have.

**NEW CONSTRUCTION DOCUMENTS ARE REQUIRED TO BE PREPARED BY A REGISTERED DESIGN PROFESSIONAL.**

1. Submit a completed application.
2. Submit a copy of your “Plat of Survey” showing the location of your proposed addition, dimensions of the addition, dimensions to the property lines and any other improvements included with the addition (new patio, walk, etc.)  
( **The survey must show all existing structures/projects on the property**)
3. Submit a copy of your contractor’s plans and proposal showing complete details of the addition.
4. New construction built on existing foundations or second story additions constructed above an existing building will require a structural engineer’s report indicating all required alterations to the existing foundation, basement steel, etc. This report must certify that the existing or altered foundation is capable of supporting the new construction.
5. Plans for new construction must comply with the 2009 IECC, International Energy Conservation Code. Compliance materials must meet the intent of the code.
6. Plans for the new construction should include, but not be limited to the following:
  - . Two sets of plans drawn to scale.
  - . Foundation plan, floor plan for all levels, including all dimensions, functions, structural layouts, electrical layouts, plumbing and mechanical requirements

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- . Exterior elevations
- . Wall section indicating detail of foundation, walls, floors and roof
- . Indicate how new addition is being connected to the original building
- . If a driveway is included in this addition, either new or altered, the driveway must be completed within the 6 month period of the addition permit. An existing gravel driveway must be upgraded to a hard surface driveway during the same 6 month addition permit period.

7. Our LITH packet of information is available at the Community Development Department. Listed are the codes and amendments that we have currently adopted. This information can also be obtained from the website. [MunicipalCode/Chapter24](#)

8. Your contractor(s) must be licensed with the Village before your permit will be issued. Contractor license requirements are available at the Community Development Department or are listed on the website.

<http://www.lith.org> - Applications & Forms/Contractor Application

9. A letter of intent is required for all plumbing installations. See Contractor License Requirements on the website or visit the Community Development Department for these additional instructions.

10. Please allow a minimum of 5 to 10 days after submitting your application, survey and drawings for the review process before the permit will be issued.

11. SEVERAL INSPECTIONS ARE REQUIRED FOR YOUR ADDITION PERMIT. An addition permit is a 6 month permit and will expire at the end of that time. An approved final inspection must be obtained within the 6 month period. Inspections are completed Monday through Friday and must be requested 24 hours in advance.

**CAUTION: Contact J.U.L.I.E. 48 hours before you dig. 800-892-0123**

<b>CONSTRUCTION HOURS</b>
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<b>MONDAY THROUGH SATURDAY – 7:30 AM TO 8:00 PM</b>
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Cash, checks payable to Village of Lake in the Hills and credit cards (Master Card, American Express and Discover) are accepted.

HOMEOWNER IS RESPONSIBLE FOR THIS PERMIT IN ITS ENTIRETY. HOMEOWNER TAKES FULL RESPONSIBILITY FOR DAMAGES INCURRED DURING CONSTRUCTION. THIS INCLUDES DAMAGE TO THE PUBLIC RIGHT-OF-WAY, INCLUDING STREETS, CURBS, SIDEWALKS, DRIVEWAYS AND TREES.