

Building Inspections Department
111 S. Capitol Street, Pekin, Illinois 61554 – (309) 478-5370
Pekininspections@ci.pekin.il.us

SUBMITTAL REQUIREMENTS FOR RESIDENTIAL BUILDING PERMITS

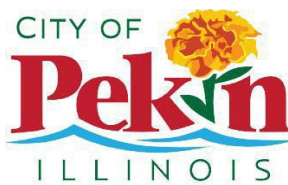
The following submittals are required prior to issuing a building permit. Failure to submit all requirements at the time of application will delay the review process. Construction and/or disturbance of soil prior to a building permit may result in fines and a Stop Work Order. Applications are accepted & permits issued between 8:00 a.m. and 5:00 p.m. Monday - Friday.

Plans are reviewed for compliance with the following codes: City of Pekin Zoning Code, 2014 State of Illinois Plumbing Code, 2015 International Residential Code, 2015 International Existing Building Code, 2017 National Electrical Code, and 2021 Illinois Energy Conservation Code.

State of Illinois law requires residential building permit applications to meet standards outlined in the 2021 Illinois Energy Conservation Code. These laws apply to permits for all new homes, home remodels, and changes in area from non-conditioned to conditioned space. Also, garage & accessory structures equipped with larger than a 100-amp electrical panel.

New Homes

- A valid 911 address. The City will assign an address if one does not exist at the time of permit application. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102mm) high with a minimum stroke width of 0.5 inch (12.7mm). (PM304.3)
- Proof of water and sewer
 1. A Sewer connection fee shall be required at the time of building permit issuance
 2. A Water service permit shall be required at the time of building permit issuance
- Submit a completed Erosion Control Plan including a Final Grading Plan
- Submit a completed Building Permit Application
- Construction plans drawn to scale. Minimum size 2' x 3' (1/4" = 1' minimum scale).
 1. Footing detail/foundation plan
 2. Cross sectional detail & floor layout
 3. Beam calculations
 4. Truss information & truss layout plan can be submitted at rough in inspection
 5. Deck plans, if applicable. Drawn to scale (indicate scale). Must include post size & spacing, beam size & spans, joist size and spans, footing size for corners and intermediates.
 6. All plumbing including rough in fixtures, floor drains, sewer ejectors and all water heaters.
 7. Modular, Log, and/or Package homes: Must provide stamped architectural or stamped engineered plans.
- Compliance with 2021 Illinois Energy Conservation Code
 1. Signed 2021 REScheck compliance report (www.energycodes.gov/rescheck) including: Inspection Checklist, Efficiency Certificate, Compliance Certificate
 2. Or, Prescriptive Method completed form and a signed basic REScheck report.
 3. Window/door schedules or manual information on assemblies separating conditioned from non-conditioned space. (Determined in accordance with Section R303.1.3 of the 2021 IECC)
- Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures. The driveway shall also be included on the site plan and all dimensions and curb cuts shall be shown
- Completed Permit Application(s)- Sub-contractors must apply for their own permits.
 1. Electrical Permit Application- must be a contractor Licensed within the City of Pekin if work performed by anyone other than homeowner.
 2. Plumbing Permit Application- must be an Illinois licensed plumbing contractor if work performed by anyone other than homeowner. A copy of their Illinois plumbing license & State plumbing contractor's license is required. If homeowner intends to complete the plumbing a letter of intent shall be required.
 3. HVAC Permit Application with required ACCA Manual J calculations. **If required by Chief Building Official-** must be a contractor Licensed within the City of Pekin if work performed by anyone other than homeowner.
- A list of names and phone numbers for all sub-contractors: Builder, Electrician, Plumber, HVAC Contractor, Insulator, Roofer, Lawn Sprinkler Contractor, and Fire Alarm/Sprinkler Contractor.
- Roofing License Number- per the Illinois Roofing Industry Licensing Act 225 ILCS 335.



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Room Additions

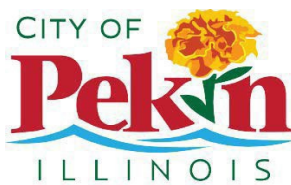
- Completed Building Permit Application
- Construction plans drawn to scale. Minimum size 2' x 3' (1/4" = 1' minimum scale). Indicate where new addition attaches to old building.
 1. Footing detail/foundation plan
 2. Cross sectional detail & floor layout
 3. Beam calculations
 4. Truss information & truss layout plan can be submitted at rough in inspection
 5. All plumbing including rough in fixtures, floor drains, sewer ejectors and all water heaters.
- Compliance with 2021 Illinois Energy Conservation Code
 1. Signed 2021 REScheck compliance report (www.energycodes.gov/rescheck) including:
Inspection Checklist, Efficiency Certificate, Compliance Certificate
 2. Or, Prescriptive Method completed form and a signed basic REScheck report.
 3. Window/door schedules or manual information on assemblies separating conditioned from non-conditioned space. (Determined in accordance with 303.1.3 of the 2021 IECC)
- Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures.
- Completed Permit Application(s), if applicable- Sub-contractors must apply for their own permits.
 1. Electrical Permit Application- must be a contractor Licensed within the City of Pekin if work performed by anyone other than homeowner.
 2. Plumbing Permit Application- must be an Illinois licensed plumbing contractor if work performed by anyone other than homeowner. A copy of their Illinois plumbing license & State plumbing contractor's license is required. If homeowner intends to complete the plumbing a letter of intent shall be required.
 3. HVAC Permit Application with required ACCA Manual J calculations (www.acca.org). **If required by Chief Building Official-** must be a contractor Licensed within the City of Pekin if work performed by anyone other than homeowner.

Interior Renovations/ Repair Alterations

- Completed Building Permit Application
- Construction plans drawn to scale. Minimum size 11"x17" (1/4" = 1' minimum scale).
- Include floor layout, cross sectional drawings, and site plan
- Detailed Scope of work explaining all demolition areas and what is being rebuilt. Any HVAC work, plumbing work, and electrical work. Materials being used on all disciplines.
- Completed Permit Application(s), if applicable- Sub-contractors must apply for their own permits.
 1. Electrical Permit Application- must be a contractor Licensed within the City of Pekin if work performed by anyone other than homeowner.
 2. Plumbing Permit Application- must be an Illinois licensed plumbing contractor if work performed by anyone other than homeowner. A copy of their Illinois plumbing license & State plumbing contractor's license is required. If homeowner intends to complete the plumbing a letter of intent shall be required.
 3. HVAC Permit Application with required ACCA Manual J calculations (www.acca.org). **If required by Chief Building Official-** must be a contractor Licensed within the City of Pekin if work performed by anyone other than homeowner.

Garages/ Accessory Structures/ Sheds

- Completed Building Permit Application
- Construction plans drawn to scale. Minimum size 11" x 17" (1/4" = 1' minimum scale).
 1. Cross Sectional detail
 2. Footing detail & foundation plans (structures 200 sq. ft or more in size)
 3. Floor Layout - including door openings, window openings and wall dimensions.
- Compliance with 2021 Illinois Energy Conservation Code, if required.
 1. Signed 2021 REScheck compliance report (www.energycodes.gov/rescheck) including:
Inspection Checklist, Efficiency Certificate, Compliance Certificate
 2. Or, Prescriptive Method completed form and a signed basic REScheck report.
 3. Window/door schedules or manual information on assemblies separating conditioned from non-conditioned space. (Determined in accordance with 303.1.3 of the 2021 IECC)
- Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures.
- If applicable, a completed electrical, plumbing and HVAC permit with required ACCA Manual J calculations (www.acca.org).



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Decks

- ☐ Completed Building Permit Application
- ☐ Construction plans drawn to scale. (1/4" = 1' minimum scale).
 1. Deck Detail - Post size and spacing, beam size and spans, joist size and spans, footing size for corners and intermediates.
 2. Aerial view of the deck with location of posts and dimensions between posts.
- ☐ Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures.

Swimming Pools

- ☐ Completed Swimming Pool Permit Application
- ☐ Completed Electrical Permit Application- must be a contractor Licensed within the City of Pekin if work performed by anyone other than homeowner.
- ☐ Completed Fence Permit Application (if new fence is being installed as a barrier for the swimming pool)
- ☐ Site Plan of the lot showing the proposed pool location and all distances to lot lines, other structures and trees and all underground and overhead power lines.
- ☐ Submit a Final Grading Plan