



Village of Mokena  
Community Development Department

*Planned Progress...*

*Pleasant Living*

11004 Carpenter Street, Mokena, IL 60448 Phone: (708) 479-3930 Fax: (708) 479-1137

# New Residential Construction Requirements & General Information For Builders



## 2016 Guide

[www.Mokena.org](http://www.Mokena.org)



**Department Information:**

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<b>Phone:</b>	<b>(708) 479-3930</b>	<b>Permitted Hours of Construction:</b>	<b>M-F: 7am-7:30pm*</b> <i>*Or Sunset, whichever is later</i>
<b>Fax:</b>	<b>(708) 479-1137</b>		<b>Saturday: 7am-5:30pm</b>
			<b>Sunday: <u>NO CONSTRUCTION</u></b>
<b>Office Hours:</b>	<b>Monday- Friday 8:30AM- 5:00PM</b>	<b>Inspector Hours:</b>	<b>M-F: 8:30am - 4:30pm</b>

**\*\* All inspections shall be scheduled with a community development department secretary at least 24 hours prior to the desired inspection date.**

**Department Staff:**

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**Community & Economic Development Director – Alan Zordan**  
**Village Planner – Kim Yockey**  
**Building & Planning Specialist – Matt Ziska**  
**Staff Engineer – Dan Peloquin**  
**Code Enforcement Officer – Richard Massey**  
**Administrative Secretary – Billie Smith**  
**Department Secretary/Clerical Staff – Lisa Sickles**

**Other Important Contacts:**

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**Mokena Police Department – (708) 479-3912**  
**Mokena Fire Department – (708) 479-5371**  
**Mokena Public Works Department – (708) 479-3927**  
**Mokena Street Department – (708) 479-3925**  
**Water and Sewer Tap on Inspections – (708) 479-3926**  
**J.U.L.I.E. – (800) 892-0123**



## Permit Submittal Procedures

The Village of Mokena uses an outside review consultant to conduct all plan reviews for new single-family homes. **All items shall be submitted directly to the Village, and are required to be separated into two individual submittals according to the following:**

### Village Submittal

- One (1) Original, completed permit application
- One (1) Folded architectural print
- One (1) Copy of the preliminary plat of survey
- One (1) REScheck copy (Energy Efficiency Verification)
- \$1,000 Plan Review Fee  
- Check made out to the Village of Mokena

### Consultant Submittal

- One (1) Copy of the completed permit application
- Three (3) Sets of folded architectural prints  
- 2 prints must be signed/sealed by the architect
- One (1) Copy of the plat of survey
- One (1) Signed REScheck (Energy Efficiency Verification)

\* Receipts of local contributions (high school, grade school, park district, fire district, library, and all other applicable contributions) can be submitted anytime during the review process, but are required **prior** to the issuance of the permit.

## Important Lot Requirements

- 1) A silt fence shall be installed and approved prior to permit issuance, and shall be maintained until landscaping has been completed. **The silt fence will also be inspected prior to scheduling the electric service connection with ComEd.**
- 2) A sign displaying the address and lot number of the property must be posted in the front yard. One real estate sign per street frontage is permitted.
- 3) A dumpster is required for all construction debris, and shall be emptied on a regular basis.
- 4) A portable toilet shall be located on site prior to the start of construction.
- 5) There shall be **NO OPEN BURNING** (with the exception of small masonry fires during cold weather). If the fire department is called to extinguish a fire, there will be a citation issued and a fine assessed.
- 6) Public streets and access drives shall be kept clear of debris and mud. Regular site clean-up is mandatory.
- 7) The B-box shall be located in the public right-of way. **DO NOT** place the b-box in the driveway, approach, or front yard. If the b-box is located in these areas it must be moved prior to the water/sewer inspection.
- 8) It is the responsibility of the general contractor to ensure that curbs and sidewalks have a ramp during construction to allow truck access. Any damage to public property must be repaired.



### ***(Important Lot Requirements Continued):***

- 9) The electric service shall not enter the building on the rear elevation unless approved by the Building Official. All trenching for underground electrical services shall be located on the side of the home closest to the ComEd pedestal and along the perimeter lot lines; **not through the rear yard.**
- 10) Driveways and retaining walls cannot be located in any designated easements.
- 11) Driveways must be at least 5' from any property line, and the width of the driveway cannot exceed the width of the garage.
- 12) Every lot is required to have one tree (2 ½" dia.) every 40' within the parkway. The following trees are prohibited: *ash, poplar, Chinese elm, willow, cottonwood, box elders, Russian olives, silver maples.* **Any dead parkway trees are required to be replaced.**
- 13) Water meters must be located in the basement areas (not the crawlspace), and will be required to be installed at the time of rough inspections.

 **Failure to comply with any of the aforementioned items can result in the issuance of fines, and/or a stop in the scheduling of inspections with the Village until all items have been corrected.** 

### ***What needs to be shown on my survey?***

There are four types of land surveys that will be required throughout the construction process depending on which phase of construction you are in. Two (2) copies of each survey will be required as described below:

#### ***Phase 1 - Preliminary Plat of Survey***

The preliminary plat of survey is the first survey that will need to be **submitted with the initial building permit application.** When submitting the preliminary survey, the following details must be shown on the survey before it is ready for Village review:

- Legal description and common address of the property.
- Lot number, lot size, and the building setback lines (based on the zoning of the property).
- Location of any/all existing easements; such as utility, drainage, and landscape easements.
- Scale and North arrow.
- Bench mark, plainly labeled and within three hundred feet (300') of the proposed lot.
- The location and size of the proposed structure on the lot, including dimensions for the front, rear, and side property lines.
- Elevations for the top of foundation.
- Elevations at all four property corners and any additional spot elevations required to indicate the overland drainage patterns.
- Elevations for the top of the existing foundations on the adjacent properties.
- The proposed location of the driveway and any sidewalks.
- The location of the sanitary sewer and water main locations, as well as a soil erosion plan that includes the location of the silt fence and any other protective measures deemed necessary.
- Stamp and signature of a registered Illinois land surveyor or a registered professional engineer.



### **Phase 2 - Foundation Spot Survey**

The foundation spot survey is very similar to the preliminary plat of survey, with one major difference. While the preliminary plat of survey is a conceptual layout of how the proposed structure is situated on the lot, the foundation spot survey will show the actual layout of the proposed structure and lot grades **after the foundation walls have been constructed**. The foundation spot survey requires all of the information that is required on the preliminary plat of survey, as well as the following:

- The exact location of the structure in relation to the lot lines.
- The elevation for the top of foundation.
- The measurements of the foundation setbacks from each property line.
- The stamp & signature of a registered land surveyor or a registered professional engineer that includes the following statement:

*"The top of foundation survey fully complies with the approved engineering plans for the lot".*

In the event that the final grading of the lot differs from the approved plans, a statement must be made as to the nature of the change. The Village Engineer may approve minor changes discovered during this top of foundation survey preparation, providing that the changes do not adversely affect the drainage on the land in question, or other lands.

### **Phase 3 - Final Lot Grading Staked Surveys**

The final lot grading staked survey shall be **submitted prior to the scheduling of a final building inspection and after the installation of topsoil; but before the installation of any landscaping**. The Final lot grading staked survey must include all of the information that is included on the foundation spot survey, as well as the following:

- The builder's name and company name.
- Grade elevations for all overland flow routes.
- Existing top of foundation grade.
- Existing garage floor elevation at the front of the home.
- Indicate the driveway slope (measured in percentage) along the centerline of the driveway, from the garage to the edge of the sidewalk (house side); or to the curb flow line if there is no sidewalk (Desirable slope is 6%, Maximum slope is 8%).
- Existing elevations at each corner of the lot AND home, with drainage arrows.
- Existing elevation of all drainage break points within the lot.
- The existing location and elevation of any utility structures located on the lot.
- The location and setback measurements from the property lines for the water b-box.
- The location and measurements of any additional accessory detached building.
- All concrete, masonry, brick, or asphalt flatwork.
- The stamp & signature of a registered land surveyor or a registered professional engineer that includes the following statement:

*"The final grading of the lot has been completed and fully complies with the approved engineering plans for the lot".*



### **Phase 4 - Post Landscape Survey**

Once the aforementioned items have been submitted and approved, a **landscape permit application must be submitted to the Village along with a landscape plan.**

**Once the landscape plan has been approved and the landscaping is installed, a new staked post landscape survey must be submitted** to the Village verifying that the approved elevations have not been altered. Any alterations to the elevations must be approved by the Village Engineer. The post landscape survey shall include all of the required information that was listed on the final lot grading survey along with the new elevations.

The final grading plan should include four (4") to six (6") inches of black dirt and must be in accordance with the engineering plans approved by the Village.



**It is unlawful to change any grading by adding or removing fill without first providing a proposed grading plan to the Village and receiving Village approval.**



## ***Required Deposits***

### ***Landscape Deposit:***

A landscape deposit of **\$1,500 must be posted prior to scheduling the occupancy inspection.** The name of the buyer and closing date is to be provided when picking up the occupancy. A post landscape survey must be submitted and approved by the Village in order to receive the refundable deposit.

### ***Miscellaneous Deposits:***

If the final grading and driveway installation cannot be completed due to inclement weather, the final grading staked survey and/or other outside requirements may be completed & submitted at a later date with the posting of the following deposits:

- Final Grade Deposit: \$1,000
- Driveway Deposit: \$1,500
- B-Box Deposit: \$200
- Sidewalk Deposit: \$700
- Final Survey Deposit \$500



## Residential Permit Fees

Residential permit fees are based on the size of the home and determined after the plans are reviewed. The current permit fees generally range from \$1,200-\$2,700; not including the tap on fees for water and sewer, which is currently set at \$13,306.50 for most residential homes.

*\*These fees are strictly estimates and are subject to change without notice.*

**Certain subdivisions may require additional information or fees** that must be submitted to the authorized representative of that subdivision. If the subdivision in which your home is being constructed requires a subdivision disclosure form, please submit a copy of the signed disclosure form with your building permit application.

**Additional permits and fees will be required for the following:**

- Decks
- Balconies
- Fences
- Sheds
- Sunrooms
- Lawn Sprinklers
- Paver Brick Patios
- Other miscellaneous items

## Other Taxing Districts

<b><u>Fire Districts</u></b>		
Mokena Fire District	19853 S Wolf Rd, Mokena	708-479-5371
Frankfort Fire District	333 W Nebraska St, Frankfort	815-469-1700
New Lenox Fire District	261 E Maple St, New Lenox	815-463-4500
<b><u>Library Districts</u></b>		
Mokena Library District	11327 W 195 <sup>th</sup> St Mokena	708-479-9663
Frankfort Library District	21119 S. Pfeiffer Rd	815-469-2423
New Lenox Library District	120 Veterans Pkwy, New Lenox	815-485-2605
<b><u>Park District</u></b>		
Mokena Park District	10925 LaPorte Rd, Mokena IL.	708-479-1020
Frankfort Park District	400 W Nebraska St, Frankfort	815-464-5579
New Lenox Park District	One West Manor Dr New Lenox	815-485-3584
<b><u>School Districts</u></b>		
Mokena Public School District 159	11244 Willowcrest Ln, Mokena	708-342-4900
Frankfort School District 157C	10482 W Nebraska St, Frankfort	815-469-7870
New Lenox School District 122	102 S Cedar Rd, New Lenox	815-485-2169
Summit Hill School District 161	20100 S Spruce Dr, Frankfort	815-469-9103
Lincoln-way High School District 210	1801 E Lincoln Hwy New Lenox	815-462-2100

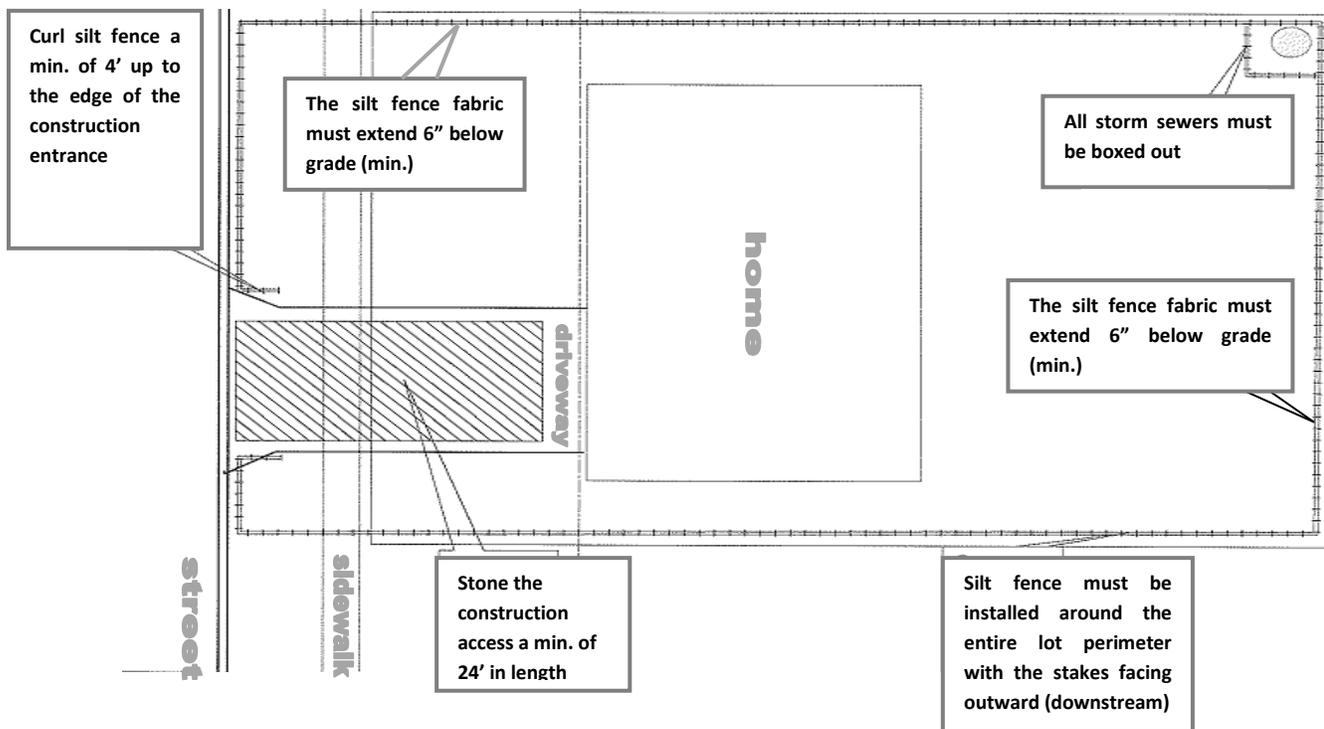


## Erosion Control Policy

All property owners are required to implement various erosion control measures in order to adequately mitigate soil erosion and storm water runoff both during and after the construction process. Some of the control measures enforced by the Village of Mokena include the following:

1. A silt fence must be installed prior to the issuance of the building permit.
2. Inlet protection shall be provided and maintained throughout the duration of the project (including any street inlets within the construction vicinity)
3. A construction entrance shall be constructed on site, and will be required as a condition of the top of foundation survey inspection. We would suggest that the construction entrance is located in the exact location of the proposed driveway in order to avoid the costs involved with constructing them separately.
4. Every construction site shall be kept clear of debris upon the conclusion of each day, and any construction materials left on site must be neatly stacked and organized. Dumpsters that are full must be emptied immediately to prevent inlet obstruction.
5. Any mud or dirt tracked onto public streets/pavement must be cleaned before the end of the work day.

Additional measures may be required by the Village of Mokena depending on lot conditions. The Village will be performing periodic inspections throughout the construction process to ensure proper erosion control measures are being utilized. Any deficiencies shall be corrected immediately, and failure to correct the cited violations can result in the issuance of fines or a delay in the scheduling of any inspections until the site is deemed compliant.





## Required Inspections

1. **Silt Fence, Dumpster, and Portable Toilet Inspection** – All of these items must be in place *prior* to the issuance of the building permit.
2. **Footing Pre-Pour** – Footing forms shall be set and ready for concrete.
3. **Foundation Pre-Pour** – This inspection shall be called in once the foundation forms and reinforcement bars are set in place and ready for concrete.
4. **Foundation Backfill** – foundation forms shall be stripped and the damp proofing shall be applied. Rigid insulation must be in place with the footing drains installed with 2" of stone under the drain tile and at least 6" of stone above the tile (at all habitable spaces below grade).

### Submit Foundation Survey at this time (prior to constructing the walls)

5. **Utility Inspections** – Inspection of the water and sewer connections, as well as the sump pump installation.
6. **2<sup>nd</sup> Silt Fence, Dumpster, and Portable Toilet Inspection**- All of these items shall be inspected and approved by the Village for compliance prior to scheduling the electric service inspection.
7. **Electrical Service** – All of the aforementioned inspection items must be completed and approved by the Village prior to scheduling the electric service connection. Failure to complete any of the required inspections will cause a delay in the scheduling of any other inspections.
8. **Underground Plumbing and Passive Radon System** – All underground plumbing work must be exposed, with all connections visible to the inspector. *A passive radon system must be installed in accordance with state regulations.* Inspection of the passive radon system will be done at the same time as the underground plumbing inspection.
9. **Garage and Basement Floor Pre-Pour** – All stone must be compacted with wire mesh installed (*where applicable*), and expansion joints in place (*where applicable*).

### Stairs and temporary handrails must be installed at this time (prior to rough inspections)

10. **Rough Electric, Plumbing, and Framing** – All rough inspections shall be scheduled and approved prior to installing the drywall and insulation. The water meter must also be installed at the time of the plumbing rough inspection.
11. **Water Meters** – all meters shall be installed and approved at the rough inspections. All meters must be installed no higher than 4 feet above the floor & must be accessible. During the winter months of November 1<sup>st</sup> through April 30<sup>th</sup> the installation of the water meter will be waived but on May 1<sup>st</sup> the water meter must be installed and inspected. Failure to install the meter will result in water shut off & penalty fees.
12. **Rough Mechanical** – all supply and return ducts shall be in place with all exhaust lines extending through the roof. If duct work is required to be insulated, it must be completed prior to scheduling this inspection.
13. **Insulation** – All insulation must be installed at this time. Failure to install the insulation in its entirety (wall cavities, attic, etc.) will require an additional inspection and inspection fee.
14. **Pre-taping** – This inspection shall be called in after all drywall has been installed.



## Required Inspections (Continued)

17. **Pay All Deposits** – Please contact the Community Development Department to verify receipt of payment.
18. **Submit a Signed Subdivision Disclosure Form** (if applicable).
19. **B-box and Final Water Meter Read** – This inspection must be scheduled and approved by the Mokena Water Department at (708) 479-3926.
20. **Final Electric, Plumbing, and Framing** – The final inspections can only be called in once all deposits have been paid, the b-box and water meter have been approved, and all other required items are submitted.
  - The **Energy Certificate Form**, given to you at the time of building permit issuance, must be completed by the builder or registered design professional and posted on or in the electrical distribution panel at the time of final inspection.
21. **Final Mechanical Approval** - Unless noted otherwise by the Building Official, a blower door test and air duct leakage test shall be performed by an outside agency. The results from these tests shall be submitted to the Community Development Department for review and final mechanical approval.
22. **Certificate of Occupancy** – Once all final inspections have been approved, it is the responsibility of the general contractor or owner to obtain the certificate from the Community Development Department.

### Adopted Village Codes:

- 2012 International Residential Code
- 2012 International Building Code
- 2012 International Energy Conservation Code (*Climate Zone 5*)
- 2014 Illinois State Plumbing Code
- 2011 National Electric Code
- 2012 International Mechanical Code
- 1997 Illinois Accessibility Code

\*All work shall also comply with any local amendments to the code

## Village Code Amendments

Along with the adopted building codes listed above, every builder and contractor is required to adhere to all of the local amendments made to the adopted Village Codes. For a complete list of code amendments please email Matt Ziska (*Building & Planning Specialist*) at [mziska@mokena.org](mailto:mziska@mokena.org). If there are any questions or concerns regarding the adopted building code amendments please contact Matt Ziska at (708) 479-3930.



# RESIDENTIAL AGREEMENT FORM

Address of Construction: \_\_\_\_\_ Lot #: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Builder: \_\_\_\_\_

Applicant Name (Please Print): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax/Email: \_\_\_\_\_

As the applicant for the above referenced project, I hereby certify that I have read, and agree to, all of the terms and conditions required by the Village of Mokena; including but not limited to the items specified under "Important Lot Requirements", "Erosion Control Policy", "Required Inspections", and "Village Code Amendments". It is expressly understood and agreed to by the builder, owner (if applicable), and permit applicant that all adopted Village codes and amendments will be adhered to throughout the entire course of the above referenced project; and failure to comply with any of the aforementioned regulations may result in a stop worker order being placed on the project, the issuance of fines, and/or the rescinding of the above noted permit. It is also expressly understood and agreed to by the builder, owner (if applicable), and permit applicant, that no occupancy permit will be issued for the subject lot until all required items have been completed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Mokena*



*Illinois*