



VILLAGE OF MOKENA

COMMUNITY DEVELOPMENT DEPARTMENT
11004 CARPENTER ST, MOKENA, IL 60448
(708) 479-3900
COMMUNITYDEVELOPMENT@MOKENA.ORG

Address

Permit # _____
(Office use only)

Residential Exterior Alteration/Addition Guide

Definitions:

Addition - Structural or non-structural modifications which results in changes to the existing Gross Building Volume, or to the existing roof. Additions must be attached to the existing building.

Addition, Enclosed - Less than 75% of the new exterior building elevations are permanently open to the outside.

Addition, Open - At least 75% of the new exterior building elevations are permanently open to the outside.

Submittal Requirements:

- Completed Building Permit Application
- One (1) copy of the plat of survey or site plan of the property indicating the exact location of the house with the Alteration/Addition indicated with the measurements to the side and/or rear lot line(s), as well as the Alteration/Addition dimensions.
- One (1) copy of legible scaled construction plans. If not fully compliant with IRC - One (1) stamped and signed Architectural Plans (printed full size) – folded (if more than 12 sheets, plans may be rolled)
- Or One (1) copy of legible scaled construction plans stamped and signed by a Licensed Illinois Architect or Structural Engineer (for large room additions and for 2-story additions)
- Contractor/sub-contractor information.
- One (1) copy of the contract between the property owner & contractor.
- Homeowners Declaration Rider if part of a Homeowners Association (HOA).
- Homeowner Affidavit if homeowner is doing any of the work themself.

Construction Requirements:

- Contractor(s): All contractors hired by the homeowner to perform work on the project must be listed on the permit application and must be licensed with the Village of Mokena prior to permit being issued.
- Construction:
 - Provide waste receptacles sufficient in size, type, and number to manage the disposal of all construction debris.
 - Erosion control barriers installed around impacted or disturbed area (silt fence, excelsior logs, etc.)
 - Portable toilet must be located on site (unless other toilet facility is made available.)
 - Construction access to keep mud and debris off of roadway.
 - Sunrooms, small room additions, 3-seasons rooms, and screened in porches with knee walls exceeding 24" in height will need to be supported on a trench foundation (at least 8 inches thick, 10 inches if a brick veneer is used) and doweled into the existing foundation.
 - Homeowner is responsible for determining property line locations.
 - Contractor and homeowner are jointly responsible for repairing any damage to Village Right-of-Way related to the project (sidewalk, curb, street, parkway, trees, manholes, valves, fire hydrants, street lights, etc.)

Other Regulations: These items represent a summary of the most commonly applied regulations pertaining to residential exterior alterations/additions. Other regulations may apply.



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Inspections Required:

- Waste receptacle inspection prior to issuance of permit
- Various construction inspections required based on scope of work:
 - Footing pre-pour
 - Foundation Wall pre-pour
 - Drain Tile/Backfill
 - Underground Plumbing
 - Rough Framing
 - Rough Mechanical, Electrical, and Plumbing
 - Insulation
 - Final/Occupancy (when work is completed)
- Re-inspection Fee - \$60.00 per inspection per trade

Please contact the Village Hall by 2:00 p.m. to schedule inspection for next day.

Remember to Contact J.U.L.I.E. at 1-800-892-0123 prior to digging!

Applicant Name (Printed)

Applicant Signature

Date