

- c. Plans should be legible and drawn to fully reflect the work that will take place. Size and type of material for all structural members such as headers and beams must be listed. Accurate dimensions should be included for all rooms, doors, and windows. Locations of all plumbing, electrical and mechanical equipment and fixtures should also be included.

5. Truss design; as applicable. A drawing showing trusses meet the following minimum design requirements:

- a. Live load of the top cord for all roof trusses shall be at least 30 pounds per square foot and live load of the top cord for all floor trusses shall be at least 40 pounds per square foot.
- b. Size and material of each truss member shall be noted on the drawing
- c. The drawing shall contain original signed and sealed truss certificate that states: **“The design herein was made under my direct supervision and conforms to the Building Code of Lake County, IL”**. The certificate must be signed and sealed by a structural engineer or architect, registered in the State of Illinois.

DRIVEWAY ACCESS APPROVAL FROM THE APPROPRIATE HIGHWAY AUTHORITY WILL BE REQUIRED.



how much will my permit cost?

Your Lake County Project Manager can provide you with information regarding fees for your project.

Applicable permit fees are required at the time of application. Cash, check or credit card payments are accepted.



so now that i've applied- what's next?

Your application will be reviewed by all applicable departments for compliance with Lake County Ordinances. The project approval and/or review comments for your project will be issued in 10 business days from the date of application submittal.

Your project will require inspections at various stages of construction. **Please call 847-377-2600 to schedule all inspections.**



REQUEST AN EARLY ASSISTANCE MEETING BY CONTACTING A PROJECT MANAGER (PM) AT 847-377-2600

Early Assistance meetings are provided at no charge, and the meeting will be coordinated by a PM to ensure all Lake County departments are present to address your proposed project.

ALTERATIONS/ ADDITIONS to a HOUSE



Central Permit Facility
500 W. Winchester Rd.
Libertyville, Illinois 60048

Phone: 847-377-2600

Fax: 847-984-5854

E-Mail: lcpermits@lakecountyil.gov



ALTERATIONS/ADDITIONS to a HOUSE

Your project to alter an existing building or build an addition in unincorporated Lake County will require the involvement of several Lake County agencies. A Lake County assigned Project Manager (PM) will guide you with your project and assist you in seeking the appropriate permits. Your PM will serve as a single point of contact to answer any questions, coordinate the project approval process, resolve issues that affect the project flow, and keep project approval on established time lines. There are several steps you can take to help you in this process:

1. A special inspection is required (*sometimes prior to application*) to determine if the proposed use will meet all the applicable codes. Please call the Central Permit Facility at 847.377.2600 to schedule a special inspection.
2. Applicants are encouraged to call 847-377-2600 to request Early Assistance from staff. Early Assistance will allow you to obtain information from all Lake County departments involved in the project review process in an informal way. Early Assistance is provided at no charge and will identify project requirements and design issues before the project begins. This process may offer guidance on the best use of a complicated site and may assist you in locating consultants to assist you with your design. Notes are available for your use in site design and layout.
3. Should you feel Early Assistance is not necessary for your project, listed below is information you will need for the submittal of your application. You may download an application at <http://www.lakecountyil.gov/Planning/publications/More%20Publications/Forms/Public%20View.aspx>. Applications must be submitted in person, by either the property owner or authorized agent at our office. Please call ahead if you have questions about the submittal materials, and to ensure that your submittal is complete.

Note that if your property is served by an on-site wastewater disposal system, your proposal may require a review of your existing system, changes/additions to the system, or a complete replacement of the wastewater system in order to bring the property into compliance. This determination can be made in the Early Assistance Meeting.

Please contact your local fire protection district to determine if any additional fire prevention codes will be applicable.

Some of the examples of alterations or additions are:

Remodeling	Breezeway
House addition	Second Floor Additions
Attached Garage	Roof Line Changes
Deck/Patio	First Floor Footprint Changes

what do i need?

1. **Property Index Number (PIN) or address of the property**
2. **Completed application** <http://www.lakecountyil.gov/Planning/publications/More%20Publications/Forms/Public%20View.aspx>
3. **Site plans.** At a minimum, **the site plans must be to-scale**, showing existing structures and proposed improvements. A plat of survey is preferred, but not required. Major improvements may require a set of detailed site plans. The number of plans, and the required detail of the site plans will be determined at the time of early assistance.
4. **Building plans.**
 - a. Two (2) complete sets of building plans, if the project is not located within the floodplain.
 - b. Four (4) complete sets of building plans, if the project is located within the floodplain. For structures within the floodplain, the building plans must be prepared by a registered architect, and the plans must include an itemized list of all materials involved in the project. At least two (2) contractor's cost estimates must be submitted, and the estimates must be based on the architectural drawings, consisting of labor and all materials at fair market value.

