

Single Family Home – New & Additions



Village of Hoffman Estates

Code Enforcement
1900 Hassell Road
Hoffman Estates, IL 60169
(847) 781-2631

www.hoffmanestates.org/permits

Application Requirements:

- Completed *Building Permit Application*.
- All contractors must be registered, licensed and bonded accordingly.
- Three (3) complete sets of building plans sealed by an Illinois Registered Architect or Structural Engineer*.
- Survey (2 copies) showing the size and location of new construction, easements, setbacks and all existing and proposed structures with distances from lot lines.
- One (1) copy of soils report sealed/signed by the design professional, including engineers' recommendations, modifications and/or corrections. (Not required for additions).
- Grading plan / Topographical survey of the lot indicating its relief and the locations of its natural and man-made features, showing surface variations by means of contour lines indicating height above or below a fixed datum or benchmark, including street elevations and top of foundation elevation. Contact Village Engineering Division 847-252-5802. (Not required for additions).
- Floor Area Ratio calculation. See handout for further information.

*All plan sets shall be bound and rolled with cover page facing outward.

Each Set Of Plans Shall Be Complete and Contain:

- Architectural building plans** including **all** elevations, load path and structural details, detailed wall sections of foundation and exterior/ envelope for all wall/ roof assemblies used, detailed floor plans, locations of existing sprinkler heads, demo plans if applicable, etc. The complete scope of work shall be indicated on the construction plans and be consistent with any supplemental documentation that is provided such as energy certification and soils report.
 - Electrical** – Complete scope including size and location of meter, service panel, GFCI protection, receptacles, light fixtures, switches, ceiling fans, smoke detectors, CO detector, arc-fault protection, etc.
 - Plumbing** – riser and underground schematic and complete scope of plumbing work.
 - Mechanical** – Heating and cooling unit details and location, return and supply locations, heat load calculations required.
 - Energy** – Compliance with the 2012 Illinois Energy Conservation Code must be demonstrated on the plan and by supplemental documentation such as REScheck, Rem Rate or other approved compliance certification.
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