



KITCHEN AND/OR BATHROOM REMODEL GUIDE TO THE PERMIT PROCESS

A permit is required to replace, remodel, modify or alter an existing kitchen or bathroom. This includes single family, two-family, townhomes, condominiums, apartments or multi-family residential units. “Cabinetry replacement” inside a kitchen or bathroom will require a permit as it generally entails more extensive code required work such as plumbing and electrical and possibly mechanical. All new work shall comply with currently adopted building codes. Water heaters, furnaces and air conditioners are not part of a kitchen and/or bathroom remodel permit and are required to be submitted separately.

PERMIT SUBMITTAL REQUIREMENTS:

- Complete permit application and copy of signed contract or scope of work. The Application for Building Permit can be obtained at: <http://www.wheelingil.gov/DocumentCenter/View/131/Application-for-Building-Permit-PDF>
- Cover Sheet to include a list of current building codes relevant to the project and adopted by Village.
- Three (3) copies of the permit drawings to include the existing layout and proposed layout, and must include any structural, mechanical, electrical, and plumbing details and specifications.
- For any plumbing and electrical associated with the kitchen/bathroom remodel, a copy of a plumbing license, letter of intent, and electrical license needs to be included with the permit.
- All contractors must be registered and bonded with the Village prior to permit issuance.

PERMIT DRAWINGS REQUIREMENTS:

- The permit drawing must include a layout that shows cabinets, appliances, framing, plumbing, electrical, mechanical, and windows and doors. When walls will be removed, the plans must confirm load bearing or non-load bearing with structural details and or calculations.
 - **If walls are being removed, include the following information: *****
 - Indicate load bearing or non-load bearing.
 - If load bearing, provide size of new beam, post sizes, attachment method, blocking beneath to steal beams and if required signed and sealed calculations for the beam.



If non-load bearing, provide information (photographs, existing plans, direction of joists above, etc.) as to how this was determined.

*** If the kitchen is in a condominium, apartment or multi-family residential unit a design professional such as an architect or structural engineer WILL BE REQUIRED to remove, alter or modify any interior wall.

An existing or demolition floor plan with dimensions. Include all required demolition notes on this plan.

- Include all existing walls, windows, doors and soffits.
- Include all existing electrical switches, outlets and j-boxes.
- Include all existing cabinetry.
- Include all existing supply and return vents and exhaust systems. (Exhaust to exterior.)
- Include all existing appliances – indicate gas or electric.

A proposed floor plan with dimensions. Include all required notes on this plan.

- Include all existing and new walls, windows, doors and soffits.
- Include all existing and new electrical switches, outlets and j-boxes.
- Include all new cabinetry. Show the spacing of all countertop GFCI outlets. Show the locations for any island or peninsula outlet spacing.
- Include all existing or modified supply and return vents and exhaust systems. (Exhaust to exterior.)
- Include all existing or new appliances – indicate gas or electric.
- All kitchen/bathroom remodeling projects require that the electrical portion complies to the 2017 NFPA 70 (National Electrical Code), as amended. It is assumed that an older kitchen/bathroom is not in compliance with the 2017 NFPA 70 and work shall be required to bring it up to the current code.
 - Indicate location of all existing and new electrical receptacles and switches. Drawings must include electrical service size, available circuits and size of new electrical circuits.
- If adding additional plumbing fixtures to what was existing, provide an entire house WSFU (Water Supply Fixture Units) calculation as well as the existing water meter size. Will this new WSFU require a larger water meter size for the house?
- Provide a plumbing riser diagram (isometric) for all water piping including sizes, types of pipe and type of fittings.
- Provide cut sheets/product specifications for any valves being replaced.
- If a garbage disposal and/or dishwasher is to be installed, separate traps required and need to be identified on the permit drawings.
- Indicate the type and location of all special valves, appliances and devices along with materials being used.
- If this is a single family, two-family or townhome, all new smoke detectors shall be hardwired and interconnected (wireless interconnection is allowed)
- If this is a condominium, apartment building or multi-family residential unit, all new smoke detectors are allowed to be battery operated unless the existing detectors are hardwired and interconnected (wireless interconnection is allowed)
- Carbon Monoxide detectors shall also be hardwired and interconnected (wireless interconnection is allowed)