

## City of Rockford, Illinois

Community & Economic Development Department  
Construction and Development Services  
425 East State Street, Rockford, IL 61104  
Phone: (815) 987-5550 Fax: (815) 967-4243 TDD (815) 987-5718  
Web: www.rockfordil.gov



## RESIDENTIAL BUILDING PERMIT INSTRUCTIONS

Please review the following before applying for a residential building permit:

1. The One- and Two-Family Dwellings and Their Accessory Structures application is limited to use for detached one-family dwellings, or detached two-family dwellings (2 units together in a duplex building).
2. Structures to be constructed, altered, moved or enlarged which use this application shall meet the provisions of the currently adopted Residential Code for One and Two-Family Dwellings and the Illinois Plumbing Code.
3. Structures shall not be more than three stories in height.
4. If the application is for two-family dwellings of other than wood frame construction or more than two stories plus a basement in height, then State law requires construction documents prepared by an Illinois Licensed Design Professional (Architect or Structural and Professional Engineer) be submitted with this application. All structures containing 3 or more dwellings are required to be submitted using the commercial/industrial/multi-family permit application.
5. In order to expedite the review of new, One and Two-Family permit applications; the applicant will be required to provide a copy of the recorded plat of subdivision with the application. In addition, the applicant will be required to provide a site plan drawn to scale, indicating location of existing and proposed structures, decks, patios, stoops and porches, lot lines, required front, side and rear yard setbacks, existing easements and the location and dimensions of the proposed driveway and public walks. The site plan must also indicate the minimum height of the lowest opening in the foundation above the curb. This minimum shall be at least 1 foot. If the lowest opening is less than 1 foot above the curb or is below the curb, then the site plan must demonstrate that the yard can be graded to drain away from the opening and that such grading will not be detrimental to the neighboring property.
6. For new homes and additions, the Energy Code Checklist for Residential Construction must be completed. Any other documentation required by the form must be submitted as well. *The State of Illinois amended the Energy Efficient Building Act to include residential buildings in Illinois on January 29, 2010. This law requires the 2009 International Energy Conservation Code (IECC) be the energy code for all residential construction in Illinois.*

Questions regarding the building permit may be directed to the Building Department at (815)987-5550.

Questions regarding zoning, proper location on the lot or use of the property may be directed to Planning and Zoning at (815)987-5585.

Questions regarding the drainage, driveway and water service requirements may be directed to the Public Works Department at (815)987-5570.

If your construction project does not meet the guidelines for the **One- and Two-Family Dwellings and Their Accessory Structures Permit**, you may need to use the **Commercial/Industrial/Multifamily Permit Application** and complete the process for applying for a commercial building permit. Building Staff can help with determining which form you need to use.

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### RESIDENTIAL BUILDING PERMIT APPLICATION One and Two Family Dwellings and their Accessory Structures

Applicant to complete sections I-VII (pages 1-2)

App. #:

<b>I. Project &amp; Owner Information</b>				
Project Address			P.I.N.	
Subdivision	Block		Lot	
Owner's Name	Phone		Email	
Owner's Address	City		State	Zip
<b>II. Construction Information</b>				
<b>A. Occupancy</b>	<b>B. Type of Construction</b>	<b>C. Type of improvement (check all that apply)</b>		
<input type="checkbox"/> One Family (R-3)	<input type="checkbox"/> Wood Frame (V-B)	<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair
<input type="checkbox"/> Two Family (R-3)	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Remodel/Alteration	<input type="checkbox"/> Interior Demo.
<input type="checkbox"/> Change of Use (describe below)				
Describe full scope of work				
<b>D. Building Height &amp; Floor Areas</b>				
Floor Areas (as applicable) Square Foot (sf)	Existing	Remodel/Alteration	New / Addition	TOTAL per floor
<input type="checkbox"/> Finished Basement <input type="checkbox"/> Unfinished Basement				
First Floor				
Second Floor				
Third Floor				
<b>TOTAL LIVING AREA</b>				
<b>Garage:</b> <input type="checkbox"/> Attached <input type="checkbox"/> Detached <input type="checkbox"/> Carport				
<b>Detached Accessory Structure</b> <input type="checkbox"/> Shed > 120 sf <input type="checkbox"/> Pool				
<b>Deck:</b> <input type="checkbox"/> Attached <input type="checkbox"/> Detached				
<b>E. Building Height &amp; Attributes</b>				
Grade at Entrance to	Attributes Per Dwelling	Bedrooms:	Bathrooms: Full:	Partial:
Top of Highest Roof: _____ feet				
<b>III. Construction Valuation</b>				
Total Cost of Project (ALL TRADES) (Labor, Materials, Overhead & Profit): \$	Expected Start Date:	Expected Completion Date:		
<b>IV. Designated Responsible Party for Payment of Permit Fee</b>				
Role in Project (i.e. general contractor, owner, etc.)				
Name		Company		
Address		City	State	Zip
Phone	Fax	Email		

**V. Contractors / Design Professional (if applicable)**

<b>A. General Contractor</b>			
Contact Person	Company		
Address	City	State	Zip
Phone/Fax	Email		
<b>B. Electrical Contractor (City Registration and Separate Permit Required)</b>			
	Phone	Reg. #	
<b>C. Mechanical Contractor (City License and Separate Permit Required)</b>			
	Phone	Lic. #	
<b>D. Plumbing Contractor (State License and Separate Permit Required)</b>			
	Phone	Lic. #	
<b>E. Roofing Contractor (State License Required)</b>			
	Phone	Lic. #	

**VI. Contractors / Design Professional (if applicable)**

<b>F. Architect/Engineer (if applicable)</b>	
Name	Company
Phone/Fax	Email

**VII. Applicant's Certificate**

As Owner or the Owner's authorized agent of the property for which this application is being filed, I hereby certify:

1. The description of use and information contained on this application is correct and;
2. The structure will not be occupied or used until a Certificate of Occupancy is issued by the Building Department and;
3. The project will comply with all conditions of approval requirements of applicable City Ordinances and pay all fees required by such ordinances and;
4. No error or omission in either documents or application, whether said documents or application have been approved by the Code Official or not, shall permit or relieve the applicant from constructing the work in any manner other than provided for in the Ordinances of this City relating thereto.
5. The City of Rockford has notified me of Part 61 of Title 40 of the Code of Federal Regulations (NESHAP) and I agree as a condition of this permit to file any required NESHAP notification form with the Illinois Environmental Agency, as required by Section 61.145 (b). (Asbestos Regulations)
6. If other than the owner, I am certifying that the proposed work has been authorized by the owner of record and that I have been authorized by the owner to complete this application on his/her behalf. I will be acting on behalf of the owner as his/her agent.

**Applicant if other than the Owner:**  
 Contractor     Architect/Engineer     Contract Buyer     Other \_\_\_\_\_

**Provide legal address, phone and signature of applicant to affirm the above statements**

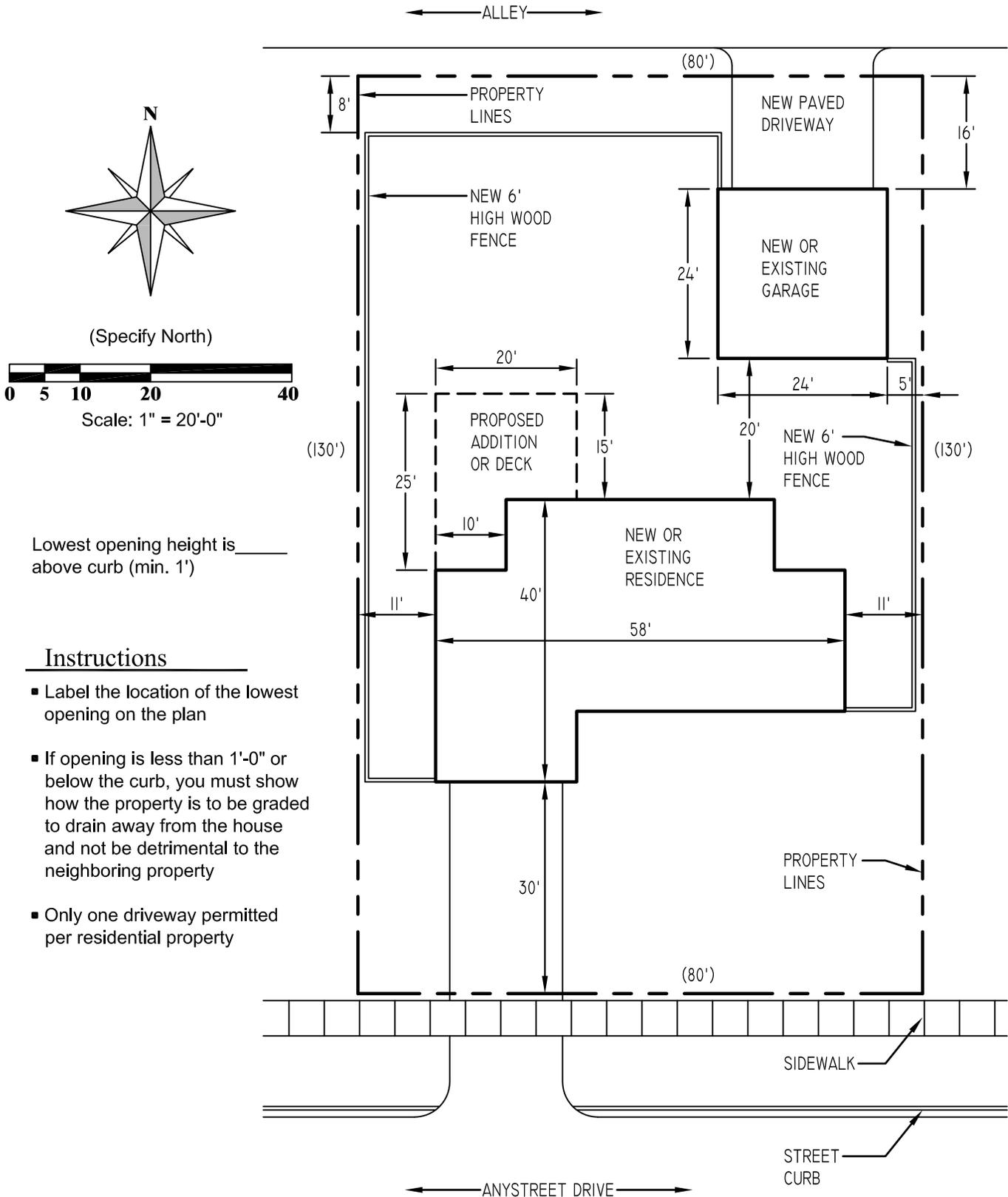
Name	Title		
Company	Phone		
Street Address	City	State	Zip
<b>Signature</b> X	By entering my name below, I acknowledge and represent that I have reviewed and understand the Applicant's Certificate and that all of the information provided is true and accurate.		Date

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# Example Site Plan



Lowest opening height is \_\_\_\_\_ above curb (min. 1')

### Instructions

- Label the location of the lowest opening on the plan
- If opening is less than 1'-0" or below the curb, you must show how the property is to be graded to drain away from the house and not be detrimental to the neighboring property
- Only one driveway permitted per residential property



Jon Hollander, PE  
City Engineer  
Public Works Department

**WATER SERVICE APPLICATION / VERIFICATION OF FEES PAID FORM**

Service Address: \_\_\_\_\_ Property ID #: \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ Residential \_\_\_\_\_ # of Units \_\_\_\_\_ Commercial \_\_\_\_\_ # of Units \_\_\_\_\_  
 Buying \_\_\_\_\_ Renting \_\_\_\_\_ Water Account # \_\_\_\_\_  
 Owner/Applicant Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Applicant Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_ Tax ID: \_\_\_\_\_  
 Plumber's Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Tax ID: \_\_\_\_\_  
 Owner/Applicant: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONNECTION COSTS AND SERVICES (to be completed by the Public Works Department)**

ROW Ft.	= _____	\$ _____	Main Connection Fee (75001000-61459)
½ ROW Ft.	= _____	\$ _____	Service Fee _____ Size (75001060-25303)
Per Ft. Cost	= _____	\$ _____	Meter Fee _____ Size (75001060-25302)
Sub Total	= _____	\$ _____	Domestic Application Fee (75001000-61463)
Base Cost	= _____	\$ _____	Fire Service _____ Size (75001060-25303)
Service Total	= _____	\$ _____	Fire Application Fee (7500100-61463)
<input type="checkbox"/> GREEN CARD		\$ _____	Sub Total
<input type="checkbox"/> BLUE CARD		\$ _____	5% Utility Tax (10101000-60240)
<input type="checkbox"/> RED CARD		\$ _____	Grand Total

**APPROX. DATE TO INSTALL METER** \_\_\_\_\_

**PUBLIC WORKS DEPARTMENT APPROVALS**

Driveway permit required?  yes  no If yes, has the permit been approved?  yes  no  
 Driveway permit fee of \$20  paid separately or  to be paid with building permit (Acct #1010-61407)

**PLANNING DEPARTMENT APPROVALS**

I certify that this property has been annexed or is in the process of annexation and is eligible to have City of Rockford water service.

Planning Official Signature \_\_\_\_\_ Date: \_\_\_\_\_

I certify that this property is outside the City limits, but due to a pre-annexation agreement is eligible to have City of Rockford water service at double the normal rate per cubic foot charged to City residents.

Planning Official Signature \_\_\_\_\_ Date: \_\_\_\_\_

**REVENUE DEPARTMENT**

New Meter Installation Work Order # \_\_\_\_\_ Date Scheduled \_\_\_\_\_

Amount Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_

**AMOUNT TO BE PAID WITH BUILDING PERMIT \$ \_\_\_\_\_**

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**1 & 2 FAMILY**  
**DRIVEWAY / CURBCUT / SIDEWALK**  
**PERMIT APPLICATION**

Applicant to Complete Sections I - III Below

Application #:

***I. Project Details***

▶ (Check all that apply)  DRIVEWAY  CURBCUT  SIDEWALK

Project Address	Subdivision	Lot #
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Describe full scope of work \_\_\_\_\_

<b>Driveway is:</b> <input type="checkbox"/> New <input type="checkbox"/> Existing	<b>Is Sidewalk Being Installed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> Existing	<b>Length of Curb Being Cut</b> Ft.      In.	<b>Impervious Surface Ratio *</b> % <small>(See below for definition)</small>
<b>Width of Existing Driveway (Measured at Right-of-Way)</b> Ft.      In.	<b>Total Width of New Driveway (Measured at Right-of-Way)</b> Ft.      In.		

\* **Impervious Surface Ratio:** The area of ground covered by any part of a building, vehicular use area, or any other improvement which prevents or severely restricts natural infiltration of moisture. All asphalt, concrete and brick surfaces and areas devoted to outdoor storage shall be included. Decks that allow rainwater to filter into the ground will not be considered an impervious surface. (Up to 40% typically allowed).

***II. Property Owner Information***

Owner's Name	Phone	Fax	
Owner's Address	City	State	Zip

***III. Contractor Information***

Contractor's Name	Phone	Fax	
Contractor's Address	City	State	Zip

■ Please note: All curbs must be saw cut. Absolutely no broken curbs are allowed! If upon inspection the curb is found to have been broken, removal of approach, proper curb cut and reinstallation of approach will be made by the contractor or property owner at no cost to the City. All sidewalks to be 5 feet wide min. or match existing. Sidewalks must continue through driveways and have a slope of 1/4 inch per foot, with expansion joints. If the driveway is built without a concrete sidewalk the contractor or property owner will be required to remove the drive and rebuild to City specifications. Concrete used for sidewalks must be Class SI and for driveway aprons must be Class PV. Only one access allowed per lot.

■ The applicant hereby agrees to perform work in accordance with the provisions as set forth in Chapter 26 as revised, of the City of Rockford, Code of Ordinances. Traffic control will be in accordance with Chap F of the Illinois Highway Standards Manual. No cones are allowed.

<b>Applicant is:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <small>(Check One)</small>	<b>PROOF OF INSURANCE AND BOND WITH CITY REQUIRED FOR CONTRACTOR WHEN WORKING IN THE RIGHT-OF-WAY</b>
Applicant's Signature <b>X</b>	Date

***IV. Staff Comments (to be completed by Staff)***

Special Conditions \_\_\_\_\_

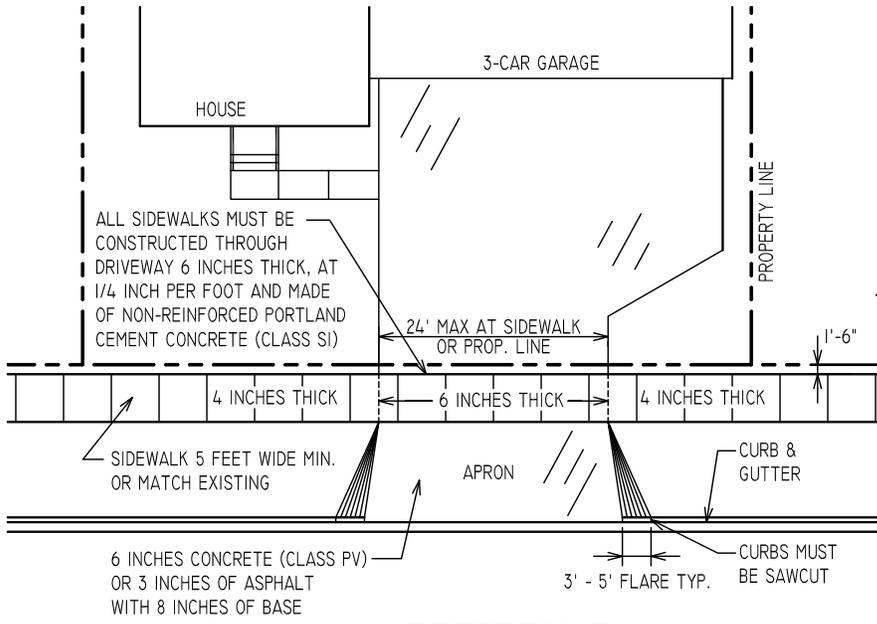
FEE: \$25.00 (acct. 1010 61407)  
 Invoice #:

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

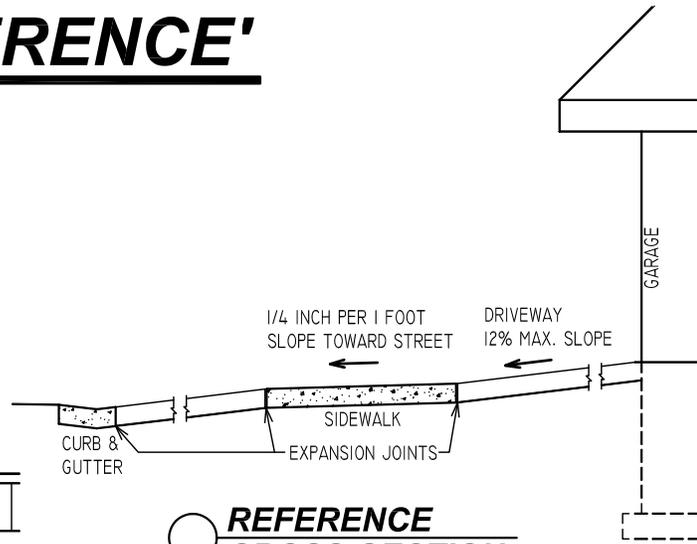
**CALL PUBLIC WORKS @ 815-967-6744 FOR A FINAL INSPECTION**

▼ SEE REVERSE SIDE FOR 'QUICK REFERENCE' ▼

# 'QUICK REFERENCE'

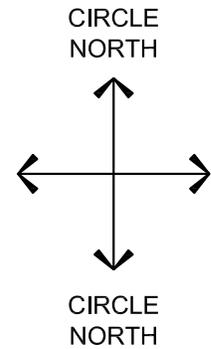
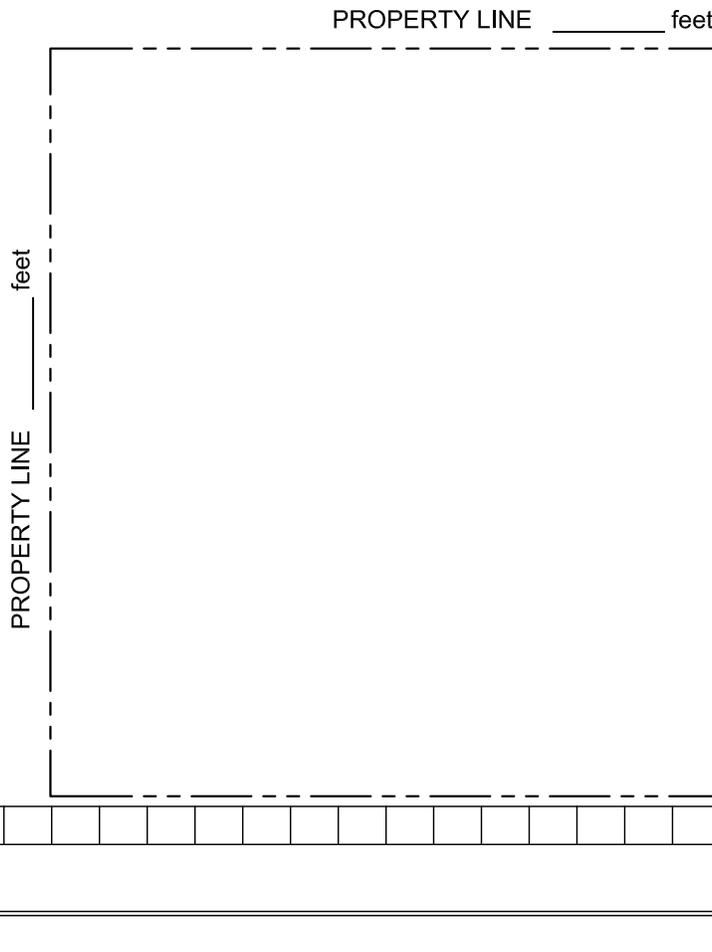


**REFERENCE SITE PLAN**



**REFERENCE CROSS-SECTION**

- NOTES:**
- THE CONTRACTOR IS RESPONSIBLE FOR TRAFFIC CONTROL, IF NECESSARY, IN ACCORDANCE WITH CHAPTER F OF THE IL HIGHWAY STANDARDS MANUAL.
  - DRIVEWAYS SHALL BE CONCRETE, ASPHALT OR OTHER APPROVED MATERIAL DESIGNED IN COMPLIANCE WITH ENGINEERING DESIGN CRITERIA.
  - NO WATER RUN OFF INTO NEIGHBORING PROPERTIES AND MAINTAIN NATURAL (EXISTING) DRAINAGE PATTERNS. NO DAMMING OF WATER ON ADJOINING PROPERTIES.



## Directions for Drawing Site Plan

- Show all building structures (house, garage, deck, shed, etc.) {see "Example Site Plan" for an example}
- Provide existing and proposed curb cut length, sidewalk width & driveway width (if applicable)
- Provide Property Line dimensions and North Direction for Site Plan (Circle above)
- If there is not enough space provided above, please attach a separate site plan
- See Construction & Development Services Bulletin No. 1 for additional information

# Energy Code Checklist for Residential Construction

(Required for all New Residential Buildings, Additions and other Residential Building Permits as Applicable)

The State of Illinois amended the Energy Efficient Building Act to include residential buildings in Illinois. This law requires the 2009 International Energy Conservation Code (IECC) be the energy code for all residential construction in Illinois. The code sections listed are from Chapter 4 in the 2009 IECC.

Project Address		Permit #
Owner/Agent		Checked By
Phone #	Email	Date
<b>Project Type:</b> (Check One) <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Renovation		Method

(Staff use only)

## Required Documentation with Permit Submittal:

- Energy Compliance Documentation** – Choose ONE method. All methods must meet mandatory requirements.
  - Prescriptive (402.1 through 402.3, 403.2.1 & 404.1 & mandatory requirements) - USE THIS FORM (# 1,2,3,4,5,6)**
  - Trade Off (402.1 through 402.3, 403.2.1 & 404.1 & mandatory requirements) - USE THIS FORM (# 1,2,3,4,6)** and attach documentation to show compliance (i.e. REScheck). REScheck must include compliance form, inspection checklist and certificate. [www.energycodes.gov/REScheck](http://www.energycodes.gov/REScheck) (it's free & easy!).
  - Performance (405 & mandatory requirements) - USE THIS FORM (#1,2,3,4)** and attach documentation to show compliance. Documentation must include standard reference design and proposed design.
- Mandatory Requirements** – All projects must meet the mandatory requirements of the IECC (401, 402.4, 402.5, 403.1, 403.2.2, 403.2.3, & 403.3 through 403.9). **COMPLETE ALL ITEMS (a through q)**

Mandatory Requirements	Compliance
a) <b>Building Thermal Envelope (402.4.1)</b> Seal building envelope from air infiltration	<input type="checkbox"/> Will Comply
b) <b>Air Sealing and Insulation (402.4.2)</b> Verify sealing and insulation-choose one method	<input type="checkbox"/> Blower Door <input type="checkbox"/> Visual Insp.
c) <b>Fireplaces (402.4.3)</b> Wood-burning have gasketed doors and outdoor combustion air	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
d) <b>Fenestration Air Leakage (402.4.4)</b> Windows, sliding glass doors, skylights	<input type="checkbox"/> ≤ 0.3 cfm/sf
e) <b>Fenestration Air Leakage (402.4.4)</b> Swinging doors	<input type="checkbox"/> ≤ 0.5 cfm/sf
f) <b>Recessed Lighting (402.4.5)</b> IC-rated and air tight when in thermal envelope	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
g) <b>Heating/Cooling System Controls (403.1)</b> Programmable thermostat for furnace	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
h) <b>Duct Sealing (403.2)</b> All ducts sealed with approved material	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
i) <b>Duct Tightness Testing (403.2.2)</b> Required if furnace/duct is outside of thermal envelope	<input type="checkbox"/> Test 1 <input type="checkbox"/> Test 2 <input type="checkbox"/> N/A
j) <b>Building Cavities (403.2.3)</b> Building framing cavities shall not be used as supply ducts	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
k) <b>Mechanical System Piping Insulation (403.3)</b> R-3 minimum for > 105°F or <55°F	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
l) <b>Circulating Hot Water System (403.4)</b> Piping insulated R-2 min. and on/off switch	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
m) <b>Mechanical Ventilation (403.5)</b> Outdoor air intakes/exhaust require dampers	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
n) <b>Equipment Sizing (403.6)</b> Heating/Cooling equip. sized per M1401.3 of IRC	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
o) <b>Systems Serving Multiple Dwelling Units (403.7)</b> Shall comply with 503 & 504 (comm.	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
p) <b>Snow Melt System Controls (403.8)</b> Automatic Shutoff	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
q) <b>Pools (403.9)</b> Pool heaters, Time Switches, Pool Covers	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A

3. **Building Cross Section** – Required for all new buildings and additions. Additional documents may be required by the Building Official. Minimum (1) section required. *For interior alterations include documents to illustrate code compliance.*
4. **Floor Plan** – Required for all new buildings and additions. Floor plan must indicate thermal envelope, conditioned/unconditioned spaces and heating system location.
5. **Prescriptive Requirements** – **COMPLETE THIS TABLE**, if prescriptive method is chosen.

Building Components	Prescriptive Standard	Actual Value	Remarks
<b>Insulation (402.2) Prescriptive Standard is Minimum R-Value</b>			
Ceilings with Attic Spaces (402.2.1)	<b>R-38</b>		<i>R-38 for standard truss, can be reduced to R-30 with Raised Heel/Energy Truss</i>
Ceilings without Attic Spaces (402.2.2)	<b>R-30</b>		<i>Limited to 500 sf OR 20% of the total insulated ceiling area, whichever is less</i>
Wood Frame Wall	<b>R-20 or R-13+5</b>		<i>R-20 for interior cavity or R-13 for interior cavity plus R-5 insulated sheathing</i>
Floors Over Unconditioned Space (402.2.6)	<b>R-30</b>		<i>Floor insulation shall maintain permanent contact with subfloor decking</i>
Basement Walls (402.2.7)	<b>R-10 or R-13</b>		<i>R-10 continuous insulation on the interior or exterior or R-13 for interior wall cavity</i>
Slab-on-Grade Floors (402.2.8)	<b>R-10</b>		<i>Insulation depth shall be the depth of the footing</i>
Crawl Space Walls (402.2.9)	<b>R-10 or R-13</b>		<i>R-10 continuous insulation on the interior or exterior or R-13 for interior wall cavity</i>
<b>Fenestrations (402.3) Prescriptive Standard is Maximum U-Factor</b>			
Windows, Sliding Glass Doors, and Swinging Doors with > 50% glazing	<b>U-0.35</b>		<i>An area weighted average may be used to satisfy the U-factor requirements but must include all windows, skylights, glass doors and opaque doors. Provide documentation if this is used.</i>
Skylights	<b>U-0.60</b>		

*(The above table is based on wood frame construction and common building practices, if not addressed in the table above, please attach separate documentation to illustrate code compliance. Values are based on Climate Zone 5A from Chapter 3 in the 2009 IECC)*

**6. Other Prescriptive requirements:**

Other Requirements	Compliance
<b>Certificate (401.3)</b> Permanent certificate posted on elec. panel with energy values	<input type="checkbox"/> Will Comply
<b>Duct Insulation (403.2.1)</b> Supply ducts in attic $\geq$ R-8, all other ducts outside thermal envelope $\geq$ R-6	<input type="checkbox"/> Will Comply <input type="checkbox"/> N/A
<b>Lighting Equipment (404.1)</b> A minimum of 50% of lamps permanently installed must be high efficacy	<input type="checkbox"/> Will Comply

**Notes:**

- i. For further clarification on any of the above items, please consult the International Energy Conservation Code (IECC). The IECC may be purchased through the International Code Council at [www.iccsafe.org](http://www.iccsafe.org) or 1-888-ICC-SAFE
- ii. For a Thermally Isolated Sunroom (greater than 40% glazing area of walls and roof) addition, refer to the IECC.
- iii. The City of Rockford has other useful material related to the energy code, please visit us at [www.rockfordil.gov](http://www.rockfordil.gov)
- iv. For free, up-to-date energy references, energy training and energy code info, visit [www.energycodes.gov](http://www.energycodes.gov)



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