Jo Daviess County Planning & Development

1 Commercial Drive, Suite 1
Hanover, IL 61041
815-591-3810
Email: plan@jodaviesscountyil.gov Website: www.jodaviesscountyil.gov

Building Permit Requirements

A permit must be obtained prior to beginning any construction or excavation. This include: New Houses, Accessory Buildings, Decks, Structural Changes or Repair, any work that involves electrical wiring, plumbing, and/or life safety codes.
Accessory structures that are less than 120 square ft. & contain no electrical or plumbing, do not require a building permit; however, still must comply with the zoning setbacks.

- **Zoning**
  Check with the Planning & Development Department as to the zoning on the property, and if any processes are needed to achieve your intended use.

- **Property Addresses**
  Addresses are issued through the Jo Daviess County Planning & Development Department. Prior to an address being issued, the Road Authority will need to sign off that the location has a safe access. (Address Applications should be submitted with the building permit, when a new address is needed. This way the Address, Septic and Building permit are issued at about the same time.)

- **Driveways**
  Driveway permits and culvert requirements can be obtained by calling the appropriate agency:
  - Jo Daviess County Highway Department Engineer: Steve Keeffer (815) 591-2337
  - Township Road Commissioner
  - Illinois Department of Transportation Agent: IDOT-Dixon, Access Permit Tech. (815) 284-5988

- **Septic**
  - You or your septic contractor, are required to obtain a septic permit from the Jo Daviess County Environmental Health Department. Septic permits are issued and sent to the Planning & Development Department directly from the Environmental Health Dept.
  - ***A septic permit or sign off must be issued prior to the issuance of a building permit.***
    - Contact Info:
      Jo Daviess County Health Department
      9483 Route 20 West, Galena, IL 61036
      Phone: (815) 777-0283

- **Guest Accommodations (Short Term Rental) Note**
  Properties used in the Guest Accommodations Program (Short Term Rental) do have different requirements than for a single-family house. If you are considering this program, let our office know so we can review your plans for compliance with this program.

❖ **Building Permits**

Review time is approximately 15 - 20 working days after we have received a completed application packet. Solar permits might take longer and will require interconnect sign off from the energy company prior to approval. After the review is complete the office will contact you and let you know what the permit fee is and how you can pay.

❖ Permit fee (submitted after permit approval) – **No work (including excavation) to start prior to payment. Work started prior to payment can lead to penalty fees being incurred.**
- If after a permit is issued, any major structural changes to the plans need to be submitted and a structural change request filled out. Permit work must start within 6 months, and then have consistent inspections for the permit to remain valid.

❖ **The following submittals are required for a building permit:**

- Completed application, including a firm estimate of finished value (please contact the Planning & Development Department if unsure how to establish finished value)
- Completed Building Plan Review Checklist with all applicable plans and documentation.
- Two sets of scaled building plans
- Two copies of Survey/Site plan showing the following:
  - Proper setbacks from roads and property lines.
  - Frontage Setbacks
    - State Highway: 75 ft from the property line/ 125 ft from the centerline of roadway
    - County Roads: 60 ft from the property line/ 110 ft from the centerline of the roadway
    - Township Roads: 50 ft from the property line/ 80 ft from the centerline of the roadway
  - Side & Rear Setbacks. (In Ag & R-1, Side setback is 20', & Rear setback is 40')
  - The existing and proposed topography, slope, and drainage patterns of the lot
  - The erosion control measures used during and after construction be identified
  - The area to be cleared if the lot is wooded
- Septic permit –issued by the Environmental Health Dept.
- **Commercial Structures will require Architecturally stamped plans**

❖ These items will be reviewed and one set of building & site plans will be returned with the issuance of the building permit.

❖ **Inspections**

Inspections are required. Call the Planning & Development Department at (815) 591-3810 before the work is ready. Allow as much time for scheduling as practical.
It is the responsibility of the owner or contractor to contact the Planning & Development Office for any and all inspections.
- Call 3-4 hours prior to pouring a footing
- Call once framing has been completed, prior to siding being started.
- Call 24 hours in advance when rough mechanical and electric are completed. (Prior to insulating).
- **Any Conditioned Space - Call 24 hours in advance for Post Insulation**.
- Call 24 hours in advance for the Final, (ready for occupancy). Electrical, HVAC and life safety items are completed, this includes handrails and guardrails.

❖ **Building Codes**

The following Technical codes have been adopted and made a part of the Building Code, effective 01/01/2025:

- **International Building Code: 2021 edition**, including appendix chapter G (see international building code section 101.2.1, 2021 edition), published by the International Code Council, Inc.
- **International Residential Code: 2021 edition**, including appendix chapters A, B, C, D, E, G, J, M, and Q, (see international residential code section R101.2.1, 2021 edition), published by the International Code Council, Inc.
- **International Mechanical Code: 2021 edition**, including appendix chapter A (see international mechanical code section 101.2.1, 2021 edition), published by the International Code Council, Inc.
- **International Fuel Gas Code: 2021 edition**, including appendix chapters A, B, C (see international fuel gas code section 101.3, 2021 edition), published by the International Code Council, Inc.
- **State of Illinois Plumbing Code: 2014 edition**, published by the Illinois Department of Public Health
- **Illinois Energy Conservation Code: International energy conservation code, 2021 edition**, published by the International Code Council, Inc., as adopted and amended by the State of Illinois.
- **2018 Illinois Accessibility Code: Effective October 23, 2018**, published by the Capital Development Board
- **National Electric Code (NEC): 2020 edition**, published by the National Fire Protection Association.

❖ ***The Full List of adopted codes with Amendments are available on the County Website.*** ***www.jodaviesscountyil.gov/plan***

- A Hard copy of each of the above referenced codes are on file in the Planning & Development Department. Such Codes shall be made available to all members of the public whenever the Planning & Development Department is open for business. These codes are also accessible via the internet at https://codes.iccsafe.org/codes/i-codes/2021-icodes

❖ **Lot Coverage**

- Jo Daviess County does have limits on how much of your land can be covered in non-permeable surface. Please see the ordinance for your zoning district, or call the Planning & Development office to see what your property has

❖ **Total Accessory Area**

AG District

- Non-Agricultural Accessory Area:
- On lots less than five (5) acres: less than five thousand (5,000) square feet.
- On lots five (5) acres to less than forty (40) acres: Five thousand (5,000) square feet for the first five acres and one thousand (1,000) square feet for each additional acre thereafter
- On lots over forty (40) acres: not to exceed fifty thousand (50,000) square feet.

❖ **1 District**

- Total area of accessory buildings, including attached garages, shall not exceed the following:
- On lots one acre to one and forty-nine hundredths (1.49) acres: one thousand nine hundred fifty (1,950) square feet;
- On lots one and five tenths (1.5) acres or more: two thousand four hundred (2,400) sq ft

R-2 District

- Total area of accessory buildings, including attached garages, shall not exceed the following:
- On lots .22 acre to .74 acre: one thousand five hundred (1,500) square feet
- On lots .75 acre to.99 acre: one thousand seven hundred twenty-five (1,725) square feet
- On lots 1.00 acre to 1.49 acres: one thousand nine hundred fifty (1,950) square feet
- On lots 1.5 acres or more: two thousand four hundred (2,400) square feet

❖ **Additional Permitting Agencies**

- Apple Canyon Lake Property Owners Association:815-492-2238
- Galena Territory Architectural Review: 815-777-2000
- The Upper Mississippi River International Port District has been created by Public Act 96-636, 70 ILCS 1863 and embraces all the area within the corporate limits of Jo Daviess County. Please be advised that permits are required for construction of all wharves, piers, dolphins, booms, weirs, breakwaters, bulkheads, jetties, bridges or other structures of any kind, over, under, in or within forty (40) feet of any navigable waters. Please contact the following for information:
  - Upper Mississippi River International Port District,
    PO Box 57, Scales Mound IL 61075 Email: jkfrancis@jisp.net

❖ **Flood Hazard Areas**

- Jo Daviess County has a Special Flood Hazard Areas Ordinance. If your project will be located in an area that is considered to be vulnerable to floodwaters, you are subject to this Ordinance.
- As part of the Ordinances requirements you must submit an elevation certificate based on your construction drawings prior to issuance of a building permit.
  - At the end of construction prior to issuance of an Occupancy Permit you will be required to provide an elevation certificate based on the finished construction.

❖ **Plumbing**

Prior to covering plumbing, the installer MUST contact the State Plumbing Inspector: Illinois Department of Public Health Office: 815-987-7870

- CS 320/3) (From Ch 111, par 1103)
- Sec 3. (1) All planning and designing of plumbing systems and all plumbing shall be performed only by plumbers licensed under the provisions of this Act hereinafter called "licensed plumbers" and "licensed apprentice plumbers". The inspection of plumbing and plumbing systems shall be done only by the sponsor or his or her agent who shall be an Illinois licensed plumber. Nothing herein contained shall prohibit licensed plumbers or licensed apprentice plumbers under supervision from planning, designing, inspecting, installing, repairing, maintaining, altering or extending building sewers in accordance with this act. No person who holds a license or certificate of registration under the Illinois Architecture Practice Act of 1989, or the Structural Engineering Practice Act of 1989, or the Professional Engineering Practice Act of 1989 shall be prevented from planning and designing plumbing systems. Plumbing inspectors, (S-1402): All plumbing inspectors in Illinois must be licensed plumbers "regardless of which unit of government employs them or the code under which they function." Under the Illinois Plumbing License Act (///.Rev. Stat. 1977, Ch. 111, sec. 1103), governmental units decide if plumbing inspections are required, but inspections must be conducted by licensed plumbers. The stated purpose of the law is to safeguard the public health by requiring plumbers of proven skill.

Outdoor Lighting Standards

- All new commercial, manufacturing, industrial, and residential outdoor lighting installations shall meet the requirements below:
- Shielding Standards
- All nonexempt outdoor lighting fixtures with an initial output greater than or equal to two thousand (2,000) lumens shall be Full Cutoff.
- All outdoor lighting fixtures with initial output less than two thousand (2,000) lumens are exempt for the requirements of this Code.
- All Full Cutoff outdoor lighting fixtures shall be installed and maintained in such a manner as to be horizontal to the ground so that the cutoff characteristics of the fixture are maintained.
- Beyond the cutoff requirements of Section 8-4e-, E-G, all light fixtures shall be located, aimed or shielded so as to minimize light trespass across property boundaries. Where applicable, all commercial installations shall utilize house-side shielding to minimize light trespass on residential properties.
- Reduced Lighting Levels
- Lighting levels shall be reduced to security levels within thirty (30) minutes after the close of business of the end of the business activity.

❖ **Lot Configuration**

- Any lot or parcel for non-agricultural use created after the Jo Daviess County Ordinance amended May 12, 2009 shall not have a proportional ratio value greater than 1.40.
- A proportional ratio value is the product obtained by dividing the total length of the subject parcel's perimeter in feet by the length of the perimeter of a 2:1 rectangle having the same area. A 2:1 rectangle is a square-cornered four-sided figure having a length exactly twice its width.
- To determine the perimeter of a 2:1rectangle with a given area:
- Divide the area in square feet by 2.
- The square root if the product is the length of the short side of the rectangle.
- The length of the long side of the rectangle is twice that of the short side.
- Add the lengths of the two short sides with the lengths of the two long sides, to determine the total perimeter.

❖ Building Checklist

- ❖ Prior to covering plumbing, the installer must contact the State Plumbing Inspector:
  - Phone **815-987-7870**
- ❖ GFI circuits are required:
- ❖ Any location where water and electricity might mix, IE. Bath outlets, Kitchen Counters, Outside outlets, Garage outlets, Garbage Disposals, Basement areas with unfinished floors, Accessory Structures, Sump Pumps, Crawl Spaces at or below grade, Spas, Hydro Massagers, Hot Tubs, etc…
- ❖ Required ARC Fault Circuit Interrupter protection – 2020 NEC 210.12 (A)
- ❖ Tamper Resistant Receptacles
- ❖ 110 V. Smoke detectors, with alarms wired in series, are required in each bedroom and outside each sleeping area. (one detector each level, minimum).
- ❖ Fire Resistant Construction: Section R302/ Opening Protection; Under-stair Protection; Fire-blocking
- ❖ Install vent spacers ("proper vents") in each rafter space over outside plates and over any wall plates that touch the rafters. Install continuous vent spacers in all cathedral ceilings except scissor truss systems.
- ❖ Risers: Max height shall be 7 ¾", and shall be measured vertically between leading edges of the adjacent treads. Open risers are permitted, provided that the opening between treads does not permit the passage of a 4" diameter sphere
- ❖ Treads: Minimum tread depth shall be 10". The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the treads leading edge.
- ❖ Handrails / Guardrails: All stairways of three or more steps must have handrails on at least one side at a height of between 34" and 38" above the nose of treads and landings.
- ❖ Guardrails are required on all open sides of stairways and on balconies, porches, and decks over 30" above grade: Guardrail height in residences must be 36" minimum, with spacing between rails no greater than 4".
- ❖ Carbon monoxide detectors must be installed within 15 feet of each bedroom, with a minimum of one on each floor: They may be wired combination smoke/carbon monoxide units.
- ❖ Radon Resistant Construction Act: All new construction must have a passive radon pipe installed. Passive pipe must extend 12" above roofline.
- ❖ EGRESS WINDOWS:
  - **All rooms used or intended for use as sleeping rooms and every basement shall have an egress window (or door) suitable for emergency escape and rescue.**
  - This window (or door) shall be openable from the inside without the use of any special tools, knowledge or effort. The clear opening when the window is open must be equal to or larger than 5.7 square feet or 820 square inches with no width less that 20 inches and no height less than 24 inches. This window can only be a maximum of 44" from the floor.

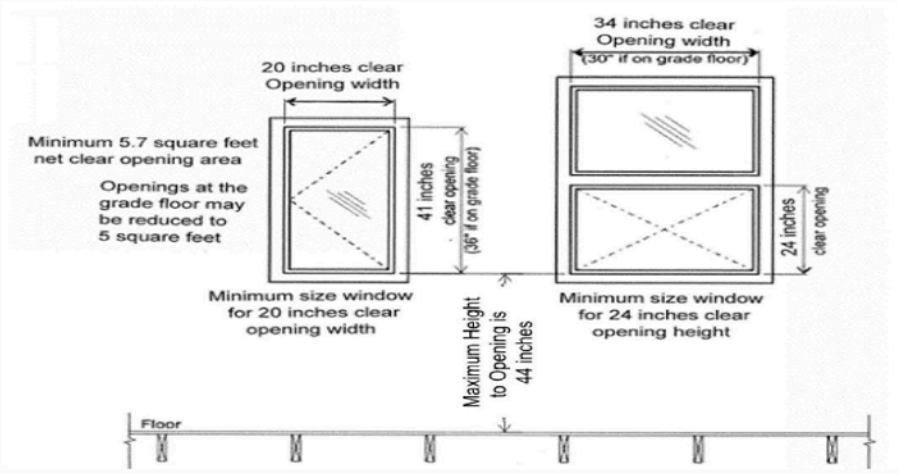
- ❖ **If you have questions on any item on this list, please contact our office for more information, 815-591-3810.**

Residential Emergency Egress Openings

This tip sheet reflects code requirements of the 2021 International Residential Code (IRC) with Washington State Amendments.

Emergency Escape and Rescue Opening

- ☐ Basements, habitable attics and every sleeping room shall have not less than one operable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, an emergency escape and rescue opening shall be required in each sleeping room. Emergency escape and rescue openings shall be operational from the inside without the use of keys, tools, or special knowledge, and open directly into a public way, or to a yard or court providing an unobstructed path with a width of not less than 36 inches (914 mm) that opens to a public way. (R310.1)
- ☐ Where bars, grilles, covers, screens, or opening control devices are placed on emergency escape and rescue openings the minimum net clear opening sizes shall comply, and such devices shall be releasable or removable from the inside without the use of key, tool, special knowledge, or force greater than that required for normal operation of the escape and rescue opening. (R310.4)

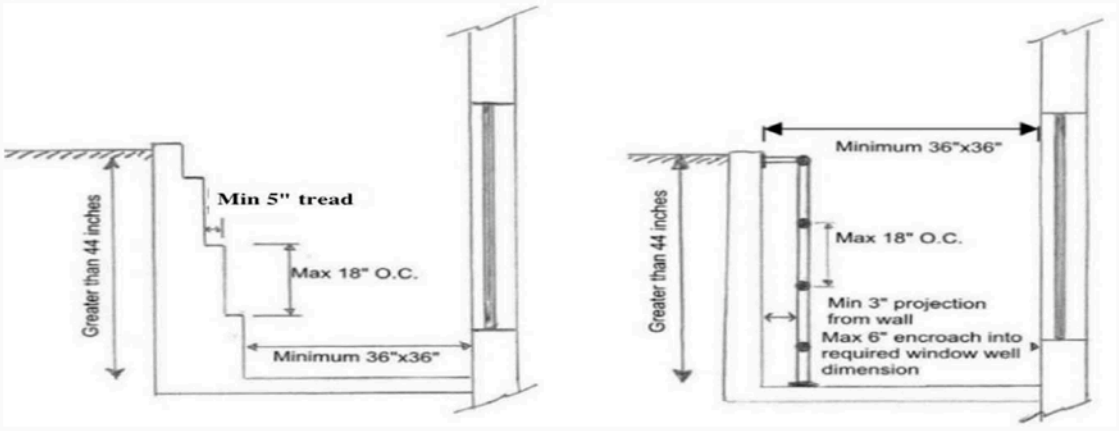


Minimum Emergency Egress and Rescue Opening Dimensions

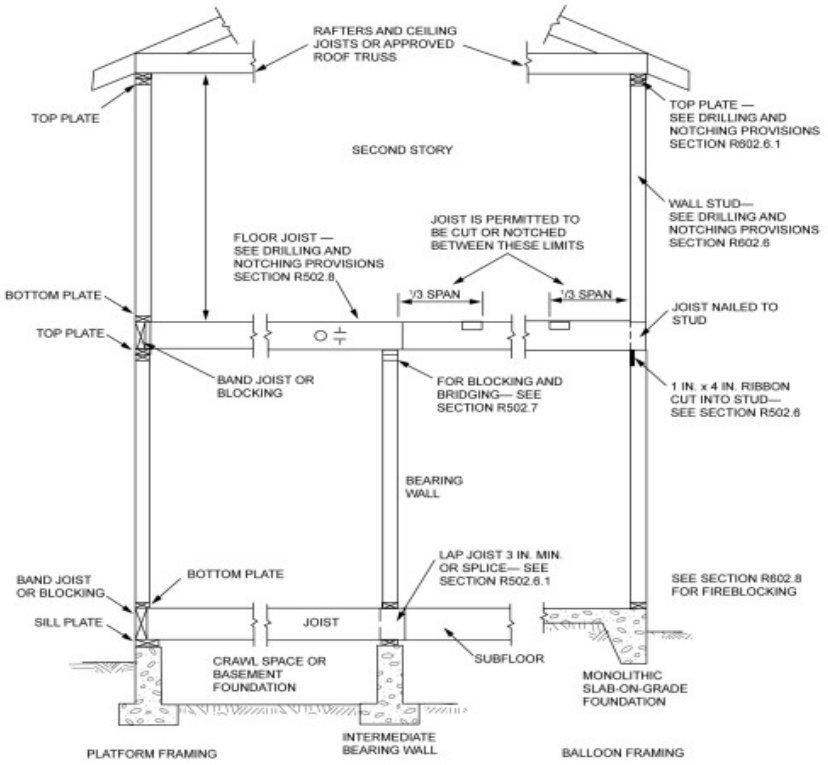
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Area Wells in Conjunction with Emergency Escape and Rescue Openings

- ☐ The horizontal area of the area well shall be not less than 9 square feet, with a horizontal projection and width not less than 36 inches. The size of the area well shall allow the emergency escape and rescue opening to be fully opened. (R310.4.1)
- ☐ Area wells with a vertical depth greater than 44 inches shall be equipped with a permanently affixed ladder or steps useable with the emergency escape and rescue opening in the fully opened position and shall not encroach into the required dimensions of the window well. (R310.4.2)
- ☐ Ladders, rungs, and steps shall have an inside width of not less than 12 inches, shall project not less than 3 inches from the wall or have a minimum 5-inch tread depth, and be spaced not more than 18 inches on center vertically for the full height of the area well. (R310.4.2.1 / R310.4.2.2)
- ☐ Where bars, grilles, covers, screens or similar devices are placed bulkhead enclosures or area wells that serve emergency escape and rescue openings, the minimum net clear opening size shall be no less than the emergency escape and rescue opening as shown in the figures above. Such devices shall be releasable or removable from the inside without the use of a key or tool or force greater than that required for the normal operation of the escape and rescue opening, and shall not obstruct access to or from the emergency escape and rescue opening. (R310.4.4)

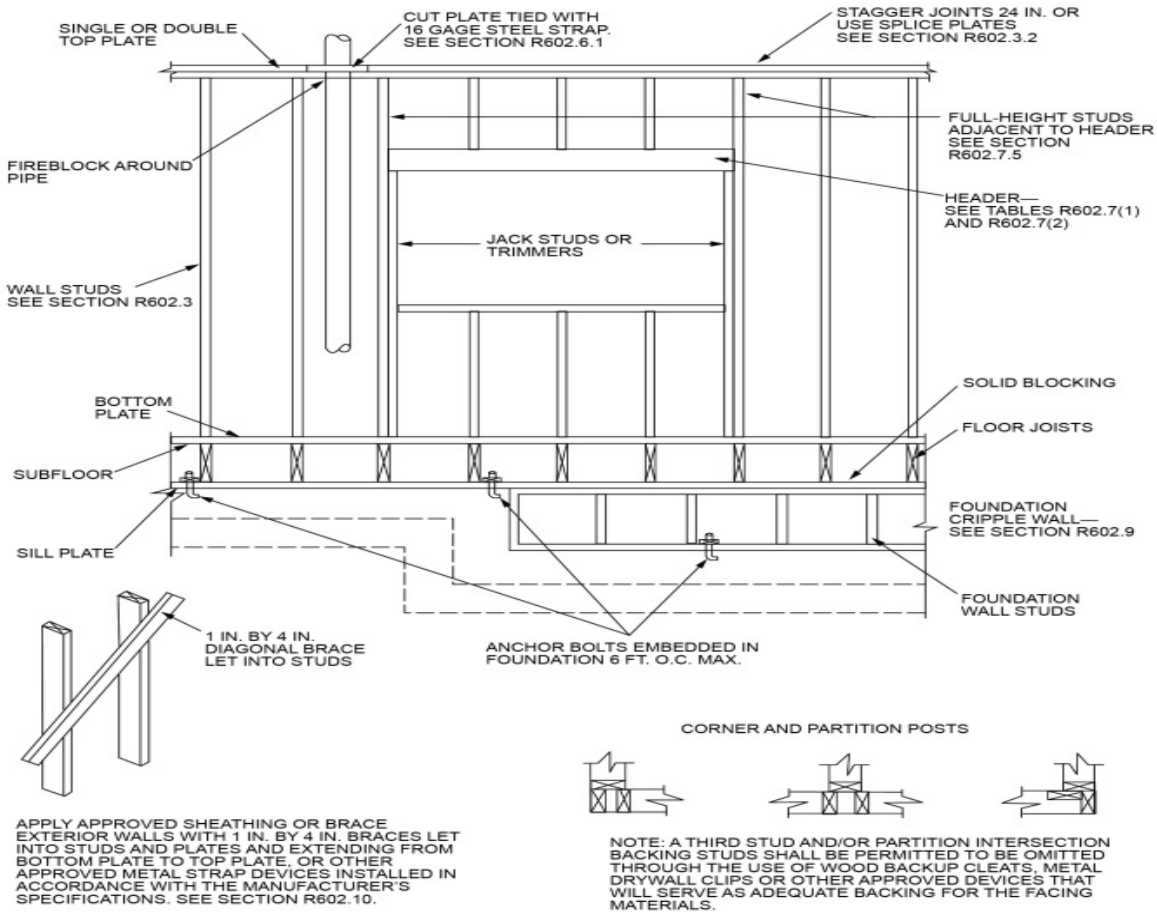


Area Well Dimensions and Access Features



For SI: 1 inch = 25.4 mm.

FIGURE R602.3(1) TYPICAL WALL, FLOOR AND ROOF FRAMING



For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

FIGURE R602.3(2) FRAMING DETAILS

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Fee Schedule

BUILDING

Building Permits:

Flood Area Development Permit ----------$100.00

Application fee (Base Fee) ----------$ 75.00

Building Permit fee Schedule
$4.00 per thousand dollar cost value (Value x 0.004)

Additional Inspection
Per inspection $ 50.00

When additional inspections are required as a result of work not being ready or as a result of continuing violations an additional inspection fee shall be charged.

Work Commenced Without a Permit.

- **The fees for work started before a permit is issued shall be increased by one hundred (100) percent when in violation as determined by the Planning & Development Officer.**
- **The penalty for work started before a permit is issued on any agricultural building is $150.00**

Zoning Certificates:

Single Family related construction:

Dwellings----------$ 50.00
Additions----------$ 25.00
Sheds, decks, patio, etc ----------$ 10.00
Outbuildings/Garages ----------$ 25.00

Multifamily related construction:

Dwelling ----------$ 50.00
Additions----------$ 25.00
Sheds, decks, patio, etc. ----------$ 10.00
Outbuildings/Garages ----------$ 25.00

Commercial, Manufacturing & Industrial related construction:

Commercial, manufacturing or
Industrial---------- $100.00
Additions----------$ 50.00
Accessory Buildings ----------$ 50.00

The Jo Daviess County Planning & Development Fee schedule can be viewed in its entirety by visiting our website www.jodaviesscountyil.gov or a copy may be requested.

Building Permit Application

Jo Daviess County Planning & Development

1 Commercial Drive Suite 1, Hanover, IL 61041
Telephone: (815) 591-3810
Email: plan@jodaviesscountyil.gov

Office Use Only

Date Received: _____ Plan Approval By Permit #: _____
Zoning: _____ Date Issued: _____
Zoning Request #: _____ Site Approval By Payment : _____
Septic #: _____ Permit Fee: $_____

Owner Name(s): _____ Email: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Cell: _____

Site Address:_____ City: _____ Township: _____

PIN: 43-____-_____-_____-_____ Subdivision: _____ Lot: _____ Section: _____

Value of Project Excluding Land: $_____

Purpose of Permit:

- ☐ New Home
- ☐ Addition
- ☐ Remodel/Repair
- ☐ Deck
- ☐ Garage Attached
- ☐ Garage Detached
- ☐ Accessory Structure
- ☐ Commercial
- ☐ Agriculture (extra submittals required)
- ☐ Mobile Home
- ☐ Multifamily
- ☐ Solar
- ☐ Other

_____

_____

Foot Print/ Square Footage:

- ☐ Accessory Building: _____
- ☐ Attached Garage: _____
- ☐ Detached Garage: _____
- ☐ Addition: _____
- ☐ Main Level: _____
- ☐ Finished Basement: _____
- ☐ Unfinished Basement: _____
- ☐ Finished Upper Level: _____
- ☐ Unfinished Upper Level: _____
- ☐ Deck(s): _____
- ☐ Front Stoop/Porch: _____
- ☐ Sunrooms: _____
- ☐ Number of Bedrooms: _____
- ☐ Number of Bathrooms: _____
- ☐ Other _____

SUBMIT THE FOLLOWING:

- ☐ Two (2) Complete Sets of Scaled Building Plans with typical wall section
- ☐ Two (2) Sets of Survey/Site Plan
- ☐ Copy of Septic Permit, if applicable
- ☐ New Address Application, if applicable
- ☐ If Ag Structure, Ag Exemption Statement & Affidavit.

CONSTRUCTION SHALL NOT BEGIN UNTIL PERMIT HAS BEEN ISSUED.

Call 24 Hours in Advance to Schedule Inspections: 1-815-591-3810.
It is the responsibility of the owner/contractor to contact the P&D Dept. for any and all inspections.

Inspections Required:

1. Footings when ready to be poured.
2. Framing completed, prior to siding
3. Rough-in for Electrical, Plumbing and Mechanical. Before Insulation
4. Post Insulation Inspection—Any Conditioned Space
5. Final, Prior to Occupancy.

Contractor Info:

General Contractor:_____ Phone: _____ Email: _____

Mailing Address: _____City: _____ State: _____ Zip: _____

Plumber:_____ Phone: _____ Email: _____

Concrete:_____ Phone: _____ Email: _____

Electrician:_____ Phone: _____ Email: _____

Mechanical:_____ Phone: _____ Email: _____

Insulation:_____ Phone: _____ Email: _____

The undersigned hereby applies to the County of Jo Daviess for a permit to erect the structure or part thereof described herein and agrees to comply with all county ordinances related thereto. No error or omission in either the plans or application, approved by the building official, shall permit the applicant to do any construction other than as provided in said ordinances. have read this application and understand it and declare that the statements are true and accurate to the best of my knowledge and belief.

_____ _____

Applicant Signature (Owner or Agent) **Date**

****DO NOT OCCUPY BUILDING UNTIL FINAL OCCUPANCY CERTIFICATE HAS BEEN ISSUED****