

What Plans Do I Need for a Building Permit?

This leaflet is intended to give you general information about the building permit process and required plans for most building permits. Your individual project may require more or less detail that described here. Please call the City Inspector at 618-262-4822 for additional information.

- Two sets of plans are required when you apply for a building permit. If you have an electronic set of plans we would also like a copy of those. The first set of plans will be stamped approved and returned to you to keep at the job site. The second set will be maintained at the City of Mt. Carmel for plan review.
- Once you begin work, you may decide to make changes to the plans that were originally approved. To revise your plans after they have been approved, you will need to show the changes on a set of plans and bring them along with the approved set of the original plans back to City Hall for a plan review. Please do not mark up the originally approved set. When the revisions are approved, the original stamped plan will be updated and stamped with the revisions and returned to be placed at the work site.

Plan Preparation

- The state of Illinois requires commercial renovations of existing buildings or commercial new construction to have an architect licensed in the State of Illinois to stamp off on blue prints for life safety and structural changes.
- The state of Illinois requires an Illinois license for roofing
 - Unlimited License for commercial and residential
 - Limited License for residential
- The state of Illinois requires an Illinois licensed plumber to perform any plumbing
 - Contact Illinois Department of Public Health with any questions 618-993-7010
 - <http://www.ilga.gov/commission/jcar/admincode/077/07700890sections.html>
- The state of Illinois requires the use of the 2012 Illinois Energy Code
 - Follow link for information on the Energy <https://www.energycodes.gov/adoption/states/illinois>
 - Software and Web Tools to check compliance follow link <https://www.energycodes.gov/software-and-web-tools>
- The state of Illinois requires compliance with The Illinois Accessibility Code <https://www.illinois.gov/cdb/business/codes/pages/illinoisaccessibilitycode.aspx>
- All contractors must be registered with The City of Mt. Carmel printable copy follow link <http://cityofmtcarmel.com/minutes/permits/ContractorRegistration.pdf>

- Adopted Codes used by The City of Mt. Carmel
 - International Residential Code (2006 Edition)
 - International Building Code (2006 Edition)
 - International Property Maintenance Code (2006 Edition)
 - International Mechanical Code (2006 Edition)
 - National Electric Code (2006 Edition)
 - NFPA 101: Life Safety code
- Residential plans may be drawn by anyone with enough skill to draw straight lines, to measure accurately and to put those measurements down on paper.
- Typical plans include.
 - [Building Permits](#) follow link for a printable copy
 - The building permit will have an easement sign off form to be completed and signed by Mt.Carmel Public Utility
 - Illinois Energy Code compliance form included in building permit
 - Site Plan
 - Floor Plans
 - Elevation views
 - Cross section drawings
- Your plans must clearly show all the work you intend to do on the building as well as the existing conditions. They must also show where the building sits on your property in relationship to property lines and other buildings on the site.
- The plans must be on substantial paper.
 - Permanent black ink must be used
 - Black and white photocopies are best
 - Graph paper with grid lines are acceptable
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 - Commercial Properties must turn in blue prints with an original architect stamp
- All plans must be drawn to scale.
 - ¼ inch = 1 foot is the most common scale used for residential floor plans and section views.
 - The scale used must be clearly shown and the site plan must show the entire lot.
 - Building elevations must be to scale and show the slop of the ground adjacent to the building.

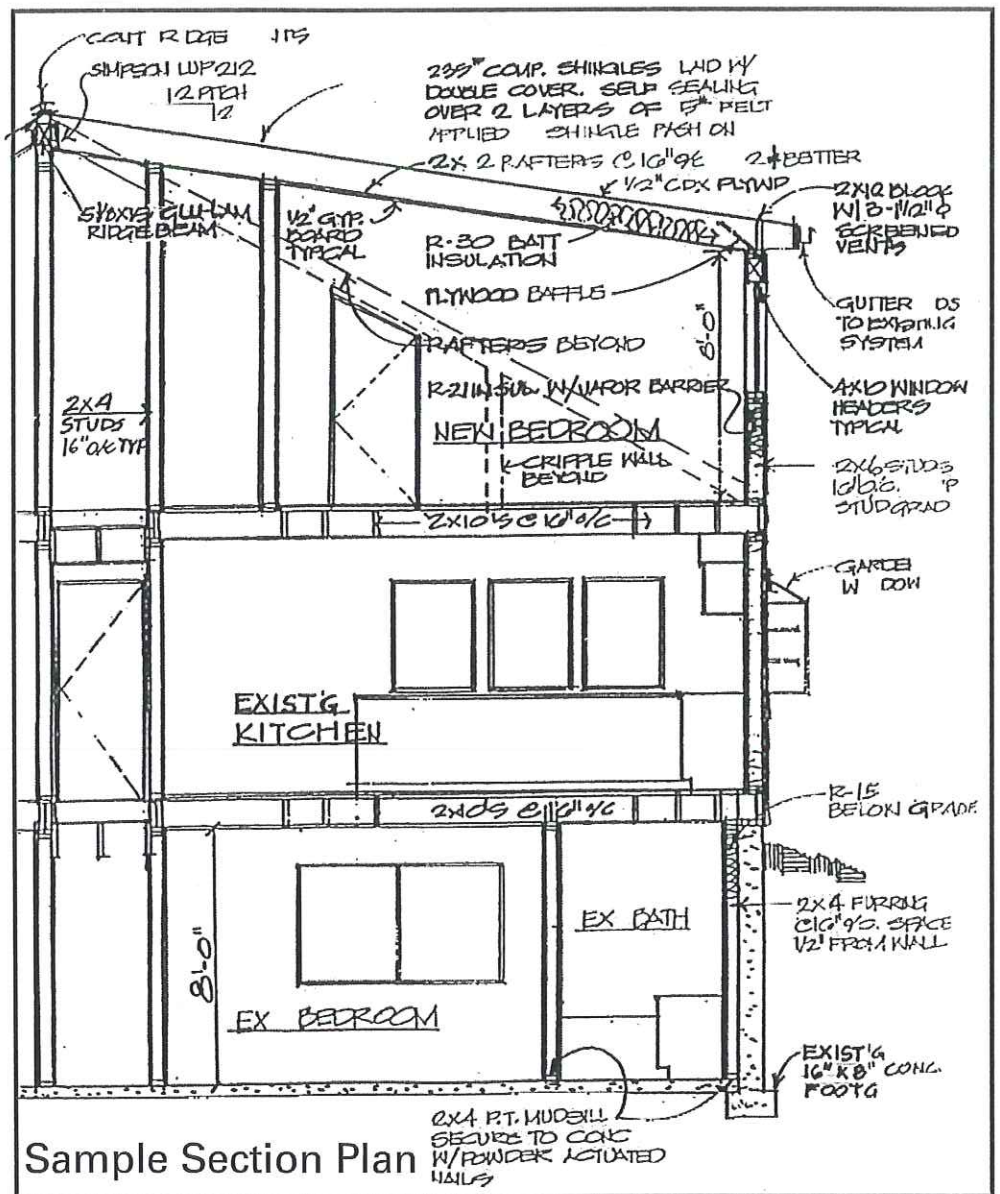
Plan Checklist

- Lot and Building setback dimensions
- Dimension distances between structures and property
- Location and dimensions of easements and driveway
- Footprint of proposed and existing structures (including decks)
- Lot area
- Building coverage area and percentage of coverage
- Arrow pointing in the north direction
- Impervious area (structures, paving, roof overhang etc.)
- Location of utilities (storm and sanitary sewers, water, gas, etc. including size of service and street location)
- White space sufficient for City approval stamps and notes
- Any additional requirements specific to your site or project.
- Easement Form Signed by Mt. Carmel Public Utility

I have included sample plans below:

Section Drawings

- Section drawings, sometimes called cross sections, are what you would see if you cut vertically through a building from the tip of the roof down through the ground, and then looked at what the cut exposed.
- Section drawings are a useful way of displaying structural information and information about construction materials that are needed to do our code review. Full sections for residential construction are usually drawn at a scale of at least 1/4 inch = 1-foot and wall section and details at a scale of at least 1/2-inch = 1-foot. Partial sections may be drawn at a larger scale to show something in detail such as footings, overhangs, and stairs.
- To get a building permit for new construction or an addition, you must provide section drawings that show typical building conditions.
- For simple projects, a single section drawing showing:
 - The size of the footing and the distance between ground level and the bottom of the footing;
 - The size of the foundation wall and how high it will rise above the ground;
 - The size and spacing of structural members such as beams, joists, studs and rafters which are not shown on other drawings;
 - Wall, ceiling and roof coverings and finishes;
 - Wall, floor and ceiling insulation;
 - Ceiling heights;
 - Eaves, decks, and other projections.



Building Elevation Drawings

Building elevation drawings are exterior views of the building, sometimes identified as front, rear, left, right; or north, south, east, west. Any project that requires a change in the exterior of the building must have building elevation drawings.

Elevations must be drawn to scale, $\frac{1}{4}$ -inch = 1 foot is the normal scale.

Elevations show the level at which the ground meets the building, the slope of the ground where it meets the building, the vertical location, size of windows and doors, the type of siding and roofing, the height and configuration of guardrails and similar features on the exterior of the building.

