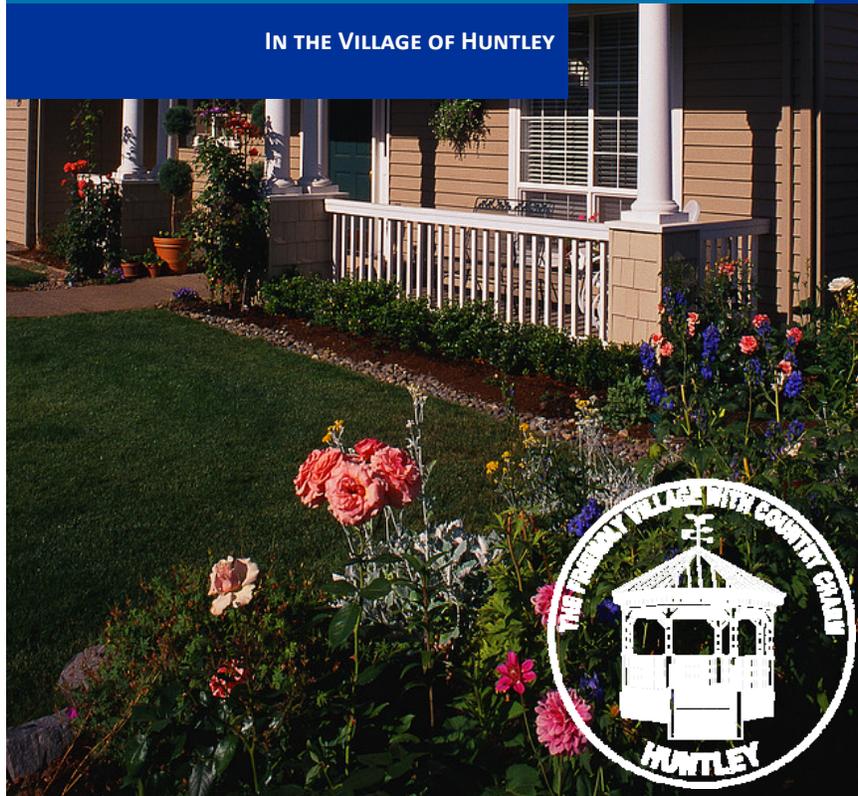




YOUR GUIDE TO HOME IMPROVEMENT

IN THE VILLAGE OF HUNTLEY



Additional information on the Village of Huntley is available on the Village's website, www.huntley.il.us.

The Development Services section of the site provides information on the following subjects:

- › Development Services overview
- › Building Codes
- › Business Relocation
- › Certificate of Occupancy
- › Comprehensive Plan
- › Contractors
- › Fee Schedule
- › Guides/Publications
- › Home Occupation
- › Inspections
- › Permit Information
- › Plan Review
- › Printable Forms
- › Rules/Regulations
- › Utility Location
- › Zoning Map

**Questions?
Call the Development
Services Department at**

(847) 515-5252

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**For any questions regarding the contents
of this booklet, please contact:**

Development Services Department

Municipal Building

10987 Main Street

Huntley, IL 60142

Phone: (847) 515-5252

Fax: (847) 515-5241

www.huntley.il.us

INTRODUCTION

Section I

A d d i n g a F e n c e ?

B u i l d i n g a D e c k ?

P l a n n i n g a H o m e

I m p r o v e m e n t P r o j e c t ?



If you answered yes to any of these questions, this guide is for you!

This guide explains some of the Village regulations regarding home improvements. Some of the most frequently asked questions are answered in this guide; hopefully yours will be among them. While this is not a comprehensive guide, we hope it is helpful.

Unfortunately, space does not allow the listing of all the regulations for each unique property or project. Therefore, it is very important to contact the Development Services Department before starting a project. Make sure you have all the information available before beginning your building project.

If you have any questions or concerns please stop by the Municipal Building. Staff is on hand to help make your project a success!

Building permits are required for many types of construction projects. If required, building permits must be obtained from the Development Services Department *prior* to beginning any construction. See Section V for more information on Building Permits.



VILLAGE CODES

All projects are regulated by Village codes and ordinances to maintain uniformity and safety. See Section III regarding the Village codes that apply to your project.

CONTRACTORS

For your protection, contractors performing work under an approved permit must be registered to work in the Village. See Section IV for more information on contractors.



INSPECTIONS

Inspections are required as the work progresses. A final inspection is required upon completion of a project. Section VI provides additional information regarding inspections.

QUESTIONS?

For answers to the most commonly asked questions, see Section VII of this booklet.

**Questions?
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(847) 515-5252

The Village adopts Codes and Ordinances to establish minimum standards for the safety and benefit of all Village residents. The Village has adopted the following Codes and Ordinances relating to home improvement projects:

International Residential Code 2012 *	National Electric Code 2011 *
International Building Code 2012 *	Village of Huntley Zoning Code
International Fuel Gas Code 2012	Village of Huntley Subdivision Ordinance
State of Illinois Energy Conservation Code	Huntley Sign Code
International Mechanical Code 2012*	
Illinois Accessibility Code - most recent edition	
International Fire Prevention Code 2012 *	
International Property Maintenance Code 2012 *	
Illinois State Plumbing Code 2014	

*with amendments

IMPORTANT: If your home was built prior to 1978, the State of Illinois has enacted new lead abatement requirements. Please contact the National Lead Information Center at 1-800-424-LEAD (5323).

Homeowners: <http://www.epa.gov/lead/pubs/renovation.htm#homeowners>

Contractors: <http://www.epa.gov/lead/pubs/renovation.htm#contractors>

Contractors performing work under an approved permit must be registered with the Village. A building permit shall not be issued until all contractors performing work on the project are registered. This requirement is for the protection of all homeowners in the Village to ensure that contractors are properly licensed and insured.

Please contact the Development Services Office (847-515-5252) with any questions regarding contractor registration or to obtain an application to register.



ELECTRIC

A homeowner may do his own electrical work. However, if someone other than the homeowner is hired, he must submit a current electrical license and be listed on the permit application.

PLUMBING

Plumbing work may be done by the homeowner. A notarized letter of intent is required. If a plumbing contractor is hired, Village registration and a valid Illinois Plumbing Contractors License (055) is required. Also, state law requires a letter of intent be submitted on company stationery with the corporate seal. If the contractor is not a corporation, the letter of intent shall be notarized.



The Development Services Department has many helpful handouts specifying general regulations for many of the projects listed on the following page. Handouts are available for decks, patios, driveways, swimming pools, detached garages, sheds, and others. Please contact Department staff to see if a handout is available for your project. Permit applications and most handouts are available online at www.huntley.il.us.

FEES

Permit fees, plan review fees and refundable bonds may be associated with your project. Department staff will inform you of any required fees.

PLAT OF SURVEY

Plans and specifications are required for most building projects. **A current plat of survey showing all existing conditions and all proposed improvements is required for most exterior projects.**

PLAN REVIEW

The plans for some projects must also be reviewed for conformance to applicable Village codes before a permit can be issued. This type of review is called a Plan Review.

J.U.L.I.E.

Please consult the handout for your project, or Development Services Department staff, to determine what is necessary to apply for your permit. A J.U.L.I.E. dig number (see Section VII Questions and Answers) will be required for projects involving underground construction.

DON'T FORGET!

Please remember to obtain a building permit **before** starting any work. Work started without a permit will be stopped by Village personnel and fines may be assessed.

Always check with your Homeowners Association prior to applying for a permit.

Permits are required for many remodeling projects, repairs, replacements, new structures, and additions. Before starting any home improvement project, please contact the Development Services Department for permit requirements. Some typical construction projects requiring permits are listed below. If your project is not listed, be sure to contact Village staff to inquire about regulations which may apply to your project.

Central air conditioners, new or replaced
Concrete stoops, slabs and stairs
Decks, pergolas or porches
Driveways, replacement or expansion and ribbons
Electrical Work
Fences
Fireplaces
Furnaces, new or replaced
Garages, attached or detached
Gazebos or greenhouses
Irrigation systems and second meters
Patios
Ponds
All plumbing work
Remodeling; interior, exterior or basement
Retaining walls
Roof decking replacement (as in tear-offs)
Room additions or sunrooms
Sewer repair, replacement, or clean-out
Sheds
Sidewalks or stairs
Swimming pools, in / above ground
Wall partitions
Water heaters, new or replaced
Whirlpools and spas
Windows or doors when added, increased or decreased in size

As work progresses, it must be inspected by Village inspection staff to ensure that it complies with the approved permit plans and all code regulations.

SCHEDULING

To schedule an inspection, call the Development Services Department **24 hours in advance by 12:00 noon. You can contact us at (847) 515-5252. Please have your permit number handy, since it is necessary to request an inspection.** The required inspections for your project will be reviewed with you when your permit is issued.



INSPECTION TIMES

Please note, specific inspection times are not available. Exceptions can be made for special situations.



COMPLETE WORK

Prior to calling for an inspection, please make sure the work for which you are requesting an inspection, has been completed. If not ready, please cancel your appointment and re-schedule for another time.

NEED HELP?

If you are encountering problems, need advice or specific information, or are unsure as to how to proceed, please contact the Development Services Department. While they cannot design your project, they are more than willing to offer advice to assist you in completing the job as quickly and as easily as possible. If it is necessary to have an inspector stop by your project for assistance, please let Department staff know when you call. There is no charge for this type of interim inspection assistance.

JUST CALL!

It is our goal to see that your project is completed quickly, with as little disruption or inconvenience as possible. If you wish to speak to one of the inspectors, you may contact them. The best time to reach one of the inspectors is Monday - Friday, between 7:30 a.m. and 8:00 a.m. or between 3:00 p.m. and 4:00 p.m. when they are normally in the office. Leave a message for them anytime, and they will return your call as soon as possible.

**FOR YOUR OWN PROTECTION,
YOU MAY WISH TO HAVE THE
FINAL INSPECTION COMPLETED
AND APPROVED BY THE
DEVELOPMENT SERVICES
DEPARTMENT *PRIOR* TO MAK-
ING THE FINAL PAYMENT TO
YOUR CONTACTORS.**

**REFUNDABLE BONDS WILL NOT
BE RETURNED UNTIL ALL FINAL
INSPECTIONS HAVE BEEN AP-
PROVED.**

**Questions?
Call the Development
Services Department at**

(847) 515-5252

HOW LONG IS THE BUILDING PERMIT VALID?

Work authorized by a permit must be completed within six (6) months after the date of issuance. Demolition permits are only valid for one month from the date they are issued. For work extending beyond these time frames a written request for a permit extension must be submitted. Approval is required by the Director of Development Services. Please call the Development Services Department if you foresee problems.

WHAT IS THE PURPOSE OF THE COMPLIANCE BOND?

The bond provides an incentive to complete the work in the manner it was approved and to have the work inspected as required. This bond can be forfeited to the Village in whole or part at the discretion of the Building Official when a violation of any code or ordinance persists for more than a 24-hour period.

WHEN CAN I EXPECT THE BOND TO BE REFUNDED?

The Development Services Department will begin processing the refund as soon as the final inspection is approved. Generally it takes three to six weeks for the refund to reach you.

WHO OR WHAT IS JULIE?

JULIE stands for “Joint Utility Locating Information for Excavators.” Upon receiving your call, the utilities will visit your property and mark the location of non-Village underground utilities. The Village will also be notified and will locate underground Village utilities including sewer and water mains, and electrical cables for street lights. This service is free, and usually is completed within 48 hours of the request. Call JULIE toll free at 1-800-892-0123 or dial 811.

A FRIEND OF MINE IS GOING TO BUILD MY SHED, DECK, ETC. MUST HE BE REGISTERED WITH THE VILLAGE?

Many residential projects can be done by the homeowner. Before you apply for your permit, it is always best to contact the Development Services Department to review the requirements for your project submittal. All excavations or work done in public right of ways must be done by a registered contractor.

WHAT IS A “STOP WORK” ORDER?

A “Stop Work” order is issued for jobs that are not being completed in accordance with the approved plans or for jobs that were started without a permit.

WHAT IF I WANT TO MAKE CHANGES TO MY PLANS AS WORK ON THE PROJECT PROGRESSES?

Be sure to obtain plan approval from the Development Services Department **prior** to making any changes to the approved permit plans.

WHAT DO I DO WITH THE PERMIT PLACARD I WAS GIVEN?

The permit placard **must** be displayed in a window of your home so it is visible from the street until the final approved inspection has been made.

WHAT INSPECTIONS ARE REQUIRED?

Inspections are noted in the handouts and will be reviewed with the applicant when the permit is issued.

WHAT’S THE DIFFERENCE BETWEEN THE PLAN REVIEW FEE AND THE PERMIT FEE?

The plan review fee covers the cost of reviewing the plan for compliance with Village codes. The permit fee covers the cost of processing the permit and inspecting the improvement.

IS THE HOMEOWNERS ASSOCIATION APPROVAL REQUIRED PRIOR TO APPLYING FOR MY PERMIT?

You should always check with your Homeowners Association first, some of them require written approvals.

Questions?
Call the Development Services
Department at

(847) 515-5252

IMPORTANT PHONE NUMBERS

Village of Huntley

Development Services
847/515-5252

Water Billing
847/515-5220

Public Works
847/515-5222

Main Number
847/515-5200

Police

Non-Emergency
847/515-5311
Emergency 9-1-1

Fire Department

Non-Emergency
847/669-5066
Emergency 9-1-1

Better Business Bureau

312/832-0500

Post Office

847/669-5423

J.U.L.I.E.

800/892-0123 or 811

Assessor's Offices

Grafton Township
847/669-3383
Rutland Township
847/428-6560

McHenry County

815/338-2040

Kane County

630/232-5950

**Huntley Area Public
Library District**

847/669-5386

Huntley Park District

847/669-3180

If you are planning to make additions, improvements or alterations to your home or property, a permit is required. Working without a permit is illegal and can jeopardize the safety of your family and visitors. It may also create serious problems in future selling and insurance situations.

The Development Services Department has handouts to explain plan submittal and permit requirements for a number of common projects. Stop by or call the department for a copy. Also, the Village requires all contractors to register with the Development Services Department before a permit can be issued.

Contact the Development Services Department to discuss your plans. Staff will be happy to advise you about permit requirements. Make sure to call in the early planning stages to avoid any unnecessary delays.



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Department

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**Village of
Huntley**

Municipal Complex

10987 Main Street
Huntley, IL 60142

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