



COMMUNITY AND ECONOMIC DEVELOPMENT

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Des Plaines, IL 60016
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desplaines.org

REMODELING, ROOM ADDITIONS, AND ATTACHED GARAGES

1. A permit application must be completed and brought in with five (5) sets of architectural drawings CLEARLY indicating work to be done, including plumbing and electrical details, elevation of existing and new foundation.
2. Five (5) current plats of survey must be submitted locating outline of new addition.
3. Application must be complete giving estimated value of construction, property index number and listing all contractors.
4. Room addition plans must include lot coverage calculations.
5. Room addition plans must include exterior finishes, including materials and colors.
 - a. Properties located in the Floodplain will be required to submit photographs of the existing structure, when submitting plans for improvements.
 - b. Federal floodplain regulations require that a current (2 years or newer) appraisal of the existing structure (building only) shall be submitted to determine if the proposed work complies with FEMA regulations. The complete requirements are included in Chapter 14 of the City Code.

NOTE: A SPOT SURVEY will be required after foundation work is completed, for all additions.

NOTE: A FINAL AS-BUILT SURVEY will be required after project is completed, for additions that expand the footprint of the building by at least 50%.

Call JULIE, Joint Utility Locating Information for Excavators, at 1-800-892-0123, for utility line location information. JULIE is a free service.

Be advised that the above-mentioned are guidelines. Each permit is treated individually and certain other requirements may apply. Once the above-mentioned information is submitted, the correct determination can be made.

Any exceptions to the above may require a variation.