

# Miscellaneous Permits Guide



# NEW LENOX

COMMUNITY DEVELOPMENT

**Village of New Lenox • Community Development Department**  
**1 Veterans Parkway • New Lenox • IL • 60451**  
**Phone: (815) 462-6490 • Fax: (815) 462-6469**  
[www.newlenox.net](http://www.newlenox.net)



Dear Resident/Contractor:

On behalf of the Village New Lenox, we would like to introduce the building application process. Enclosed in this booklet is the information necessary to complete the building permit application and permit process.

This booklet includes permit application detail, inspection requirements and general building information.

Permit applications are available at the Village Hall or online at [www.newlenox.net](http://www.newlenox.net). Completed permit applications may be submitted in person at the Village Hall. For minor projects such as roofs, rear yard fences, window replacements, etc., the permit may be able to be obtained the same day. Projects like decks or front yard fences are subject to additional staff review but will be reviewed within two to three days. Permit applications may be submitted by mail and will be reviewed in the order in which received.

The fee for miscellaneous permits is \$30 and may be paid at the time of submittal. The completed building permit application should also include the name of the contractor and also their local New Lenox contractor registration number. If you are completing the project yourself, indicate that you will be doing the work by stating homeowner on the application.

If there are any questions, please feel free to contact the Community Development Department at 815-462-6490 or go online and visit the Village of New Lenox website at [www.newlenox.net](http://www.newlenox.net) for more information.

Village of New Lenox

A handwritten signature in blue ink, appearing to read "Warren Rendleman", is written over a horizontal line.

Warren Rendleman

## MISCELLANEOUS PERMIT INFORMATION

Miscellaneous permits **are** required for the following projects:

Fences  
Decks/Gazebos/Covered Porches/Pergolas  
Sheds/Accessory Buildings  
Playhouses (larger than 100 sq. ft.)  
Driveways and Extensions (including replacement work)  
Electrical Service Upgrades  
Generators  
Electric Car Chargers

Miscellaneous permits **are not** required for the following projects:

Private Sidewalks  
Concrete or Paver Patios  
Dog Runs  
Playhouses (less than 100 sq. ft)

### NOTES:

A building permit must be **approved and issued prior** to the start of any construction.

Permits such as fences, sheds and driveways may be issued over the counter. Please allow 7-10 business/working days for review and permit processing of other permits. Failure to obtain approval of a building permit prior to the start of work could result in the doubling of fees.

PLEASE CALL JULIE AT 800-892-0123 BEFORE YOU DIG.

**CONSTRUCTION HOURS:** In residential districts, construction hours are as follows:

<b>Monday – Friday</b>	<b>7:00 a.m. – 9:00 p.m.</b>
<b>Saturday – Sunday</b>	<b>8:00 a.m. – 9:00 p.m.</b>

**SUBMITTAL REQUIREMENTS**  
**FENCES**

- 1. Submit a plat of survey with the location of fence highlighted and height of fence noted. Please also note where the gate(s) will be located. The contractor's proposal will not be accepted as a site plan.**
  - 2. Submit completed Miscellaneous Permit Form**
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**Fence Regulations**

The maximum height of a fence in a side and/or rear yard is 6'; except for corner lots.

Please see attached diagram for fence restrictions regarding corner lots.

All exposed wood posts must face the inside of the property.

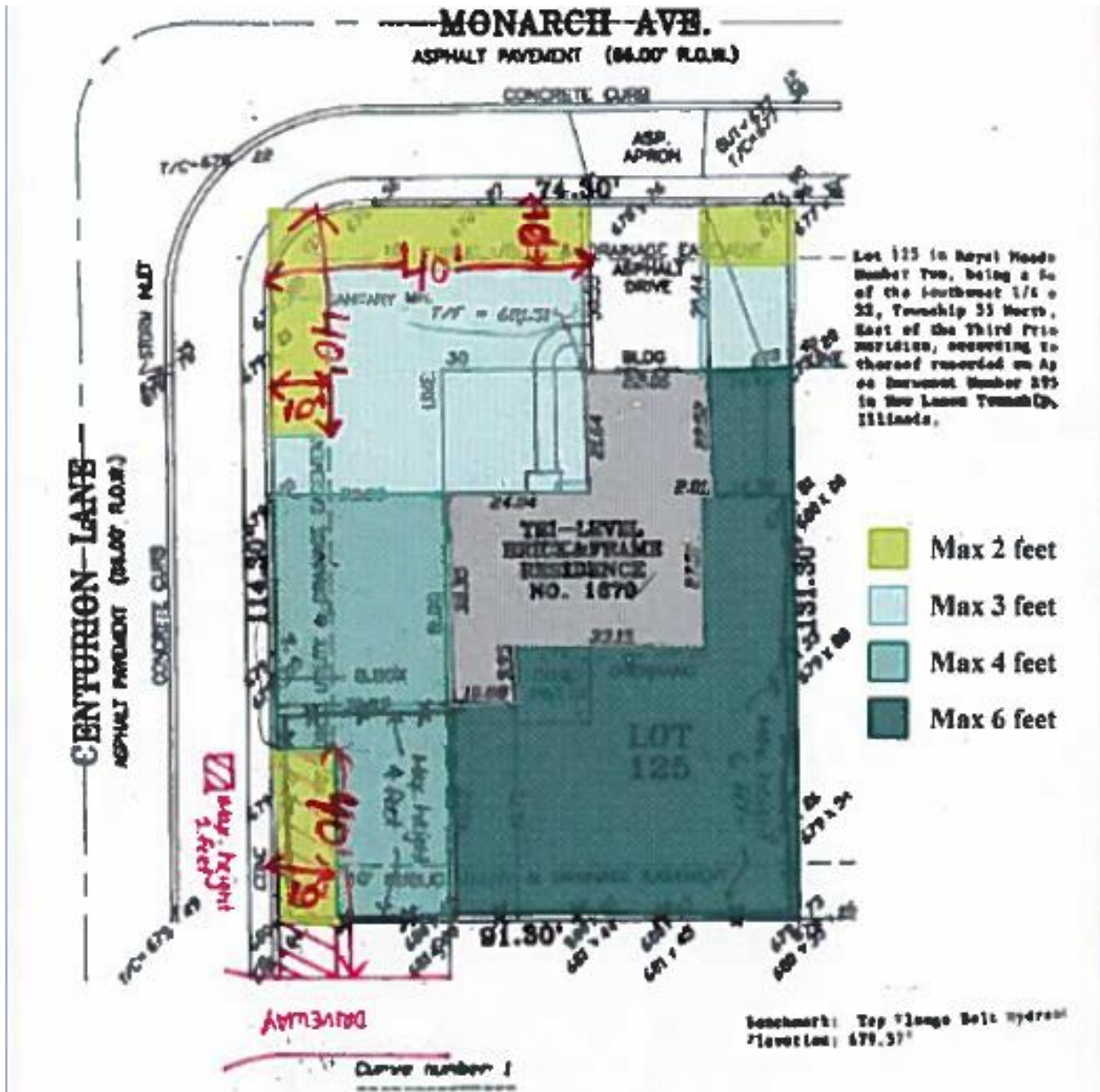
Fences may be installed on or inside the property line.

If the fence is providing safety and security for a swimming pool, the minimum height of a fence is 5'.

All contractors working on the project must have a current contractor registration with the Village of New Lenox.

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# CORNER LOT – FENCE RESTRICTIONS



For the sample corner lot above, the following are fence height restrictions in both front yards:

- The front of the house faces Monarch Ave. A maximum 3-foot tall fence is permitted within the 30-foot front yard building setback area, with the exception of the 10-foot wide area extending 40 feet from the corner where only a maximum 2-foot tall fence is permitted.
- The side of the house faces Centurion Lane. A maximum 4-foot tall fence is permitted within the 30-foot front yard building setback area, with the exception of the 10-foot wide area extending 40 feet from the closest driveway where only a maximum 2-foot tall fence is permitted.

Please contact the Planning Department at 815-462-6490 with any questions.

## **SUBMITTAL REQUIREMENTS**

### **DECKS / GAZEBOs / COVERED PORCHES/ PERGOLAS**

- 1. Submit a plat of survey and show where the structure will be placed**
  - 2. Indicate dimensions of structure**
  - 3. Submit construction details such as posts, headers, joist, decking, guardrails, handrails, stairs**
  - 4. Submit completed Miscellaneous Permit Form**
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### **Decks/Gazebo/Covered Porch/Pergola Regulations**

#### Construction

All posts, framing and decking material must be decay- resistant – either natural or pressure treated.

#### Posts

Indicate size, spacing, material and location. Indicate depth in ground (minimum 42” below finished grade).

#### Headers

Where supported by attachment to an exterior wall of existing building, headers shall be positively anchored. Indicate bolt size, spacing and material. Indicate header size, spacing and material.

#### Joist

Indicate size, spacing, material and method of attachment. Joist hangers required at the joist to ledger connection.

#### Decking

Indicate size, material & fastener type. Indicate finished deck height above finished grade.

#### Guardrail

For decks 30” or more above grade indicate guardrail height (minimum 36” above deck).

#### Handrail

Indicate baluster space (less than 4” between balusters).

#### Stairs

Indicate width of stairs - 36” minimum, indicate riser height – 7 3/4” maximum rise, indicate tread dimensions – 10” minimum measured nose to nose.

Structures cannot be built in any easement on the property.

All contractors working on the project must have a current contractor registration with the Village of New Lenox.

Please call the Village of New Lenox at (815) 462-6490 to schedule all inspections.

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**SUBMITTAL REQUIREMENTS**  
**SHEDS / ACCESSORY BUILDINGS**

- 1. Submit a plat of survey that indicates where shed will be placed**
  - 2. Indicate dimensions of shed and height of the shed**
  - 3. Indicate side yard setback and rear yard setback**
  - 4. Indicate distance from shed to house**
  - 5. Submit completed Miscellaneous Permit Form**
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**Shed Regulations**

Side yard setback is a minimum of 5'

Rear yard setback is a minimum of 5'

Sheds cannot be placed within any easement on the property

Shed height cannot exceed 15'

Maximum size is 180 sq. ft.

Shed must be a minimum of 10' from the house

Sheds larger than 180 sq. ft. are permitted but are classified as a detached garage and must be designed and constructed to garage standards including the minimum foundation requirements. (See Residential Remodeling Guide).

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## **SUBMITTAL REQUIREMENTS**

### **DRIVEWAYS**

- 1. Submit a plat of survey showing location of driveway for new or Replacement or extension driveways**
- 2. Indicate material to be used for driveway (asphalt or concrete)**
- 3. If using concrete, submit concrete specifications**
- 4. If using asphalt, submit asphalt specifications**
- 5. Submit completed Miscellaneous Permit form**

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### **Driveway Requirements**

#### Concrete Driveways:

The minimum thickness of all concrete driveways shall be 5-inches with 6x6 welded wire fabric (W.W.F.) installed at the mid-point of slab thickness. All exposed concrete shall be a minimum 6 bag mixture with an air entrainment of 4% - 7% to achieve a minimum compressive strength of 3,500 psi after 28 days. Fibrous concrete reinforcement shall be permitted in lieu of welded wire fabric (W.W.F.) reinforcement when installed in accordance with manufacturer's specifications and field verification. The contractor shall provide the Village with load tickets verifying the mix design.

**SUBGRADE PREPARATION:** The sub-grade shall be tamped or rolled until thoroughly compacted. All sub-grade shall be prepared with sufficient granular material to form a level working platform for concrete placement, 3-inch minimum depth. Material shall be approved 3/4" stone.

**FORMS:** Side forms shall be of lumber not less than 2-inch nominal thickness and 6-inches in height or steel of equal rigidity. They shall be held securely in place by stakes or braces, with the top edges true to line and grade.

**INSPECTIONS:** A pre-pour inspection is required and shall be scheduled after the forms, compacted stone and welded wire fabric (W.W.F.) are in place. Please call the Village of New Lenox at (815) 462-6490 to schedule an inspection.

#### Asphalt Driveways:

The minimum thickness of all asphalt driveways shall be 2" compacted to achieve a minimum 90% density. The asphalt surface material shall be a minimum of two (2) inches compacted hot mix asphalt Mix "D" N50. The contractor shall provide the Village with load tickets verifying the mix design.

**SUBGRADE PREPARATION:** Asphalt driveways shall be installed on a minimum 6" of compacted CA 6 stone. The subgrade shall be free of vegetation and organic material.

**INSPECTIONS:** A pre-asphalt inspection is required prior to placing asphalt. The subgrade should be in-place and compacted. Please call the Village of New Lenox at (815) 462-6490 to schedule an inspection.

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**SUBMITTAL REQUIREMENTS**  
**ELECTRIC SERVICE**

- 1. Indicate service size**
  - 2. Indicate underground or overhead**
  - 3. Submit completed Miscellaneous Permit Form**
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**Electric Requirements**

All electric must be installed in electric metallic tubing, intermediate metal conduit or rigid metallic conduit. The minimum service size for single family residences less than 1,500 sq. ft. is 100 amp. The minimum service size for single family residences greater than 1,500 sq. ft. is 200 amp.

On overhead services, indicate the point of entry and the proximity to windows and doors.

ComEd now requires that all new service heads shall be located no more than 25' above the ground and must be positioned so that the service wire installation has safe access from an extension ladder.

This new requirement can be accessed through ComEd's website using links located on the Village's website at [www.newlenox.net](http://www.newlenox.net).

An inspection is required after the service is installed and prior to energizing by ComEd. The Village will contact ComEd after the installation has been approved and ComEd will schedule for power. Please call the Village of New Lenox at (815) 462-6490 to schedule an inspection.

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**SUBMITTAL REQUIREMENTS**  
**GENERATORS / ELECTRIC CAR CHARGERS**

- 1. Submit a site plan indicating location of the generator/car charger**
- 2. Submit manufacturer specifications for the generator/electric car charger**
- 3. Submit completed Miscellaneous Permit Form**

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All contractors working on the project must have a current contractor registration with the Village of New Lenox.

An inspection is required upon completion of the work. Please call the Village of New Lenox at (815) 462-6490 to schedule an inspection.