

# RESIDENTIAL CONSTRUCTION GUIDELINES

The Village of Frankfort's Building Department is governed by ordinances and policies adopted by the Village Board under the leadership of Mayor Jim Holland, and periodically updated to reflect the changes in the International Building Codes. All Village ordinances and codes pertaining to building construction are on file at the Village of Frankfort Library or copies of the ordinances are available at the Village of Frankfort Administration office at 432 W. Nebraska.

The Village is committed to quality construction and stringent enforcement of all code related requirements. Therefore, there are many inspections that need to be done at certain stages of the project. These inspections give the building inspectors the opportunity to insure that the building is being constructed in accordance with the codes that the Village has adopted.

All contractors working in the Village of Frankfort must be registered, insured and bonded. Our goal is to work closely with all those involved in the construction process. Our success really depends on our commitment to communication, insistence upon quality construction and our ability to be FIRM BUT FAIR on all code related issues.

Note to all Builders and General Contractors, the Village of Frankfort adopted the 2006 ICC codes which include mechanical, building codes, and property maintenance codes, 2012 Energy Conservation Code. We also adopted the 2005 National Electrical Code and the 2004 Illinois Plumbing Code. With this in mind make yourself aware of these codes because there are substantial changes to the code.

Should you need additional information or have any questions, feel free to call the Building Department, at 815-469-2177, 8:00 a.m. to 4:00 p.m., Monday through Friday.

Sincerely,

VILLAGE OF FRANKFORT

ZACH BROWN, Building and Zoning Supervisor

And;

Tom Bartnik, Building/Mechanical Inspector  
Contract Plumbing Inspector  
Contract Electrical Inspector  
Phyllis Flammond, Permits & Inspections Clerk

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**ADDITIONAL ATTACHMENTS TO BE SUBMITTED AT TIME OF PERMIT APPLICATION**

1. Building Permit Application.
2. Two sets of stamped architectural drawings for the project.
3. Residential monotony form and color picture submittal of adjacent properties.
4. Residential Engineering Review Form
5. Plat of Survey and Grading plan matching the approved subdivision grading plan.
6. Home Owners Association Approval or Architectural Review Committee Approval from the subdivision association on their letter head.
7. Heating and window calculations
8. Res Check ([www.energycodes.gov](http://www.energycodes.gov)) form submitted for project

- 1) All Contractors who work in the Village shall be registered, bonded and insured by the Village as follows:
  - a. General Contractor Village Registration \$150.00, a \$25,000 License & Permit Bond. Insurance \$1,000,000 General Liability and workmen's comp. insurance with Village named as certificate holder.
    - i. The general contractor must ensure that all sub contractors have current registrations with the Village and that they maintained through the duration of the project.
  - b. Sub-contractors Village Registration \$75.00, also are required to provide a License & Permit Bond in the amount of \$15,000.00 as well as the General Liability Insurance for \$500,000.00 and workmen's comp. insurance.
  - c. ***If the contractors are not maintained current registrations throughout the construction process then the job could be shut down and/or inspections not done until sub and/or general renew their information with the village. This could result in additional fines and stop work orders if this is not maintained during the entire duration of the project.***
- 2) All General Contractors shall also provide a \$10,000.00 Surety Performance Bond for each new construction project, which will be due at time of occupancy.
- 3) The permit review process for residential new construction will normally require three-weeks, (15 working days) providing that all documentation is submitted with the building permit application. Occasionally, due to the demands on the Building Department, this review may be delayed and require additional time. As a side note not having all contractors registered with the Village will delay the issuance of the permit.
- 4) All permits must be posted and properly secured on the job site and lot # displayed. No construction shall begin prior to 7:00 a.m. and no construction after 9:00 p.m. Monday – Friday and 8:00 a.m. to 8:00 p.m. Saturday and Sundays.
- 5) Procedures for all required inspections are outlined in Section D and must be adhered to, or the contractor will be subject to fines, and/or revocation of license.
- 6) It is the responsibility of the General Contractor to maintain a clean and safe construction site. A refuse container shall be located on site, and all debris shall be picked-up on a daily basis. A stone construction driveway to eliminate mud on the streets is required and port-a-potty should be placed on site for the contractors. Failure to comply may result in a Stop Work Order and/or fines.
- 7) Any deviation from construction drawings must be approved by the Building Department, prior to the work being started. Structural alterations must bear the seal of the Architect of record.
- 8) Final grades including defining swales must be established prior to occupancy including an as-built of final grades, which must be in conformance with the engineered plans of the subdivision.
- 9) An additional permit is required for landscaping. It is the responsibility of the homeowner/or builder to apply for the permit. The permit application must be accompanied with a Four corner elevation Plat of Survey (grading plan) showing all drainage ways, and the flow of overland storm water runoff. Drainage ways and easements shall comply with the Village *Design Standards*, and Ordinance No. 1469.
- 10) Developer's approval or Homeowners Association approval must be submitted before permit release.
- 11) HVAC calculations required from the registered contractor listed on the job
- 12) Window Calculations from the window manufacturer.

- 13) All lot numbers must be displayed on the job site on all job sites or no inspections will take place.
- 14) Residential monotony form & color picture submitted for the adjacent structures.
- 15) Submit Res-check forms with permit submittals for new construction ([www.energycodes.gov](http://www.energycodes.gov)) (or use prescriptive method 2012 IECC).

**PLAN REVIEW**

The Building Department uses an outside firm to perform a plan review on the stamped architectural drawings submitted with the building permit application. The purpose of a plan review is to identify possible code violations of the plans. This has proven to be very successful by identifying these deficiencies in the office rather than in the field. Although, there is a charge for this service, it has proven to save the permit applicant thousands of dollars, by making the revisions on the plans rather than correction in the field. However, failure to identify a code violation during the review process does not give the permit applicant the right to violate the code. The final installation must be in conformance with all applicable codes.

**Typical Areas of Review:**

**FOOTINGS**

- Depth below grade
- Soil bearing value - verified in the field
- Thickness/width

**FOUNDATION WALLS**

- Footing centered under foundation
- Width of foundation wall
- Drains
- Damproofing - and/or waterproofing
- anchor bolts
- foundation insulation

**WALL CONSTRUCTION**

- stud grade & spacing
- exterior & interior bearing walls
- interior nonbearing partitions
- drilling & notching studs
- firestopping
- draftstopping
- smoke & carbon monoxide detectors

**MASONRY CONSTRUCTION**

- general design
- types of masonry
- thru-wall flashing
- construction requirements

**EXTERIOR WALL COVERING**

**WEATHER PROTECTION**

**FLOORS**

- joists/grade/size and spans
- header size and span
- column support
- footing support
- concrete floors - thickness
- plywood
- particle board

**ROOF-CEILING CONSTRUCTION**

- rafter & ceiling joist-size & span
- rafter brace
- bearing, cutting, notching, bored holed later
- support & bridging,
- headers, trusses, roof tie-down

**CHIMNEYS & FIREPLACES**

- Masonry chimneys, factory-built chimneys,
- masonry fireplaces, must have fresh air supply

**MECHANICAL**

- Heat loss calculations – Computer print out indicating size of heating/AC units based on square footage/ 1 or 2 story model, R-value – glazing etc.

**ENERGY CONSERVATION**

- Either Res-check forms submitted or build home using prescriptive method

## **RESIDENTIAL INSPECTIONS**

The Building Department, in coordination with the Mayor and the Village Board, which have developed a list of required inspections for single-family dwellings.

1. Initial on-site Inspection
  - a. Erosion control for site
  - b. Construction driveway
  - c. Garbage dumpster location
  - d. Port-a-potty
2. Pre-Pour footing inspection(s):
  - a. Inspection shall be made prior to placement of concrete.
  - b. If poor soil conditions exist, an Illinois State Licensed Soil Engineer's report and site inspection will be required.
3. Pre-Pour foundation inspection(s):
  - a. Wall forms centered on footings
4. Backfill Inspection
  - a. Damproofing
  - b. Drain Tile
  - c. Foundation insulation
5. Spotted Plat of Survey (sealed by an Illinois State licensed surveyor or engineer).
  - a. This survey must show top of foundation and location of building to all lot lines.
  - b. This survey will be reviewed by the Building Department, and upon approval, framing construction can begin.
6. Rough Underground Plumbing
  - a. Radon Piping
  - b. Sump pump pit
  - c. Ejector pump pit
  - d. Interior drain tile
7. Water & Sewer Lines
8. Rough Framing
9. Rough Electric
10. Rough Plumbing
11. Rough Mechanical
12. Electrical Service
13. Insulation Inspection
14. Flashing Inspection/Masonry
15. Pre-pour Basement Floor –
  - a. Radiant heat (if applicable, plumbing inspector with inspect prior to pouring)
  - b. Concrete thickness
  - c. Visqueen vapor barrier
16. Pre-pour Garage Floor
  - a. Radiant heat (if applicable, plumbing inspector with inspect prior to pouring)
  - b. Concrete thickness
  - c. Visqueen vapor barrier
17. Pre-pour Driveway
  - a. Thickness of compacted stone
  - b. Thickness of concrete
  - c. Wire or fiber mesh
  - d. Rebar connections to garage slab
18. Public Walks
  - a. Thickness of compacted stone
  - b. Thickness of concrete
  - c. Rebar over utility services
19. Service Walks and Patios
  - a. Thickness of compacted stone
  - b. Thickness of concrete
  - c. Wire or fiber mesh
20. Asphalt Inspection
  - a. Thickness of compacted stone
  - b. Thickness of binder base layer
  - c. Thickness of final lift
21. Final Building Inspection
22. Final Electric Inspection

- 23. Final Plumbing Inspection
- 24. Final Mechanical
- 25. Final Grade Inspection
- 26. Separate Landscape Permit needed
  - a. Provide drawing on landscaping placement and final elevations of property
- 27. Separate Lawn Sprinkler Permit needed if applicable.
  - a. Provide drawing on sprinkler heads and placement and type of RPZ for the property

**TIME ALLOTMENTS FOR INSPECTIONS**

All inspections will be conducted between 8:00 am and 3:30 pm the day that the inspection is scheduled however, the building department cannot schedule specific times do to the amount and types of inspections scheduled for that day. However, staff will try to accommodate whenever possible.

**1. CONCRETE INSPECTIONS**

- a. The owner or contractor shall call the building department 24/48-hours prior to the requested inspection.
- b. All concrete will be inspected prior to placement.

**2. BUILDING INSPECTIONS**

- a. The owner or contractor shall call the building department 24/48-hours prior to the requested inspection.
- b. For rough inspections, no insulation can be installed, or any type of covering over the area remodeled or constructed.

**3. FINAL INSPECTIONS**

- a. The owner or contractor shall call the building department 24/48-hours prior to the requested inspection.
- b. A building shall not be used or occupied in whole or in part until a Certificate of Occupancy has been issued by the building official.
  - a. For purposes of this Section, the terms "used or occupied" shall be deemed to include, but are not limited to the following:
    - 1. The temporary or permanent storage of furniture, equipment, and or personal or household effects within the building or structure.
    - 2. Use of the building or structure for the purposes of interviewing, training and instructing individuals, or other similar activities.

**4. ON SITE IMPROVEMENT INSPECTIONS**

- a. The Director of Building and Zoning shall direct the Village Engineer or Inspector to inspect improvements of commercial, industrial and residential construction projects. On-site improvements include, but not limited to curbs, gutters, grading, drainage, paving and driveways. The cost of all inspections and reports required under this provision shall be paid by developer or property owner.

**5. RE-INSPECTION FEES**

- a. All re-inspection fees for failed inspections are \$50.00

## **SITE DEVELOPMENT REGULATIONS**

- 1) The subdivision developer shall be responsible for the actions of other contractors working in the subdivision, whether the developer retains ownership of any specific lot(s) or has sold same.
- 2) A project manager for the subdivision must be identified, who can be reached 24 hrs, 7 days a week, who will be notified in case of problems with the subdivision.
- 3) No mud or other debris is to be left on any public right-of-way or other empty lots. If any mud or debris is found on a public right-of-way or on empty lots, those individuals responsible for the condition shall be ticketed, fined and directed to clean up. If the violator(s) cannot be identified, then the subdivision developer may be ticketed, fined and directed to clean-up or be charged an amount to cover Village costs for clean-up.
- 4) All construction debris shall be cleaned up each day and deposited in a garbage dumpster, on-site, of sufficient size to handle all debris and must be emptied on a timely basis. No fires permitted for construction debris. No Dumping of construction debris or landscaping waste on vacant lots or you could be ticketed and fined.
- 5) Construction vehicles (especially cement trucks) shall be cleaned only as follows:
  - a. On a particular lot if the vehicle is working on that lot; or,
  - b. At a location specifically and previously identified by the subdivision developer and approved by the Village.
- 6) Base stone for driveway shall be installed after foundation is poured and backfill is done.
  - a. Keep all mud and debris off of the streets. Streets must be cleaned each day after all work is done for that day.
- 7) Developer must have a port-a-potty on site for the workers to use throughout the duration of the project.
- 9) Sediment and erosion control methods (silt fences and other control methods) must be installed and maintained throughout the construction project in accordance with the SWPPP and NPDES II requirements as approved and modified through the IEPA and IDNR.
- 10) Violation of any of these points or any provision of Village Building, Zoning, Subdivision, Property Maintenance, or other ordinance or policy can result in immediate ticket and fines.

## 150.20 ADOPTION OF THE 2006 INTERNATIONAL RESIDENTIAL CODE - ONE AND TWO FAMILY DWELLINGS.

The 2006 Edition of the International Residential Code for One and Two-Family Dwellings first edition, published by the International Code Council, Inc. be and is hereby adopted as a Residential Building Code of the Village of Frankfort for the control of buildings and structures as therein provided; and each and all of the regulations, provisions, conditions, and terms of the 2006 International Residential Code, for One and Two-Family Dwellings are hereby referred to adopted by reference and made part hereof as if fully set out in this Ordinance, except with the additions, insertions, deletions and changes, to such Code which are as follows:

A) *Section R101.1, Title.* These provisions shall be known as the Residential Codes for One and Two-Family Dwellings of the Village of Frankfort and shall be cited as such and will be referred to herein as "this code."

B) *Section R102.5, Appendices.* Hereby adopted.

*Appendix A - SIZING AND CAPACITIES OF GAS PIPING*

*Appendix B - SIZING OF VENTING SYSTEMS SERVING APPLIANCES EQUIPPED WITH DRAFT HOODS, CATEGORY 1 APPLIANCES, AND APPLIANCES LISTED FOR USE AND TYPE B VENTS.*

*Appendix C - EXIT TERMINALS OF MECHANICAL DRAFT AND DIRECT VENT VENTING SYSTEMS*

*Appendix F - RADON CONTROL METHODS*

*Appendix G - SWIMMING POOLS, SPAS AND HOT TUBS.* Delete the following sections under Section AG105 Barrier Requirements:

*Section 9-1.* Delete this provision in its entirety. (Power Safety Cover)

*Section 9.2.* Door alarms are required for access points into the pool area from the house. However, battery operated door alarms are allowed and must be installed as part of the permit requirements.

*Section 10.1.* Delete this provision in its entirety. (Lockable ladder or stairs)

*Appendix H - PATIO COVERS.*

*Appendix J - EXISTING BUILDINGS AND STRUCTURES*

C) *Section R105.2 Work Exempt from Permit.* Delete this section in its entirety: Building, Electrical, Gas and Mechanical

D) *Section R105.3 Application for Permit.* Add the following to the list of application requirements:

8. Two sets of all drawings for a project shall be prepared, signed and sealed by an architect licensed in the State of Illinois and submitted to the Village for review with application.

9. Include window and sliding glass door energy conservation information,



R and U Values.

10. Include HVAC heating and cooling load calculations.

E) *Section R105.5 Expiration. Hereby amended to read as follows: Delete one hundred eighty (180) days in this Section and replace it with ninety (90) days.*

F) *Section 108.2 Schedule of Permit Fees. Hereby amended to read as follows:*  
Fee Schedule. A fee for each plan examination, building permit and inspections shall be paid in accordance with the schedule as set forth in applicable Village Ordinances including Ord. Nos. 1347 and 1449 entitled, "An Ordinance Amending Building Permit Fees and Inspection Charges for the Village of Frankfort, Will County, Illinois" as it now exists or from time to time is amended.

G) *Section R109.1 Types of Inspections. Hereby amended to read as follows:*

1. INITIAL ON SITE SEDIMENT CONTROL INSPECTION

A. Sediment and Erosion Control measures must be installed and maintained during the duration of the entire project in accordance with the applicable Village Ordinances including Village of Frankfort Design Standards "Ordinance 2487" as from time to time amended.

2. FOOTING INSPECTIONS

- A. Inspections required prior to placement of concrete.
- B. If poor soil conditions exist, Illinois State Licensed Professional Engineer will be required to provide a signed and sealed written determination, and inspection prior to placement of concrete.
- C. Installation of stone drive.

3. FOUNDATION INSPECTION

- A. Inspection of concrete forms in-place prior to any concrete being poured.
- B. Reinforcing steel in-place
- C. Forms centered on footing
- D. Installation of stone drive.

4. FOUNDATION BACKFILL INSPECTION

- A. Dampproofing in-place
- B. Drain tile in-place
- C. Anchor bolt installation and location
- D. Upon approval of the drain tile inspection, the foundation can be backfilled. The Building Department will permit construction of the deck over the basement or crawlspace areas only, prior to or after backfilling. This will help provide extra safety at the job site and structural integrity to the foundation.
- E. Submit spot survey (top of foundation elevation and all setback dimensions).
- F. Sediment Control Inspection

5. UNDERGROUND PLUMBING INSPECTION

- A. Basement Floor - inspection necessary prior to placement of concrete.

7. SANITARY SEWER & WATER INSPECTION

8. ROUGH ELECTRIC INSPECTION
9. ROUGH PLUMBING INSPECTION
10. ROUGH MECHANICAL INSPECTION
11. ROUGH BUILDING INSPECTION
  - A. No insulation may be installed until the rough inspections have been approved.
12. INSULATION INSPECTION
  - A. No wall/ceiling coverings may be applied until an insulation inspection has been performed and approved by the Village.
13. MASONRY THRU-WALL "SILL" FLASHING AND WINDOW FLASHING INSPECTION
  - A. Prior to the installation of brick veneer, or stone.
14. CONCRETE FLAT WORK INSPECTION
  - A. Basement floors
  - B. Garage floors
  - C. Patios and stoops
  - D. Driveways
  - E. Sidewalks and service walks
  - F. All flat work
15. EXTERIOR INSULATION FINISH SYSTEM INSPECTION

The following inspections shall be required for all E.I.F.S. installation:

  - A. Sub-strate/flashing inspections
  - B. E.P.S. board inspection
  - C. Base coat application inspection
  - D. Final inspection
  - E. The installer must adhere to all manufacturers' requirements for installation and include a drainage system or equivalent.
16. FINAL PLUMBING INSPECTION
17. FINAL ELECTRIC INSPECTION
18. FINAL MECHANICAL INSPECTION
19. FINAL BUILDING INSPECTION
20. FINAL GRADE INSPECTION
  - A. Erosion Control methods installed.

- 21. ASPHALT INSPECTION (Minimum Standards)
  - A. Residential Driveway Apron (Public R.O.W.)
    - 4" Compacted asphalt
    - 8" Compacted Crushed stone CA-6, Grade 8
  - B. Residential Driveway
    - 2-1/2" Asphalt
    - 8" Compacted Crushed stone CA-6, Grade 8
  
- 22. LANDSCAPE PERMIT INSPECTION (PER APPLICABLE VILLAGE ORDINANCES INCLUDING ORDINANCE NO. 2341 AS FROM TIME TO TIME AMENDED):
  - A. *Separate permit needed for landscaping.*
    - 1. Provide complete landscaping plans.
    - 2. Indicate foundation and all top of grade elevations.
  
  - B. *Separate permit needed for Lawn Sprinkler System.*
    - 1. Provide drawing showing the location of all lawn sprinkler heads on final plat of survey.
    - 2. Show location of RPZ and type of RPZ that is being used.
    - 3. Need waiver for Right-of-way lawn sprinkler heads.

H) *Section R109.1-1, Requests for Inspections, is added as follows:*

- A. CONCRETE INSPECTIONS. The owner or contractor shall call a request for an inspection into the Building Department at least 24/48 hours prior to the requested inspection. All forms and/or concrete will be inspected prior to the placement.
  
- B. BUILDING INSPECTIONS. The owner or contractor shall call a request for an inspection into the Building Department at least 24/48 hours prior to the requested inspection. For rough inspections, no insulation can be installed, or any type of covering placed over the area remodeled or constructed.
  
- C. FINAL INSPECTIONS. The owner or contractor shall call a request for an inspection into the Building Department at least 24/48 hours prior to the requested inspection. A building shall not be used or occupied whole or in part until a Certificate of Occupancy has been issued by the building official. Before final occupancy certificate is issued, all outstanding re-inspection and other Village fees and costs must be paid and a \$10,000 bond must be posted in a form acceptable to the Village, to secure, in part that the construction and improvements comply with all applicable Village Building Codes for that property.
  
- D. ON SITE IMPROVEMENT INSPECTIONS. The Director of Building and Zoning, or approved agent of the Village of Frankfort, shall authorize the inspection of all on-site improvements for commercial, industrial and residential construction projects. On-site improvements include, but are not limited to, curb, gutters, grading, drainage, paving, and driveways. The cost of all inspections and reports required under this provision shall be paid by developer/contractor. (Ord. 1557, passed 3-4-96)

I) *Section R113.4 Violation Penalties.* Hereby amended to read as follows:  
 Any person who violates any provisions of this code or fails to comply with any of the requirements thereof, or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, or the requirements of this Code shall be subject to the following penalties as prescribed by law:

1. Civil Remedies. The Village can enforce this code as provided by law including seeking injunctive relief for any violations.
2. Ordinance Violations. In addition but not in lieu of any other penalties, any person violating this code is subject to a fine of not less than \$250.00 or more than \$750.00 per day for each day any violation exists with each calendar day an offense exists constituting a separate offense.

J) *Section R114.2 Unlawful Continuance.* Hereby amended to read as follows:  
 Any person who shall continue any work in or about the structure after having been served with a stop order, except such work as that person is directed to perform to remove a violation or unsafe conditions shall be penalized as provided by this chapter.

K) *Table R301.2(1) Climatic and Geographic Design Criteria.* Hereby amended to read as follows:

Roof Snow Load 34 lbs.	Wind Speed 90 miles per hour	SEISMIC DESIGN CATEGORY B	SUBJECT TO DAMAGE FROM				Winter Design Temp 0 degrees Fahrenheit	Flood Hazards Per Ordinance
			Weathering Severe	Frost line depth 42 inches	Termite Moderate to Heavy	Decay Slight to Moderate		

L) Section R311 Means of Egress. Add the following:

Section R311.4.3 Landing at Doors. Temporary exterior landing/stairs are permitted for a period not to exceed six months from date of installation. However, the type of materials used must be approved by the building department official.

M) *Section R313.2 Location.* Hereby amended to add the following:

4. Carbon Monoxide Detectors. All residential buildings constructed after the effective date of this section shall be equipped with carbon monoxide detectors. This provision shall also apply to existing residential buildings which are equipped with new oil and gas combustion furnaces and boilers.
  - a) Power Source. Required carbon monoxide detectors shall receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, shall receive power from a battery.

Wiring shall be permanent and without a disconnecting switch other than those required for over-current protection.

- b) Location. Carbon monoxide detectors shall be installed in the immediate vicinity where the fossil fuel burning appliance, boiler or furnace is located. Carbon monoxide detectors must also be installed within fifteen (15) feet of all sleeping rooms.
- c) Compliance. All approved carbon monoxide detectors herein required shall comply with all federal, state and local standards for such devices. Carbon monoxide detectors shall bear the label of a nationally recognized standards testing laboratory, which indicates that each such detector that has been tested and listed as a single carbon monoxide detector.
- d) FOSSIL FUEL. Includes coal, natural gas, kerosene oil, propane and wood.

N) *Section R317.1 Two-Family Dwelling Separation.* Hereby amended to read as follows; Groups R-1, R-2, R-3, R-4 containing two or more dwelling units shall be separated by tenant separation or party walls with a fire resistance rating of a minimum two (2) hours and shall be constructed of non-combustible masonry/concrete materials. Any dwelling units located above another dwelling unit shall be separated by a floor system with a fire resistance rating of a minimum of two (2) hours and shall be constructed of pre-cast concrete or poured in place concrete.

EXCEPTIONS of R317.1 are hereby deleted.

O) *Section R317.2 Townhomes.* Hereby amended by deleting the EXCEPTION PROVISION.

P) *Section R402.1 Wood Foundations.* Hereby amended to read as follows:

THE FOLLOWING SECTIONS WILL BE DELETED IN THEIR ENTIRETY:

- 3. *Section R403.1 General*
- 4. *Figure R403.1(2) & Figure R403.1(3)*
- 5. *Section R403.2 Footing for Wood Foundations*
- 6. *Section R404.2 Wood Foundation Walls*
- 7. *Section R404.2.1 Identification*
- 8. *Section R404.2.2 Stud Size*
- 9. *Section R404.2.3 Height of Backfill*
- 10. *Table R404.2.3 Plywood Grade and Thickness for wood foundation construction*
- 11. *Table R404.2.4 Backfilling*
- 12. *Section R404.2.5 Drainage and Dampproofing*
- 13. *Section R404.2.6 Fastening*
- 14. *Section R405.2 Wood Foundations*
- 15. *Section R406.3 Dampproofing for Wood Foundations*
- 16. *Section R406.3.1 Panel Joint Sealed*
- 17. *Section R406.3.2 Below Grade Moisture Barrier*
- 18. *Section R406.3.3 Porous Fill*
- 19. *Section R406.3.4 Backfill*

Q) *Section R403.1 Footings.* The following is added as the end of Section R403.1:

All open and screened porches that are roofed require a minimum 8" wide trench footing foundation that extends at least 42" below finished grade.

Trench footings are not permitted for brick veneer, solid masonry and 1-1/2 story or greater wall construction.

R) *Section R703.7.5 Flashing.* The following shall be added at the end of Section R703.7.5:

"Foundation/Sill Flashing the minimum shelf angle, coping, base flashing, lintel and window sill flashing shall be:

Minimum flashing shall be rubberized asphalt flashing: Manufacturers standard composite flashing product consisting of a pliable and highly adhesive rubberized-asphalt compound bonded to a high density, cross-laminated polyethylene film to produce an overall thickness of 0.040 inch (1.0 mm) or a rubberized flashing material of similar thickness. Six mil (6 mil) polyethylene is not acceptable."

S) *Section R703.8 Flashing.* The following shall be added at the end of Item 1:

"Exterior Window and Door Flashing shall be:

Minimum flashing shall be a multilayer composite employing polyethylene and fiberglass with an integral adhesive strip that produces a perm rating of less than .30 perms and complying with ASTM E331. Infiltration barrier joint tape is not acceptable."

Window and door flashing must be installed in accordance with the American Architectural Manufacturers Association (AAMA) guidelines.

## **150.22 ADOPTION OF THE 2004 ILLINOIS STATE PLUMBING CODE**

The Illinois State Plumbing Code, 2004 Edition, including the supplements thereto, as adopted by the Illinois Department of Public Health pursuant to authority included in the Illinois Plumbing License and Code Law, is adopted as the Plumbing Code of the Village of Frankfort, except with the amendments and deletions as follows:

- A) *Delete #11 in Table A, Section 890 Appendix A.* Delete the following: Polyvinyl Chloride (PVC) pipe.
- B) *Delete #4 in Table A, Section 890 Appendix A.* Delete the following: Chlorinated Polyvinyl Chloride (CPVC) pipe.
- C) *Delete #2 in Table A, Section 890 Appendix A.* Delete the following: Chlorinated Polyvinyl Chloride (CPVC) pipe/tubing.
- D) *Delete #2 in "Agency Notes."* Delete the following: Type M copper tubing, DWC copper tubing and galvanized steel pipe are approved for above ground uses only.

- E) *Delete in its entirety*, Section 890.1500 Installation of wet venting.
- F) *Amend Section 890.1340* by amending #4 to provide size of the item which is stated in this Section “shall not be less than 3 inches in diameter.”

(Ord. 1478, passed 10-17-94; Am. Ord. 1595, passed 11-4-96; Am. Ord. 1877, passed 1-7-02; Am. Ord. 2128, passed 11-15-04)

## **150.27 ADOPTION OF THE 2005 NATIONAL ELECTRICAL CODE**

The 2005 National Electrical Code (NFPA-70) published by the National Fire Protection Association is hereby adopted as the Electrical Code of the Village of Frankfort. Each and all of the regulations, provisions, penalties and terms of the NFPA-70, 2005 Edition are hereby referred to as adopted and made a part hereof, as if fully set out in this chapter, with the additions, insertions, deletions and changes to such Code which are as follows:

- A. The following Codes and Standards are adopted by reference as part of the Village’s adoption of the above National Electrical Code:
  - 1. (a) The Electrical Industry Association (E.I.A.) and the Telephone Industry Association (T.I.A.) Standards.
  - (b) Amendments to EIA/TIA Standard 570.
  - (c) Section 5.3.5.2 of the EIA/TIA is amended to add a minimum of one wire run shall be installed to each of the following rooms in residences, (where applicable).
    - Kitchen
    - All Bedrooms
    - Family/Guest room
    - Den/Study
- 2. ANSI (American National Standards Institute)
  - #Z21.83-98 - Fuel Cell Power Plants (Referenced in Code Section #1202.10)
- 3. U.L. (Underwriters Laboratories)
  - #910-98 - Test for Flame - Propagation and Smoke-Density Values for Electrical and Optical-Fiber Cables Used in space Transporting Environmental Air (Referenced in Code Section #1202.8)
  - #2043-96 - Standard for Fire Test for Heat and Visible Smoke Release for Discrete Products and Their Accessories Installed in Air-Handing Spaces (Referenced in Code Section 1202.8.1)

4. NFPA (National Fire Protection Association)

#37-98 - Installation and Use of Stationary Combustion Engines and Gas Turbines  
(Referenced in Code Section #1202.9)

#110-99 - Emergency and Standby Power Systems  
(Referenced in Code Section 1202.6)

#111-96 - Stored Electrical Energy Emergency and Standby Power Systems  
(Referenced in Code Section 1202.6)

A. The following articles are deleted from the Electrical Code:

Article 230.43 – Wiring Methods  
Article 320 – Armored Cable: Type AC  
Article 322 – Flat Cable Assemblies: Type FC  
Article 324 - Flat Conductor Cable (FCC) usually under carpets  
Article 326 - Integrated Gas Spacer Cable  
Article 328 - Medium Voltage Cable (Type MV) 2001 Volts or higher  
Article 334 - Non-Metallic Sheathed Cable/Type NM, NMC & NMS  
Article 338 - Service - entrance Cable/Type SE & USE  
Article 352.10.A - Concealed. In walls, floors & ceilings  
Article 352.10.C - Cinders. In cinder fill.  
Article 352.10.F - Exposed  
Article 362 - Electrical Non-Metallic Tubing (flexible corrugated)  
Article 382 - Non-Metallic Extensions  
Article 394 - Concealed Knob-and-Tube Wiring  
Article 398 - Pertaining to open wiring on insulators

2. ADOPT THE FOLLOWING: “All conductors shall be installed in approved metallic raceways”.  
Exceptions: See Article 352.10 (B), (D), (E) & (G).

C) The following Sections of the Electrical Code are amended:

1. Article 230.43 is amended to read “All electrical utility services shall only be installed in rigid metal conduit (or other material as approved), or intermediate metal conduit (or other material as approved) above ground and entering the building.”
  - a. All underground branch-circuit and feeder conductors shall be protected against over-current by an over-current device installed at the point where the conductors receive their supply and all sub-panels will have a main breaker located at the panel.
  - b. All conduits entering a building shall be sealed with duct seal or other approved method to prevent moisture and condensation from forming inside the conduit.
2. Article 210.5 (C) is amended to add the following: All 120-208 Volt services, feeders, and branch circuits shall have phases marked Black (A), Red (B) and Blue (C). All 277-480 Volt services,



feeders, and branch circuits shall be phased marked Brown (A), Orange (B), and Yellow (C).

3. Article 320 of the N.E.C. and substitute as follows (NFPA-70):

Armored Cable (Type A.C.) – Exceptions:

Armored cable may be permitted for use in concealed work in dry locations where it is finished in existing walls or partitions where it is not possible to install conduit, EMT or other approved raceway.

4. Multi-Family Residence Buildings.

Article 210-52H and 210-70a of the Electrical Code are amended to add:

A duplex receptacle shall be installed in each public hallway on each floor, and in each public reception room or foyer in multi-family residences.

(Ord. 1595, passed 11-4-96; Am. Ord. 1877, passed 1-7-02)

D) The following provisions are added to the Electrical Code:

1. All wiring between the meter box and inside service panel, exceeding ten feet (10'), shall require proper wire over current protection.
2. All new single family dwellings over 2,000 square feet (2,000 s.f.) shall have a minimum of a 200 ampere, 3-wire service, and shall be underground whenever possible, unless otherwise approved by the Village of Frankfort.
  - a. Residential Services. Shall be installed on the side of the house closest to the utility pedestal that will feed the meter. The service shall not be installed on the rear of the house unless approved by the Village of Frankfort.
3. A maximum of three (3) conduits per one and one half inch (1-1/2") 8-B (3½" Octagon box x 1½" deep) or four conduits per 1,900 (4" square box x 1½" deep) box shall be allowed.
4. All lights over a bathtub or a shower will be G.F.I. protected.
  - a. In commercial and industrial buildings, all receptacles within five feet (5') of water shall be G.F.C.I. receptacles. This includes washrooms, whether they are public or private, or around sinks, showers, tubs, or water fountains.
5. In all cases duly licensed by a commission in the State of Illinois that provides a test for electrical competency, a bonded Electrical Contractor shall install electrical services and wiring.
6. Studs, plates and joists must be drilled so as not to break the front half of the wood. If it is broken and the conduit is exposed, a metal plate must be placed across the opening.

7. Jacuzzi, spa or whirlpool tubs shall be hard wired to a J Box, with a switch, or G.F.C.I.-protected receptacle where it can be plugged. No cords from motors shall protrude through a wall or the floor to be wired. All tub motors will have an access panel with a minimum size of fourteen inches by fourteen inches (14" x 14").
  - a. One hundred twenty-five (125) Volt receptacles located within ten feet (10') (3,048 mm) of the inside walls of spas and hot tubs shall be protected by ground-fault circuit-interrupters. One hundred twenty-five (125) Volt receptacles located within five feet (5') (1,524 mm) of the inside walls of hydro massage bathtubs shall be protected by a ground-fault circuit-interrupter.
  - b. All hydro massage bathtubs and whirlpool tubs shall be protected by a faceless ground-fault circuit interrupter located within the same room as the tub.
8. Any 120 volt sump pump or ejector pump shall have a single receptacle, not a duplex receptacle, and shall be on a separate circuit, non-G.F.C.I. type.
9. Electrical Metallic Tubing (EMT). Shall not be used underground, outside exposed to the weather, on outside walls, on roofs exposed to permanent moisture, nor in concrete slab in contact with the earth or fill, where during installation or afterwards, it will be subject to mechanical injury. Plastic, visqueen or similar materials under the tubing is considered same as earth or fill.
10. Low Voltage Wiring. Low voltage wiring for lighting circuits, TV cable controls, building automation, telephone, intercoms, communications, including signaling circuits on commercial and industrial buildings or where there are metal studs being used, may be run exposed only in accessible areas. When such wiring is installed in inaccessible areas or subject to mechanical injury, or in plenums, all wiring shall be installed in conduit or approved raceway, and all such work requires a permit.
11. For smoke and carbon monoxide requirements see IRC Code 2006 or Illinois Public Act 094-0741.

### **150.23 ADOPTION OF THE 2006 INTERNATIONAL MECHANICAL CODE**

The 2006 International Mechanical Code, Inc, first edition, published by the International Code Council, Inc., be and is hereby adopted as a Building Code of the Village for the control of buildings and structures as therein provided; and each and all of the regulations, provisions, conditions and terms of the 2006 International Mechanical Code are hereby referred to adopted and made part hereof as if fully set out in this Ordinance, except with additions, insertions, deletions and changes to such Code which are as follows:

- A) *Section 101.1 Title.* Hereby amended to read as follows:  
Title: These regulations shall be known as the International Mechanical Code of the Village of Frankfort, hereinafter referred to as "this code."

B) *Section 106.5.2 Fee Schedule.* Hereby amended to read as follows:

Fee Schedule. A fee for each plan examination, building permit and inspections shall be paid in accordance with the schedule as set forth in applicable Village Ordinances including Ord. Nos. 1347 and 1449 entitled, "An Ordinance Amending Building Permit Fees and Inspection Charges for the Village of Frankfort, Will County, Illinois" as it now exists or from time to time is amended.

C) *Section 106.5.3 Fee Refund.* Paragraphs 2 and 3 of this section are hereby amended to read as follows:

1. Fifty percent (50%) of the permit fee paid if a refund is requested by the applicant within thirty (30) days from the date of the issuance of the permit and no work has been done under the permit issued in accordance with this code.
2. Fifty percent (50%) of the plan review fee paid when an application for a permit for which a plan review has been paid is withdrawn or cancelled by the applicant within thirty (30) days from the date of plan submittal and the Village or its consultant has not initiated any review of the plan and the Village consultant has refunded to the Village the fifty (50%) percent of the paid plan review fee.

D) *Section 108.4 Violation Penalties.* Hereby amended to read as follows:

Any person who violates any provision of this code or fails to comply with any of the requirements thereof, or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, or the requirements of this Code shall be subject to the following penalties as prescribed by law.

1. Civil Remedies. The Village can enforce this code as provided by law including seeking injunctive relief for any violations.
2. Ordinance Violations. In addition but not in lieu of any other viable penalties, any person violating this code is subject to a fine of not less than \$250.00 and not more than \$750.00 per day for each day any violation exists, with each calendar day a violation exists constituting a separate offense.

E) *Section 108.5 Stop Work Orders.* Hereby amended to read as follows:

No person shall continue any work in or about the building, structure or improvements after having been served with a stop work order, except such work as that person is directed to perform to remove a violation of unsafe conditions.  
(Ord. 1478, passed 10-17-94; Am. Ord. 1595, passed 11-4-96; Am. Ord. 1877, passed 1-7-02)

## **150.24 ADOPTION OF THE 2012 INTERNATIONAL ENERGY CONSERVATION CODE**

The 2012 International Energy Conservation Code, first edition, published by the International Code Council, Inc., be and is hereby adopted as a Building Code of the Village for the control of buildings and structures as therein provided; and each and all of the regulations, provisions, conditions, and terms of the 2012 International Energy Conservation Code are hereby referred to, adopted and made a part hereof as if fully set out in this Ordinance, except with additions, insertions, deletions and changes to such Code which are as follows:

A) *Section 101.1 Title.* Hereby amended to read as follows:

Title: These regulations shall be known as the 2012 International Energy Conservation Code of the Village of Frankfort, hereinafter referred to as “this code.”

## **150.28 ADOPTION OF THE 2006 INTERNATIONAL FUEL GAS CODE**

The 2006 International Fuel Gas Code, second edition, published by the International Code Council, Inc., be and is hereby adopted as a Building Code of the Village for the control of buildings and structures as therein provided; and each and all of the regulations, provisions, conditions, and terms of the 2006 International Fuel Gas Code are hereby referred to, adopted and made a part hereof, as if fully set out in this Ordinance, except with additions, insertions, deletions and changes to such Code which are as follows:

A) *Section 101.1 Title.* Hereby amended to read as follows:

Title: These regulations shall be known as the 2006 International Fuel Gas Code of the Village of Frankfort hereinafter referred to as “this code.”

B) *Section 106.5.2 Fee Schedule.* Hereby amended to read as follows:

Fee Schedule. A fee for each plan examination. Building permit and inspections shall be paid in accordance with the schedule as set forth in applicable Village Ordinances including Ord. Nos. 1347 and 1449 entitled, “An Ordinance Amending Building Permit Fees and Inspection Charges for the Village of Frankfort, Will County, Illinois” as it now exists or from time to time is amended.

C) *Section 106.5.3 Fee Refund.* Hereby amended to read as follows: Paragraphs 2 and 3 of this section are hereby amended to read as follows:

1. Fifty percent (50%) of the permit fee paid if a refund is requested by the applicant within thirty (30) days from the date of the issuance of the permit and no work has been done under the permit issued in accordance with this code.
2. Fifty percent (50%) of the plan review fee paid when an application for a permit for which a plan review has been paid is withdrawn or cancelled by the applicant within thirty (30) days from the date of plan submittal and the Village or its consultant has not initiated any review of the plan and the Village consultant has refunded to the Village fifty (50%) percent of the paid plan review fee.

D) *Section 108.4 Violation Penalties.* Hereby amended to read as follows:

Any person who violates any provisions of this code or fails to comply with any of the requirements thereof, or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code shall be subject to the following penalties as prescribed by law.

1. Civil Remedies. The Village can enforce this code as provided by law including seeking injunctive relief for any violations.
2. Ordinance Violations. In addition but not in lieu of other viable penalties, any person violating this code is subject to a fine of not less than \$250.00 or more than \$750.00 per day for each day any violation exists with each calendar day a violation exists constituting a separate violation.

E) *Section 108.5 Stop Work Orders.* Hereby amended to read as follows:

No person shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation of unsafe conditions.

(Ord. 1877, passed 1-7-02)

#### **150.29 CONSTRUCTION USING MOST RESTRICTIVE PROVISIONS**

Each of the codes adopted herein shall be constructed collectively, and if there are any inconsistencies between such codes, the most restrictive provisions to the applicant shall apply. (Ord. 1478, passed 10-17-94; Am. Ord. 1595, passed 11-4-96; Am. Ord. 1877, passed 1-7-02)

# VILLAGE OF FRANKFORT

## COLD WEATHER CONCRETE PRACTICE

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The ICC Codes and the American Concrete Institute ACI - 318 have established thresholds for placement of concrete when cold weather conditions exist. The following information is from various exerts of the applicable code sections as they apply to the placement of concrete in cold weather conditions.

### PROTECTION OF CONCRETE IN COLD WEATHER

#### FOOTINGS

Footings can be poured when the temperature is 20 degrees or above, however the following precautions must be adhered to.

Concrete shall be maintained at a temperature of not less than 50 degrees Fahrenheit for a minimum of 3 consecutive days after placement of concrete.

**\*INSULATED BLANKETS MUST PROTECT THE CONCRETE AND FORMS LEFT IN PLACE.**

The hole should not be left open for more than 24 hours. Protection must be provided to keep soil from freezing with STRAW or INSULATED BLANKETS.

#### FOUNDATION WALLS

Foundation walls can be poured when the temperature is 40 degrees or above.

Concrete shall be maintained at a temperature of not less than 50 degrees Fahrenheit for a minimum of 7 consecutive days.

**\*INSULATED BLANKETS SHALL BE SECURELY FASTENED TO BOTH SIDES AND THE FORMS MUST BE LEFT IN PLACE.**

#### FLATWORK

After the first frost, it is the discretion of the Director of Building of Zoning if flat work can continue.

Flat work is allowed if the temperature of the concrete is maintained at 50 degrees for 7 consecutive days after concrete placement.

The use of salamanders, or other equipment that exhaust flue gases into the area above concrete floors must be avoided, because of the danger of carbonation to the fresh concrete.

**The ICC Codes and ACI-318 provides for alternates for the above. High early strength may be used to substitute the following guidelines. An increase in the amount of cement to a minimum of a 6 bag mix and maintaining the concrete at 50 degrees for 3 consecutive days provides an option for the builders. Additionally, admixtures for high early strength may be added in accordance with the manufactures requirements.**

**The use of visqueen and straw are not an acceptable means of protection, INSULATED BLANKETS ONLY.**

**Please contact the Building Department prior to ordering concrete.**

## **WATER METER AND REMOTE READING TOUCHPAD GUIDELINES & INSTALLATION**

To efficiently read the water meters for billing purposes each contractor shall be required to provide a ½ inch plastic or conduit line from the inside meter location to and through the exterior wall at a location near the area of the gas and/or electric meter for the purpose of running the remote meter wire prior to the rough inspection. The village shall install an outside radio read type meter reading device on each structure prior to occupancy.

### Contractors Responsibility:

The Contractor shall be responsible for all materials obtained from the Village and shall protect the same from damage at all times. The contractor is responsible to examine all materials prior to signing receipt for it.

### Responsible for Safe Storage:

The contractor shall be responsible for the safe storage of materials furnished to the contractor for the intended work until it has been incorporated in the completed project, or returned undamaged to the Village.

Any materials furnished by the Village that becomes damaged after acceptance by the contractor, shall be replaced by the contractor at their own expense and purchased at the Village of Frankfort. The contractor shall return to the Village all undamaged materials furnished by the Village.

## **WATER METER INSTALLATION**

1. All water metering facilities shall be installed in a plumb and secure manner.
2. The minimum height for meter socket is 30" from top of foundation. The minimum depth for burial of meter socket is 18".
3. Only meter connection devices marked or labeled by the manufacturer with the letters CECHA are approved for use. Meter connection devices not bearing letters CECHA shall not be installed without specific company approval.
4. Ground rod(s) should be even with finished grades. Grounding rod(s) shall have a minimum clearance from meter connection device of six-inches (6"), and have a ground strip.
5. Outside equipment shall not protrude over a sidewalk, driveway, and loading ramp or be exposed to mechanical damage.
6. Metering equipment installed in a multiple occupancy building (2 or more tenants). Each meter connection device shall be labeled, tagged or stenciled showing the complete address serviced.
7. Grounding shall be to the unmetered side of cold water if non-metallic or removal be water meter's are used, a grounded conductor has to be permanently installed with the same size conductor as outside.

# CONTRACTORS REGISTRATION GUIDE LINES

Village of Frankfort  
432 W Nebraska St. Frankfort, IL 60423  
815-469-2177 fax 815-412-2442 [www.villageoffrankfort.com](http://www.villageoffrankfort.com)

## REGISTRATION REQUIRED:

\*EVERY CONTRACTOR MUST BE REGISTERED TO WORK WITHIN THE VILLAGE LIMITS.

## REGISTRATION APPLICATION:

\*EACH APPLICATION SHALL STATE THE BUSINESS NAME AND ADDRESS ALONG WITH A CONTACT NAME

PHONE NUMBER & FAX NUMBER

## REGISTRATION FEES:

- \$150.00 PER YEAR IS REQUIRED FOR ALL GENERAL CONTRACTORS.
- \$75.00 PER YEAR IS REQUIRED FOR ALL SUBCONTRACTORS

## BONDS:

\*EACH APPLICANT IS REQUIRED TO SUPPLY TO THE VILLAGE OF FRANKFORT BUILDING DEPARTMENT A VALID DRIVERS LICENSE & PERMIT BOND. SAID BOND IS TO BE ISSUED BY A COMPANY APPROVED AND AUTHORIZED BY THE STATE OF ILLINOIS. BONDS ARE TO BE IN THE FOLLOWING AMOUNTS:

GENERAL CONTRACTOR	\$25,000.00
SUBCONTRACTORS	\$15,000.00

## LIABILITY INSURANCE:

- A CERTIFICATE OF LIABILITY INSURANCE WITH WORKMAN'S COMPENSATION MUST ALSO BE ISSUED TO EACH CONTRACTOR

GENERAL CONTRACTOR:	
GENERAL LIABILITY	\$1,000,000.00
AUTO LIABILITY	\$500,000.00
EXCESS LIABILITY	\$2,000,000.00
WORKERS COMPENSATION & EMPLOYER LIABILITY	\$100,000.00
SUBCONTRACTORS:	
GENERAL LIABILITY	\$500,000.00
AUTO LIABILITY	\$200,000.00
EXCESS LIABILITY	\$1,000,000.00
WORKERS COMPENSATION & EMPLOYER LIABILITY	\$100,000.00

## ADDITIONAL:

IN ORDER FOR US TO ISSUE A REGISTRATION CERTIFICATE WE MUST HAVE ALL THE ABOVE INFORMATION. ALSO AN ORIGINAL SIGNED COPY OF LIABILITY INSURANCE AND LICENSE AND PERMIT BOND. PLEASE ALLOW ONE TO TWO WEEKS IN RECEIVING YOUR REGISTRATION CERTIFICATE.

\* ALL PLUMBING, ROOFING ,ALARM, AND IRRIGATION CONTRACTORS MUST ALSO SUBMIT A COPY OF THEIR STATE LICENSE..

\*Plumbers need to register.

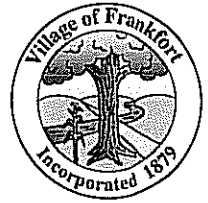
\*Electrical contractor must submit their license. Electrical contractors must test from municipality with an Electrical Commission. Please check before testing for an electrical license.

\*Eifs contractor must provide an applicator certificate to distinguish the type of system applied.



Village of Frankfort  
 attn: Contractor Registration  
 432 W. Nebraska St.  
 Frankfort, IL 60423  
 Ph: (815) 469-2177  
 Fax: (815) 412-2442

VILLAGE OF  
**FRANKFORT**  
 INC • 1879



## Contractor License / Registration Application

All contractors performing work within the Village of Frankfort must be licensed / registered annually. Licenses are valid for a one year period from the date of issuance provided all required documentation (see section II) is in good standing. Building permits will not be issued until all applicable contractors are licensed / registered and bonded.

### I. General Information

Company Name: \_\_\_\_\_  
 Type of Contractor: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

### II. Contractor Requirements (check one)

**General Contractor** A contractor who uses one or more trades or subcontractors to perform the required construction to complete any project for which a building permit is required

Registration Fee \_\_\_\_\_ \$150 (per year)  
 Permit Bond \_\_\_\_\_ \$25,000  
 Certificate of Liability Insurance  
   General Liability \_\_\_\_\_ \$1,000,000  
   Auto Liability \_\_\_\_\_ \$500,000  
   Excess Liability \_\_\_\_\_ \$2,000,000  
   Workers Compensation & Employer Liability \_\_\_\_\_ \$100,000

**Sub-Contractor** A contractor who performs only that type of work that is classified as a trade (e.g. plumbing, electrical and the like)

Registration Fee \_\_\_\_\_ \$75 (per year)  
 Permit Bond \_\_\_\_\_ \$15,000  
 Certificate of Liability Insurance  
   General Liability \_\_\_\_\_ \$500,000  
   Auto Liability \_\_\_\_\_ \$200,000  
   Excess Liability \_\_\_\_\_ \$1,000,000  
   Workers Compensation & Employer Liability \_\_\_\_\_ \$100,000

**Additional Requirements**

- All **plumbing, roofing, alarm and irrigation** contractors are required to provide a current copy of their state issued license.
- **Electrical** contractors must provide a copy of their current electricians license issued by a community with an active electrical commission.

### III. Affidavit

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AGREE TO COMPLY WITH ANY AND ALL VILLAGE AND STATE CODES, ORDINANCES AND LAWS NOW IN FORCE AND ANY OTHERS THAT MAY BE ENACTED DURING THE DURATION OF THE REQUESTED LICENSE / REGISTRATION. I FURTHER UNDERSTAND THAT DURING THIS LICENSING / REGISTRATION PERIOD, SHOULD ANY OF THE THE REQUIRED INSURANCE OR BOND DOCUMENTS EXPIRE, THAT MY LICENSE / REGISTRATION SHALL BECOME NULL AND VOID UNTIL SUCH TIME PROOF OF INSURANCE AND / OR BONDING IS ACCEPTED AND ACKNOWLEDGED BY THE VILLAGE. ADDITIONALLY I UNDERSTAND THAT IT IS MY OBLIGATION TO SECURE A BUILDING PERMIT AND TO NOTIFY THE VILLAGE IN A TIMELY MANNER FOR ALL APPLICABLE INSPECTIONS. I AM ALSO AWARE THAT PERFORMING WORK WITHIN THE VILLAGE WITHOUT PROPER LICENCE / REGISTRATION AND / OR BUILDING PERMIT MAY RESULT IN A FINE OF UP TO \$750 PER DAY.

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Fees Paid: \_\_\_\_\_ License Number: \_\_\_\_\_

VILLAGE OF FRANKFORT  
432 W NEBRASKA ST  
FRANKFORT, IL 60423  
815-469-2177  
815-412-2442 fax

VILLAGE OF FRANKFORT  
INDEPENDENT CONTRACTOR AFFIDAVIT

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Federal Identification number or Social Security number. \_\_\_\_\_

Specified Trade \_\_\_\_\_

All of the following are to be checked yes or no:

True False

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. I am an independent contractor working in the construction trades.        |
| _____ | _____ | 2. I am not employed by a corporation.                                       |
| _____ | _____ | 3. I have not incorporated my business.                                      |
| _____ | _____ | 4. I am not in a partnership.  |
| _____ | _____ | 5. I do not employ nor do I intend to employ any individual.                 |
| _____ | _____ | 6. I do not, nor do I intend to, hire any subcontractor to perform any work. |

This affidavit is a statement by the affiant that the affiant operates as an independent contractor. By signing this affidavit, the affiant understands that the affiant and the affiant's heirs have no right to recover any benefits under the Worker's Compensation Act from anyone for whom the affiant is operating as an independent contractor should affiant sustain injuries or be killed while in the performance of duties as an independent contractor. This affidavit is binding and holds harmless any person and their workers compensation carrier when the affiant is found to have been injured or killed while operating as an independent contractor by the Worker's Compensation Board. Affiant represents that the affiant has read and understands this affidavit; that the affiant has had an adequate opportunity to seek and receive the advice of counsel prior to executing this affidavit; and that the affiant freely and without duress or concern has executed this affidavit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Attention Builder

The following documentation is needed for submittal of all Residential Building Permit Applications.

\*\*\* If you do not have information listed below – We CANNOT process your building permit.

- Building permit application filled out and completed properly.
- 2 plans submitted, stamped by an IL Licensed Architect.
- Plat must be drawn by professional engineer and match approved engineering for the subdivision and designed to include the information as outlined on the attached engineering form.
  - ADDITIONAL INFORMATION MUST ALSO BE INCLUDED ON THE PLAT:
    - Front, middle, rear, & side grades on lot
    - Slope on driveway-distances to lot line (if side load MUST maintain 26' of pavement along with 5' of green space)
    - Square footage of lot
  - The Village of Frankfort will not issue individual building permits for lots that deviate from the approved plan
- List of contractors, \*Contractors must be licensed, bonded and insured at time of issuance.
- Window information from manufacturer.
- HVAC information provided by the HVAC contractor and/or architect.
- Res-Check form filled out ([www.energycodes.gov](http://www.energycodes.gov)) (or prescriptive method 2009 IECC)
- Developers Approval if applicable, or HOA approval.
- Residential Elevation filled out & completed (Monotony Form)
- Arborist Report for construction on wooded lots.
- If house has a deck , \*Specs on deck must be included along with location on plat of survey.

GENERAL CONTRACTOR: \_\_\_\_\_

Address of Construction: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Phone #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

BUILDING DEPARTMENT

Residential **ENGINEERING** Review

Date: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot: \_\_\_\_\_

GENERAL CONTRACTOR: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**STORM WATER MANAGEMENT PLAN**

100 YR Overflow on Property: \_\_\_\_\_

Drainage Route: \_\_\_\_\_

Identify (Finished Basement Floor) elevation in relation to the H.W.L. (High Water Line) of adjacent detention ponds: \_\_\_\_\_

\*If rear property line is **higher** than foundation, sufficient grades are required to show flow around house (horseshoe grading).

Rear Yards: ( 1-10%): \_\_\_\_\_

Top of Foundation Proposed: \_\_\_\_\_

L/O Elevation: \_\_\_\_\_

W/O Elevation: \_\_\_\_\_

- Any proposed walk-out (WO) and look-out (LO) basement foundations **must** be designated on the plans.
- **Stepped foundations** must identify finished grades as they relate to the approved drainage plans of the subdivision.

Lot Lines/low flow areas: ( 1% minimum) \_\_\_\_\_

Side Yards: (1-20%): \_\_\_\_\_

Garage Location: \_\_\_\_\_

Driveway: (2-8%) Limit area / show location: \_\_\_\_\_

APPROVED FOR PERMIT: \_\_\_\_\_

• **ADDITIONAL COMMENTS:**

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# **Village of Frankfort**

## **Residential Monotony Regulations**

- 1) Major Variations – One major variation and color variation shall constitute a substantial difference between adjacent dwellings. Major variations are the following
  - (a) Floor Plan – Different “model”
  - (b) Roof Treatment – Hip, gable, 25% or greater change in slope
  - (c) Location of Garage entry – side and front
  - (d) Material treatment – full brick masonry or stone and masonry
  - (e) Overall architectural style – Mediterranean vs. colonial, for example
  
- 2) Minor Variations – Three (3) minor variations and a color variation shall constitute a substantial difference between adjacent dwellings. Minor variations are the following:
  - (a) Vertical or horizontal siding (No Vinyl or Aluminum Siding allowed)
  - (b) Colors of materials
  - (c) Type of brick treatment – extended porticos, etc;
  - (d) Door treatment or design – garage entry
  - (e) Porches
  - (f) Window styles – casement, bows, and double hung;
  - (g) Shutter treatment
  - (h) Brick arches
  - (i) Brick bay projections
  - (j) Balconies
  - (k) Ornamental treatment – lighting fixture location, or posts and fascia
  - (l) Reversing plan (need architectural drawings drawn the way house will be built)
  - (m) Variety in front setbacks
  - (n) Brick wing arms (cannot encroach in setback)

# Village of Frankfort Residential Monotony Form

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Permit # \_\_\_\_\_

In order to obtain a residential building permit within the Village of Frankfort, the following information must be submitted with your building permit application.

Date : \_\_\_\_\_

Address: \_\_\_\_\_

Subdivision : \_\_\_\_\_

General Contractor: \_\_\_\_\_

Phone #: \_\_\_\_\_

Lot #: \_\_\_\_\_

## Elevation Requirements

In a new residential subdivision, monotony shall be avoided, although styles should be complementary and should relate to indigenous architecture. In residential subdivisions, there must be at least five (5) different models to be marketed by the developer. As determined and enforced by the Village of Frankfort Building Department, no two (2) dwellings of substantially similar or identical front elevation or façade shall be constructed or located on adjacent lots. There must be a substantial difference between adjacent dwellings. Defined as follows (Article 7 Part 6 Zoning Ordinance 2001).

Please provide a brief description of each adjacent lot, and a **color picture** of erected structure if constructed upon.

Lot # \_\_\_\_\_ Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lot # \_\_\_\_\_ Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VILLAGE OF  
**FRANKFORT**  
INC • 1879

Office use only:  
Permit Number:

**Building Permit Application**

432 W. Nebraska Street, Frankfort, IL 60423  
Phone (815) 469-2177 Fax (815) 412-2442

New Home ( ) Room Addition ( ) Remodeling ( ) Other ( )

Application Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Permit Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Project Address \_\_\_\_\_

Real Estate Tax Index Number (PIN) \_\_\_\_\_

Total sq. ft. of work \_\_\_\_\_ Estimated Cost of Construction \_\_\_\_\_

Lot Number \_\_\_\_\_ Subdivision Name \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ e-mail \_\_\_\_\_

Tenant Name of Property \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Project description statement \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architect \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ Cell \_\_\_\_\_

Engineer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ Cell \_\_\_\_\_

**Contractor Information:**

General Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Carpentry Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Excavation Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Concrete Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Electrical Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Sewer & Water Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Radon Piping Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

HVAC Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Masonry Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Insulation Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Drywall Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Roofing Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Gutter/Soffit Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Flooring Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Painting & Decorating Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Paving Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

EIFS Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

Other Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

The applicant hereby certifies to the correctness of the information and agrees to comply with all codes of the Village of Frankfort. In the event of a conflict between the approved document, any approved plans or inspections, with regard to the building and zoning code, the owner or his agent is not relieved from the responsibility to conform to all applicable codes and ordinances.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Owner

Signature \_\_\_\_\_ Date \_\_\_\_\_  
General Contractor



**Company Letterhead**

Phone  
(815)  
555-555-5555

Phone  
(708)  
555-555-5555

Mailing Address: P.O. Box 1234, Frankfort, IL 60423  
Fax (555) 555-5555      Warehouse Address: 123 Anywhere  
Website: www.yourcompany.com      Email: yourcompany@mail.com

**Date**

To Whom It May Concern:

**Company Name** (IL contractor license # **055-000000**) will be doing all the plumbing necessary for the work at **Street Address**.

The homeowners name is **John Doe**. The property ID number is 00-00-000-000-0000.

The plumbing will consist of (**Example:**) **1" type L copper, a ball valve and drain, a Watts U919AQT reduced pressure backflow valve.**

The valve will be certified the day we do the plumbing.

If there are any questions or problems about the job please feel free to call us.

Sincerely,

Joe Plumber, **position in company**

Notary Seal if Not a corporation.

If incorporated, affix corporate seal here.

Sec. 37. Each governmental unit which is authorized to adopt and has adopted any ordinance or resolution regulating plumbing may provide for its administration and enforcement by requiring permits for any plumbing system installation, the inspection of plumbing system installations by inspectors who are licensed as plumbers in accordance with the Illinois Plumbing License Law, and the issue of certificates of approval or compliance which shall be evidence that a plumbing system has been installed in compliance with the Code of standards so adopted.

*A letter of intent shall be included with all plumbing permit applications. The letter shall be written on the licensed plumber of record's business stationery and shall include the license holder's signature and, if the license holder is incorporated, the license holder's corporate seal. If the license holder is not incorporated, the letter must be notarized.*

A governmental unit authorized to adopt regulations may, by ordinance or resolution, prescribe reasonable fees for the issue of permits for installation work, the issue of certificates of compliance or approval, and for the inspection of plumbing installations.

(Source: P.A. 94-132, eff. 7-7-05.)

### *Company Letterhead*

Phone  
(815)  
555-555-5555

Phone  
(708)  
555-555-5555

Mailing Address: P.O. Box 1234, Frankfort, IL 60423  
Fax (555) 555-5555      Warehouse Address: 123 Anywhere  
Website: www.yourcompany.com      Email: yourcompany@mail.com

### *Date*

To Whom It May Concern:

*Company Name* will be doing all the electric necessary for the work at *Street Address*.

The homeowners/general contractor name is *John Doe*. The property ID number is 00-00-000-000-0000.

The electric will consist of (*Example:*) "*Work to be done*"

If there are any questions or problems about the job please feel free to call us.

Sincerely,

Joe Electric, *position in company*

Notary Seal if Not a corporation.

If incorporated, affix corporate seal here.

VILLAGE OF  
**FRANKFORT**  
I N C • 1 8 7 9

**VILLAGE OF FRANKFORT  
CHANGE OF CONTRACTOR FORM  
432 W. NEBRASKA STREET  
FRANKFORT, IL 60423**  
Phone (815) 469-2177 FAX: (815) 412-2442

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Date Changed: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

GENERAL CONTRACTOR: \_\_\_\_\_

**OLD CONTRACTOR INFORMATION:**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Contractor: \_\_\_\_\_

License #: \_\_\_\_\_

**NEW CONTRACTOR INFORMATION:**

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Contractor: \_\_\_\_\_

License #: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*\* All Contractors are required to have a Surety Bond and Certificate of Insurance made out to the Village of Frankfort. Plumbing and Roofing Contractors require a copy of the State License. Electrical Contractor must submit their license from the municipality with an electrical testing commission. Please check before testing for an electrical license.*