



Community Development Department  
Building Services Division  
4900 Village Commons  
Matteson, IL 60443  
(708) 481-8313

## **ROOM ADDITION/ATTACHED GARAGE PERMIT REQUIREMENTS**

Before a building permit can be processed, the applicant must furnish the following information:

1. Two copies of the Plat of Survey.
2. Two copies of the specifications.
3. Two copies of front and side elevation drawings indicating height of structure from the roof peak to the grade level.
4. Permit application. Applications must be signed by property owner.
5. A sketch drawn on the Plats of Survey showing measurements of the addition or new attached garage and the distances to the lot lines. Existing and/or additional driveway to new garage must be shown on the plats of survey. All new or rebuilt garages are required to have approved paved driveways connecting the garage and the apron to the street access.

## **INSPECTIONS**

1. Forms must be inspected prior to the placement of the concrete slab or the foundation.
2. Concrete poured without inspection shall be subject to removal.
3. Asphalt driveways need to be dug out at least six inches. This must be inspected before the four inches stone mix is installed. (Stone and/or asphalt can not be put on black dirt; it must be put on virgin clay)
4. An inspection is required after the CA6 stone mix is compacted to four inches.
5. Concrete driveway needs to be dug out, four inches of crushed stone and then an inspection is required.
6. Upon completion of the rough-in building, rough-in electric and rough-in plumbing. This work is inspected before insulation and electrical wiring is installed in the conduit.
7. After approval of the rough-in for building, electric and plumbing, an insulation inspection is required. This work is inspected before drywall and electrical wiring is installed in conduit, but after the proper insulation is in place. (R-11 walls, R-30 ceiling)
8. A minimum of 24 hours notice must be given for inspections.
9. The plans and specifications, which were reviewed by the Village of Matteson Inspectors, shall be on the work site along with any review comments.

10. Upon completion of work, a form needs to be completed by either the contractor or the homeowner at the Building Department. The final inspections of the structure, the paved driveway, the electric and the plumbing will be done within 48 hours.

## ATTACHED GARAGE AS AN ADDITION TO A STRUCTURE

1. The foundation wall of the structure will be placed on a dry and solid bottom of not less than 42" in depth and not less than 8" in width, widened at the bottom. (Bell footing)
2. A one-hour fire rated wall is required between the house and garage. 6/8" Type-X sheet rock is required on the wall between the garage and the house. The sheet rock is to extend from the foundation to the underside of the roof sheathing. The door leading into the house shall be a solid core, or backed with metal and an automatic door closer.
3. All easements and side yard requirements must be maintained:

Not less than 5 feet from an interior lot line:  
Applewood, Brookmere, Butterfield Creek, Glenridge, Oakwood,  
O'Connor North/South, Pattersonville, 218<sup>th</sup> Street

Not less than 7 feet from an interior lot line:  
Butterfield Place, Cedar Creek, Creekside, Cricket Hill, Feathercreek  
Glen Eagle Trail, Golf View Estates, Holden Park, Lincoln Terrace,  
Matteson Farms, Matteson I.C. Estates, Matteson Station,  
Michael-John Manor, newbury, Old Matteson, Oxford Estates,  
Providence Manor, Ridgeland Manor, The Pointe, Trinity Creeks,  
Virginia Estates, Woodgate

4. Driveways must be part of the permit and shown on the Plat of Survey. Surfaces must be of an approved material: concrete or asphalt. Driveways shall only lead directly from a public right-of-way to required off-street parking pad or garage. There shall be only one driveway curb cut per residential lot, calling the Zoning Department for exceptions.

## CONCRETE REQUIREMENTS

1. FOUNDATION AND FLOOR: The attached garage or room addition is required to have a foundation of 8" wide x 42" deep. The **fill** shall be four inches sand or crushed stone under the floor. The **reinforcement** should be 6 x 6 #10 wire mesh, extending the full width and length of the concrete. A trench footing with a Bell footing is acceptable.

2. FINISHED FLOOR: the outer edges must be a minimum of four inches above grade. Where a retaining wall is required, check with the Building Inspector.
3. ANCHORS: ½ x 8" machine bolts with washers, placed 12" from each corner and at intermediate intervals of not more than 6 feet. The washers are required to be located under the nuts and the nuts must be tightened down to the pressure treated sill plate.
4. VAPOR BARRIER: Required for a room addition.
5. PERIMETER INSULATION: Required for a room addition. The perimeter insulation should extend down the foundation wall for a minimum of two feet and on top of the four inches of fill for two feet.

## **FRAMING**

1. SILLS: Single 2 x 4's full length. The lumber should be treated lumber to prevent decay.
2. WALL STUDS: 2 x 4's not more than 16" on centers.
3. TOP PLATES: Doubled, 2 x 4's the full length.
4. WALL BRACING: The walls will be sway braced at the corners, braces to be mortises into the bottom plates and not less than two studs. One full 4-foot x 8-foot of ½" plywood can be used for wall bracing. Plywood bracing shall be nailed six inches on center, along all edges and twelve inches on center for intermediate supports. Structural sheathing should extend from the sill plate to the top plate.
5. COLLAR TIES: Gable roofs – 1" x 6" collar ties at four foot intervals.
6. INSULATION: 9", R-30 rating in the ceiling and 3½", R-11 rating for the walls.
7. GUTTERS AND DOWNSPOUTS: Gutters, downspouts and splash blocks are required.

## **ELECTRICAL REQUIREMENTS**

1. A minimum of one switched light and one Ground-Fault Circuit Interrupter (GFCI) receptacle must be installed at least eighteen inches above the floor. Any dedicated circuit does not have to be GFCI. (Example: The outlet for the Garage Door opener) An outlet is required within the length of the cord for the garage door opener. Room additions are required to follow the *National Electrical Code* 2002 general provisions. Receptacle outlets shall be installed so that no point in any wall space is more than six feet from an outlet in that space. Any wall space two feet or more in width shall be treated individually and separately from other wall spaces within the room. Receptacle outlets shall, insofar as practicable, be spaced equal distances apart.
2. Hallways, of ten feet or more, shall have at least one receptacle outlet. (Hall length is measured along the centerline of the hall without passing through a doorway.)
3. At least one wall switch-controlled lighting outlet shall be installed in every habitable room; in bathrooms, hallways, stairways, attached garages and outdoor

- entrances and exits. One lighting outlet controlled by a light switch should be located at the point of entry to the attic, under floor space, utility room, where the space is used for storage or the space contains equipment requiring servicing.
4. The garage electric will not be tied into any house circuit, now in use. All garage electricity shall be separately fused.

### **FEES**

1. If the homeowner is doing work, then a refundable bond of up to \$300 (cash) should be provided to the Village of Matteson. The cash bond indemnifies the Village of Matteson against damage to public property. A minimum refundable cash bond is \$100. This refundable bond will be retained until completion of the work and a satisfactory final inspection.
2. If a contractor is doing the work, then: ALL CONTRACTORS shall have a Certificate of Insurance and a \$10,000 License and Permit Bond, naming the Village of Matteson as Certificate Holder on the Insurance and Obligees for the Bond. The Electrical Contractor shall provide a license from a town that has a commission and gives a test. The Roofing Contractor shall have a State License. All Contractors shall secure a Contractor's license from the Village of Matteson except for the Plumbing Contractor. The Plumbing will need to submit a letter of intent.
3. The permit fee is based according to the current fee schedule.

## ROOM ADDITION/ATTACHED GARAGE CONSTRUCTION SPECIFICATIONS

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

SIZE OF STRUCTURE \_\_\_\_\_ FT. X \_\_\_\_\_ FT.

TYPE OF ROOF: HIP \_\_\_\_\_ GABLE: \_\_\_\_\_ FLAT: \_\_\_\_\_ HEIGHT \_\_\_\_\_ FT.

DISTANCE FROM SIDE LOT LINE: \_\_\_\_\_ FT. OVERHANG: \_\_\_\_\_ INCHES

FOUNDATION: \_\_\_\_\_ FLOATING SLAB: \_\_\_\_\_

CONCRETE CONTRACTOR: \_\_\_\_\_

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

FOUNDATION: DEPTH = \_\_\_\_\_ INCHES BELOW GRADE; WIDTH \_\_\_\_\_ INCHES;  
4" OF SAND \_\_\_\_\_ CRUSHED STONE \_\_\_\_\_ FILL.

FRAMING CONTRACTOR: \_\_\_\_\_

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

SILLS: A SINGLE TREATED 2 X \_\_\_\_\_ 'S PLACED THE FULL LENGTH AROUND THE SLAB

WALL STUDS: 2 X \_\_\_\_\_ 'S PLACED AT \_\_\_\_\_ " ON CENTER

TOP PLATES: DOUBLE 2 X \_\_\_\_\_ 'S ON EDGE: \_\_\_\_\_ FLAT: \_\_\_\_\_

SIDEWALLS: SIDEWALLS WILL BE - DOUBLE WALL CONST \_\_\_\_\_ SINGLE WALL CONST \_\_\_\_\_

CEILING JOISTS: 2 X \_\_\_\_\_ 'S PLACED AT \_\_\_\_\_ " ON CENTER

BRIDGING: SOLID \_\_\_\_\_ CROSS \_\_\_\_\_

SIDING: STAPLES ARE NOT ALLOWED: THE EXTERIOR SIDING WILL BE:  
BEVEL 1/2" \_\_\_\_\_ 1" \_\_\_\_\_ DROP \_\_\_\_\_ OTHER \_\_\_\_\_

ROOF RAFTERS: ROOF RAFTERS WILL BE 2 X \_\_\_\_\_ 'S ON \_\_\_\_\_ INCH CENTERS

JAMBS AND HEADERS: THERE WILL BE A DOUBLE 2 X \_\_\_\_\_ HEADER FLAT: \_\_\_\_\_ ON EDGE \_\_\_\_\_

**METHOD OF ATTACHMENT:** THE NEW ROOF WILL BE ATTACHED TO THE EXISTING BUILDING BY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXTERIOR WALLS:** BRICK VENEER \_\_\_\_\_ BEVEL SIDING \_\_\_\_\_

\_\_\_\_\_

**ROOFING CONTRACTOR:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_

**ROOF SHEATHING:** PLYWOOD SIZE \_\_\_\_\_ CHIPBOARD SIZE \_\_\_\_\_

**ROOFING:** STAPLES ARE NOT ALLOWED: THE ROOFING MATERIALS WILL BE 235 POUNDS THICK. BUTT \_\_\_\_\_ BUILT UP \_\_\_\_\_

**VALLEYS:** ALL VALLEYS MUST HAVE NON-CORROSIVE METAL FLASHING OF ALUMINUM \_\_\_\_\_ COPPER \_\_\_\_\_ OTHER \_\_\_\_\_

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_

**ELECTRIC:** THERE WILL BE:

CEILING LIGHTS \_\_\_\_\_ OUTSIDE LIGHTS \_\_\_\_\_ RECEPTACLE OUTLETS \_\_\_\_\_  
OUTLET FOR THE GARAGE DOOR OPENER \_\_\_\_\_ DEDICATED CIRCUITS \_\_\_\_\_  
OTHER \_\_\_\_\_

**PLUMBING CONTRACTOR:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_

**DESCRIBE:** INCLUDE THE NUMBER AND TYPE OF FIXTURES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(SUBMIT ISOMETRIC DRAWINGS)

**DRYWALL/TAPING CONTRACTOR:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_

**PAINTING CONTRACTOR:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_

FLOORING CONTRACTOR: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

THE APPLICANT HEREBY AGREES THAT THE PROPOSED STRUCTURE WILL BE BUILT IN ACCORDANCE WITH THE ABOVE MENTIONED SPECIFICATIONS UNLESS THE CHANGE IS FIRST SUBMITTED, IN WRITING, TO THE BUILDING DEPARTMENT AND THEN AUTHORIZED.

APPLICANT'S NAME (*PLEASE PRINT*) \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_