



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

**BUILDING SAFETY DIVISION**  
400 South Vine Street, Urbana, IL 61801  
(217) 384-2443

### ONE AND TWO FAMILY DWELLING

### PERMIT AND INSPECTION INFORMATION

#### Code References

2009 International Residential Code  
2008 National Electrical Code  
2009 International Mechanical Code  
Current State of Illinois Plumbing Code  
Current International Energy Conservation Code as adopted by the State of Illinois

#### Application

Submit completed application with one (1) set of plans and one (1) site plan.

#### Estimated Plan Review Time

Plan review time is subject to application and plans being complete.

**Permit Fees** -- (minimum permit fee is \$50.00)

#### **New One Family Dwelling**

Less than 2,500 gross square feet = \$345  
More than 2,500 but less than 3499 gross square feet = \$400  
3500 square feet and above = \$435  
Addition/Alteration = \$6 per \$1,000 of construction costs.

#### **New Two Family Dwelling**

Less than 2,500 gross square feet = \$375  
More than 2,500 gross square feet but less than 3499 = \$425  
3500 square feet and above = \$450  
Addition/Alteration = \$6 per \$1,000 of construction costs.

Does not include Plumbing, Electrical, HVAC, Sprinkler, and Fireplace permit fees.  
Also does not include Right of Way or Erosion Control permits or fees.  
These applications and fees are available from the respective inspector.

#### Inspections

Please make your request at least 24 hours in advance.  
Required inspections are noted with the permit.

**The following information is presented to assist you in the planning of your project.**

The minimum footing depth for Urbana is 32 inches below grade.

Lots shall have adequate drainage and be graded to drain surface water away from the foundation. The grade away from the foundation shall fall a minimum of 6 inches within the first 10 feet, except as restricted by lot lines where the fall will be a minimum of 6 inches to the lot line.

Crawl space ventilation openings shall be not less than one square foot for each 150 square feet of crawl space area. The total area of ventilation openings may be reduced to 1/1500 of the under-floor area where the ground surface is treated with an approved vapor barrier material and one such ventilation opening is within three feet of each corner each way of the building. Ventilation openings may be omitted on one side of the building.

A crawl space access opening of at least 18 inches by 24 inches shall be provided. The access opening shall not align with any door in a manner which may present a safety hazard if the access cover were misplaced.

Any floor level below grade, which is provided with plumbing fixtures or drains, must have overhead discharge and no gravity discharge to the sewer system.

Any stud in an exterior wall or a bearing partition may be cut or notched to a depth not exceeding 25 percent of its width. Studs in nonbearing partitions may be notched to a depth not to exceed 40 percent of a single stud width. Any stud may be bored or drilled, provided that the diameter of the resulting hole is no greater than 40 percent of the stud width, the edge of the hole is no closer than 5/8 inch to the edge of the stud, and the hole is not located in the same section as a cut or a notch. One exception to this is that a stud may be bored to a diameter not exceeding 60 percent of its width, provided that such studs located in exterior walls or bearing partitions are doubled and that not more than two successive studs are bored. This is an issue for windows over kitchen sinks in 2X4 inch stud walls.

Where piping or ductwork is placed in, or partly in, an exterior wall or interior load bearing wall, necessitating a cutting of the top plate by more than 50 percent of its width, the plate shall be reinforced per section R-602.6.1.

The minimum tread run is 10 inches and maximum riser height is 7 ¾ inches. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch. Stairways shall not be less than 3 feet in clear width and the headroom shall be at least 6 feet 8 inches. Handrails may project from each side of the stairway a distance of 3½ inches into the required width. Handrails must be continuous on one side of the stairs.

Porches, balconies, or raised floor surfaces located more than 30 inches above the floor or grade shall have guardrails not less than 36 inches in height. Required guardrails on open sides of stairways, raised floor areas, balconies, and porches shall have intermediate rails or ornamental closures which will not allow passage of an object four inches or more in diameter.

A readily accessible attic access framed opening not less than 22 inches by 30 inches shall be provided to any attic area having a clear height over 30 inches. Garage access covers or pull down stairs must be protected by 1/2 inch gypsum board or have an approved fire-resistance rating.

CITY OF URBANA  
ONE AND TWO FAMILY DWELLINGS

**Information Which Must Accompany Permit Applications**  
**(new buildings, additions and alterations)**

*The following checklist is provided to help you determine what information you need to submit for review. This list is not intended to be all inclusive. All applications must be completely filled out and signed in order to be processed.*

New houses, additions and remodeling of 1 and 2 family structures are regulated by the International Residential Code, 2009 edition as amended by the City of Urbana adopting ordinance; and by the Urbana Zoning Ordinance. Copies of these documents are available at the Urbana Free Library. Urbana's adopting ordinance is also available online at [www.urbanaininois.us](http://www.urbanaininois.us)

It is the responsibility of the applicant to provide sufficient information with the permit application for staff to verify code and zoning compliance. All applications must be completely filled out and signed in order to be processed.

**PLOT PLAN**

Indicate:

1. All existing structures on lot as well as location of new structure or addition.
2. Distances between proposed and existing structures.
3. Front, side and rear lot line setback distances.

**FOUNDATION**

Indicate:

1. Size and depth of footings and location of any stepped footings.
2. Type of foundation, (concrete, concrete block, brick, etc.).
3. Location of piers in crawl space.
4. ½ inch anchor bolts six feet on center not more than 12 inches from any corner or end of a sill plate embedded 7 inches into block or concrete.
5. Location of foundation vents.
6. Vapor barrier (in crawl spaces only).
7. Indicate height of grade at house and proper grading for drainage.

**STRUCTURALS** (floor plan, elevation and wall section for new houses and additions)

Indicate:

1. Type of termite protection (if termite shield is to be used it must be placed at all points of contact of wood with the concrete, including piers and beam pockets).
2. Size, span and spacing of all structural members; grade and species of lumber for all framing members, headers, girders and joists. Floor framing package if using engineered products. Roof and floor framing plan. Type of wall bracing and locations.
3. Size of window and door headers.
4. Window and door sizes and locations. All bedrooms shall be supplied with an exterior door or window approved for emergency egress or rescue. If a window is supplied, it shall have a minimum net clear opening area of 5.7 sq. ft. The minimum net clear opening height dimension shall be 24 inches, the minimum net clear opening width dimension shall be 20 inches. Sill height not more than 44 inches above the floor. **Grade floor window may have a minimum net clear opening of 5 sq.ft.** – window wells at egress windows below grade must project 3 ft. minimum out from foundation. (See Building Safety Staff for existing structure window requirements.)
5. Type of roofing materials, minimum roof design loads and shop drawings for truss systems. **Roofer's license number must be included with the application.**
6. Type and sizes of exterior doors (door separating living areas from garage must be 1¾ inch solid core or metal).
7. Location and size of attic access and crawl space access.
8. Location of hardwired smoke detectors.
9. Stair rise, run and minimum headroom dimensions.

# Plot Plan

The plot plan submitted for your home improvement project should show the following (not required for interior remodel):

1. Location and dimensions of the lot lines.
2. Location and size of all existing and proposed structures including front, side, and rear setback dimensions, as well as structure dimensions per floor level. Square footage of living area on each floor-include basement if it is finished.
3. Location and dimensions of the driveway.
4. Show where the electrical power comes into the building and indicate if it is overhead or buried. Also show where the sanitary sewer leaves the building (if known).
5. The plot plan should be drawn to a scale and should show a north arrow.
6. The street address and name should be clearly indicated.
7. For additional information concerning the preparation of a plot plan or requirements, or the city zoning laws pertaining thereto, please contact the City of Urbana Building Safety Division, at 384-2430.

