



# **City Of Mendota, Illinois Information Regarding Building Construction, Renovations, and Permitting.**

**This document serves as an introduction to the permitting requirements and policies of the City of Mendota. It is not comprehensive and is not intended to substitute for the regulations and codes followed by the city.**

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**This document serves as an introduction to the permitting requirements and policies of the City of Mendota. It is not comprehensive and is not intended to substitute for the regulations and code requirements as established by the city.**

## 1. Why should I get a permit?

There are many important reasons to obtain the required permit(s) and to obtain the required inspections for your project.

- Protects property value - Your home or business is an investment. If your project does not comply with the codes and standards adopted by your community, the value of your investment could be reduced.
- Saves money - Property insurance may not cover work or damages caused by work done without permits and inspections.
- Makes selling property easier - When property is sold through a multiple-listing association, the owner must disclose any improvements or repairs made and if permits and inspections were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied, or do costly repairs.
- Improves safety - The permit review and inspections process is designed to ensure that all construction is safe. By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends, or future occupants. Mandatory inspections complement the contractor's experience and act as a system of checks and balances resulting in a safer project.
- It's the law - Work without a permit may be subject to removal or other costly remedies.

## 2. What activities require a building permit?

The Building Department reviews all construction to ensure that structures are built properly (i.e. “to Code”) and can be occupied safely for their intended purpose. A building permit must be obtained before beginning construction, alteration or repairs, other than ordinary repairs. (Ordinary repairs are nonstructural repairs and do not include addition to, alteration of, or replacement or relocation of water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electrical wiring, or mechanical or other work for which a permit is required by the building official). Work requiring permits includes:

- Additions to buildings, including garages, porches, and decks
- Interior work that requires structural work.
- Finishing of basements.
- Sheds (including prefabricated sheds), barns, garages, greenhouses
- Wood and gas stoves, fireplaces
- Roofing, siding, and replacement windows, when installation will alter structural components.
- Signs
- Demolition
- Electrical service changes and repair
- Electric, plumbing, heating, air conditioning and oil tank work is done in connection with a building permit require separate permits for each function.

**This list is not all inclusive, and the Building Department should be contacted to confirm if your project requires permitting or other approvals.**

## 3. What activities require Zoning Approval?

Planning and Zoning regulate the activities allowed on your property and where the structures that contain these uses can be located. Construction, reconstruction, extension, enlargement, moving, or altering any building or another structure and before the use or occupancy of any land, building, or other structures requires a zoning approval and a building permit. In addition, change of use of a property (e.g., retail to a restaurant or residential to commercial) must go through the planning and zoning review and possible approval process. We strongly recommend that you make an appointment with our office to discuss the zoning regulations for your site that may require a hearing before our zoning board.

Approval is required before obtaining a building permit. The following building renovation activities do not require zoning review or a building permit:

- Re-roofing, re-siding, or door/window replacement (except for changes in size or projection, which do require approval)
- Minor interior renovations that do not alter the exterior of the structure, such as bathroom remodels, sheetrock and wall repair.
- Foundation repairs, except where the property is in a flood hazard zone
- Gas fireplaces and wood fireplaces with a roof flue
- Chimney liners
- Change of light fixtures
- New flooring

#### **4. What activities related Wetlands and Flood Plains require review and permits?**

The Code of the City of Mendota – Chapter 166 regulates activities proposed in a wetland or watercourse. While there may not be wetlands on your property, wetlands located on an adjacent property may require review of your proposed activity.

Codes adopted by the City of Mendota regulate all activity in any non-wetland or non-watercourse area that impacts or has the potential to impact or affect wetlands or watercourses.

Some of the activities that would be subject to review and approval are:

- The storage, removal, or deposition of material,
- Any obstruction, construction, alteration or pollution of a wetland or watercourse
- Any earth moving, filling, construction,
- Clear-cutting of trees,
- Discharging of waters, within the 100' & 150' upland areas require a review. The intent is to review the proposed activity and to apply only such restrictions as are needed to avoid adverse impacts in the inland wetlands, water courses, and surrounding properties. The restrictions are not intended to be exclusionary setbacks.

**This list is not all inclusive, and the Building Department should be contacted to confirm if your project requires permitting or other approvals.**

## **5. Do I need approvals from other departments?**

All City Departments will participate in the review process and make comment accordingly.

In addition to building and planning and zoning approvals, the following may be required:

- City or State Fire Marshal approval may be required.
- Sewer and Water Department approval is required if the structure is on or will be connected to public sewers or may impact access to city infrastructure.
- Street Department approval is required for work affecting curbs, sidewalks, and for driveways connecting with the public right-of-way.
- Engineering approval is required for work affecting curbs, sidewalks, and for driveways connecting with the public right-of-way or issues that affect flood plains and wetlands.
- Health Department approval is required for food establishments or connections to a septic tank. In addition, the Health Department must approve most projects on properties with a septic system if that project involves digging (e.g., footings for a deck) or will affect the load on the septic system (e.g., expansion of a home).

## **6. Who may apply for a permit?**

A homeowner or the homeowner's authorized representative may apply for a permit. An authorized representative must have authorization in writing to apply for a permit on the homeowner's behalf.

## **7. Who can do the work?**

A homeowner can perform his own work if he occupies the home and does not rent out any part of it. The homeowner is still required to get a permit. With this exception, any individual doing permitted electrical or plumbing must be registered with the City of Mendota. Using a licensed contractor provides protection to the homeowner from being charged for work and materials not provided. Materials and suppliers and subcontractors can place a lien on your home if they do not receive payment from your contractor.

Trade licenses for those persons performing Home Improvement, Plumbing, Electrical, or Mechanical provide some assurance that they have adequate knowledge and training in those fields.

## **8. What codes are used by the City of Mendota?**

Planning and Zoning is governed by The City of Mendota Zoning Regulations.  
Building Codes used by our Building Department are:

2015 Code of the City Of Mendota  
2012 International Building Code  
2000 Life Safety Code – NFPA 101  
2014 National Electric Code  
2004 Illinois State Plumbing Code  
2012 International Mechanical Code

The codes listed may have been supplemented or amended by the City of Mendota and the State of Illinois.

## **9. Are there any special issues I should be aware of related to Mendota permits?**

Generators:

Standby electric generators can provide you an extra sense of security in view of Illinois's unpredictable weather and the occasional resulting power outage. However, even small, portable electric generators - if they're used improperly - can threaten your safety and the safety of power company linemen working on the electrical system. All generators should be installed by a licensed electrician and receive a permit.

Sheds:

Sheds and any other outbuildings (except treehouses) require approval from the city and must meet required setbacks for accessory structures. Your building permit application for a prefabricated shed must include the Brochure or Data Sheet from Manufacturer: minimum snow load information (30 lbs. per square foot) and rating information (for 110 miles per hour winds). For installation of a shed, mechanical fasteners/anchors must be properly fastened to resist 110 miles per hour design wind loads. Fasteners cannot be made of plastic. Mendota designated a High Wind Zone, which results in specific requirements especially affecting doors, roofs, and windows.

Flood Hazard Zones:

Some of Mendota's residential and commercial properties are subject to periodic flooding. If your property is located in a Flood Hazard Zone, special construction regulations may apply to eliminate possible loss of life and reduce property damage in case of a Flood.

#### Fences and Walls:

Fences and walls not exceeding four feet in height in any front yard or six feet in height in any side or rear yard require a building permit. Chain link style fencing is not permitted on the front property line of any property. Line of sight clearances and setbacks are required for corner lots. Both street frontages with a designated view corridor required for maximum traffic visibility; on through lots, front yards are required on all streets.

Restrictions may exist for fences on yards abutting wetlands. Please contact our office for more details.

Retaining walls greater than 12 inches may a building permit and in some cases may require a design plan from a licensed engineer. Please contact our office for more details.

Fences over 6 feet in height are may be allowed only in the City's non-residential districts and requires a building permit.

Finishing a Basement or Attic will require a permit.

Adding a Kitchen to a Residence or Outbuildings, adding a second kitchen to a residence or outbuilding is a violation.

#### Accessory Apartments:

The creation of an accessory apartment in a single family residence to house extended family members must meet the requirements of the City of Mendota Zoning Regulations. These requirements are complex, and anyone seeking to create such an apartment must first meet with our staff.

#### Smoke and Carbon Monoxide Detectors:

Smoke and carbon monoxide detectors are required in all residential occupancies. They may also be required in commercial and industrial.

## 10. What work is exempt from permits?

The following work does not require a building permit for one and two family residential dwellings only.

- Re-roofing, re-siding, or door/window replacement (except for changes in size or projection, which do require approval)
- Minor interior renovations that do not alter the exterior of the structure, such as bathroom remodels, sheetrock and wall repair.
- Foundation repairs, except where the property is in a flood hazard zone.
- Gas fireplaces and wood fireplaces with a roof flue.
- Chimney liners.
- Change of light fixtures.
- New flooring.
- Building maintenance work.
- Painting, papering, tiling, carpeting, cabinets, countertops and similar finish work not involving structural changes or alterations.
- Swings, non-habitable tree houses and other playground equipment.

Electrical work:

A permit is not required for minor electrical repair work, including replacement of lamps and fuses or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas work:

A permit is not required for:

- Portable heating or cooking appliances with a self-contained fuel supply.
- Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

## Mechanical Work:

A permit is not required for:

- Portable heating appliances with a self-contained fuel supply.
- Portable ventilation appliances.
- Portable cooling units.
- Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- Portable evaporative coolers.
- Self-contained refrigeration systems containing 10 lbs. or less of refrigerant or that are actuated by motors of 1 horsepower or less.
- Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

## Plumbing:

A permit is not required for stopping leaks in drains, water, soil, waste or vent pipe. However, if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace it with new material, this work is considered new work and a permit is required.

A permit is not required for the clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, as long as these do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

## **11. What documents do I need to obtain a permit?**

The level of detail required depends on the size and complexity of the project as well as where it is located. Zoning permits require at a minimum a plot plan drawn to scale. Certain applications require a full A-3 survey conducted by a licensed surveyor. Most building projects require architectural drawings, and some may require drawings stamped by a licensed engineer. Please contact our office for more details.

In addition, building permits require:

- A completed building permit application (available on-line)
- For contractors, proof of workers' compensation insurance
- If required, approvals from other departments (see section 8, above)
- The number and type of drawings required depends on the type of work. Please contact our office.

**12. How much will my permit cost?**

Please refer to Appendix “A”

**13. Where and when can I apply for a permit?**

The Mendota City Hall is located at, 800 Washington Street, Mendota, Illinois 61342.  
Normal business hours: Monday- Friday 7 AM – 4 PM, Saturday 8 AM - Noon.  
If you are unable to come during these hours, you may make an appointment.

**14. How long does it take to get a permit?**

The time required reviewing and issuing a permit varies considerably depending on the current workload in the department, the complexity of the project, and the number of questions that come up during our review. The best way to expedite your permit review is to make sure that the application is complete, and the plans fully represent compliance with our regulations and building codes.

**15. Once I receive a permit, do I need an inspection?**

Yes, all work must be inspected. Call Mike Silfies at 815-910-9111 or Dennis Keefe 815-343-4733 to schedule an inspection. Please don't leave requests for inspection on voicemail.

**16. The inspections may be required:**

Any required inspections will be determined during the permit application review and will be noted on the final documentation provided when the permit is issued. In most instances a Final Inspection will be required unless otherwise noted.

**16. Is there anything else I need to do to get my final approvals?**

In certain instances, other inspections and approvals may be required by local, county, and state agencies depending on the proposed use and or type of occupancy.

**17. Who do I call/contact if have more questions.?**

**Building, Zoning, and Code Enforcement:**

Mike Silfies – Building Inspector  
815-910-0911      ([Silfies401@yahoo.com](mailto:Silfies401@yahoo.com))

Dennis Keefe – Code Enforcement  
815-343-4733      ([Dkeefe@mendotacity.com](mailto:Dkeefe@mendotacity.com))

**Police Department:**

Tom Smith – Chief  
815-539-9331      ([tsmith@mendotapolice.com](mailto:tsmith@mendotapolice.com))

**Fire Department:**

Dennis Rutishauser – Chief  
815-539-3434      ([chiefrutidhauser@mendotafire.com](mailto:chiefrutidhauser@mendotafire.com))

**Water and Sewer Department:**

Tim Kimrey – Department Head  
815-539-6307      ([mendotawater@gmail.com](mailto:mendotawater@gmail.com))

**Streets and Parks Department:**

Carl Ambler – Department Head  
8915-539-7287      ([fastflier@comcast.net](mailto:fastflier@comcast.net))

**City Engineer:**

Ed King – King Engineering  
815-539-8137      ([e.king@kenorth.com](mailto:e.king@kenorth.com))