

**VILLAGE OF KENILWORTH**  
**ADDITIONAL REQUIREMENTS FOR A BUILDING PERMIT**  
**TO CONSTRUCT A NEW BUILDING**

**ARCHITECTURAL DRAWINGS / PLANS:**

(These requirements are in addition to those included in the Requirements For Building Permit Application)

1. Provide Project Specifications on drawings or in booklet form
2. On cover sheet, provide schedule of drawings and codes followed
3. Site Plan to show air conditioning units with setback from adjacent property line & any site lighting
4. Floor Plans to be drawn at  $\frac{1}{4}''=1'-0''$  scale min., provide window & door schedules
5. Exterior Elevations to be drawn at  $\frac{1}{4}''=1'-0''$  scale min., key onto Floor Plans
6. On Exterior Elevations, indicate size of windows, label materials, show roof vents, chimney heights, floor to floor heights & overall height
7. Provide 2 Building Sections: longitudinal & transverse cross sections, sections to be drawn at  $\frac{1}{4}''=1'-0''$  scale min.
8. On Building Sections, show floor to ceiling heights, overall height, structural components & interior walls
9. Provide Enlarged Sections/Details drawn at  $\frac{1}{2}''=1'-0''$  scale min. of important conditions such as fireplaces, balconies, overhangs, porches, basement window wells, and lintels; key onto Building Sections
10. Provide separate Structural Floor Framing Plans of all floors & roof drawn at  $\frac{1}{4}''=1'-0''$  min.; show all structural members, indicate design loads, provide structural details & connections, provide structural calculations
11. Provide separate Electrical Floor Plans of all floors drawn at  $\frac{1}{8}''=1'-0''$  min., indicate all electrical outlets, light fixtures, switch locations, smoke detectors and electrical panel locations
12. Provide Plumbing Riser Diagrams of supply & waste systems, indicate size of new water service & hot water boiler
13. Provide Mechanical information: size & location of furnaces, furnace venting, provide Light & Vent Schedules
14. Provide date on all drawings, bubble all changes on drawings revised & label with new date
15. After the Building Permit is issued & construction has begun, a Foundation Location Plat of Survey with top of foundation elevation is to be submitted to the Village for review within 5 days after foundation is in place. No further work is to be done other than installing drain tile and foundation waterproofing until the foundation has been inspected & the Foundation Location Survey has been approved.
16. At the conclusion of the construction, a finished Topographic Plat of Survey showing finished grading is required to be submitted to the Village for review prior to the issuance of the Final Occupancy Permit.
17. A Final Occupancy Permit must be issued by the Village prior to occupying the new building