

Generators Information Sheet

Building Permit Review Requirements

- 3 copies of the Plat of Survey with the proposed location of the generator drawn to scale. Include all setbacks to property lines and structures
- Properly completed Electrical, and Plumbing Permit
- Properly completed Application of Certificate of Zoning Compliance
- Copy of the cut sheets for the proposed generator

Building Permit Fees

- Calculated Building Permit Fee is based on a published fee schedule available at the Community Development Department or online at the Village web site

Applicable Building Codes

- NFPA 37
- 2006 Family of International Codes with local amendments
- 2005 National Electric Code with local amendments

Additional information regarding Zoning and Building Codes can be found by following the following link:

www.villageofhinsdale.org

This is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.

Here is a guide to how the permit process works:

- Submit a completed permit application(s) with all the necessary information attached. (i.e. plans, plats, etc.) Refer to the specific application information packet for instructions. Any additional pertinent information should be addressed in a cover letter with your application submittal. If possible, copies of your contractors' bonds and licenses should also be submitted at this time. Payment for reviews would be included in this submittal: a check payable to the Village of Hinsdale for the plan review fee and for a Certificate of Zoning Compliance.
- The plans are then put into the system and reviewed for Zoning and Code compliance. There may be more than one review of your plans (building, engineering, mechanical, plumbing, zoning, etc.).
- If your plans were not approved, you will receive a letter itemizing the deficiencies in the submitted plans that will need to be corrected **prior** to Permit issuance. You should review the questions from the plan reviewer and address the points with revised plans. Any revision to the plans should be clearly marked or highlighted and be accompanied by a cover letter explaining any changes made or answering any questions. Once you resubmit your revised plan the process will continue as explained above until your plans are approved.
- When the plans are approved, you will get a call advising you that your permit is ready and you will be advised of the permit fees. If any contractors have not yet been licensed or bonded as required, you will be notified at this time. All **required** bonds and licenses must be on file with us prior to permit issuance.
- Payment is due at the time the permit is issued. Payment must be made by cash or check only.
- At permit issuance you will receive your permit, a placard for display on the job site as well as a copy of the approved plans, which must remain on the job site at all times
- After the permit has been issued you may begin construction. Call our office for the appropriate inspections as the work progresses.
- Upon completion of the project and after you pass **all** the required final inspections, you must provide the Building Commissioner with the original bond receipt that will then be submitted to the Finance Department for final distribution of funds.

If you have any questions about the permit process, please call our office at (630) 789-7030.

Our office hours are 8 a.m. to 5 p.m. Monday through Friday.

Most Common Errors

The inspectors were asked to summarize the most frequently found code-related mistakes made during permit application or installation. See items listed below.

ZONING

- The generator is not a permitted encroachment into the required front or corner side yards
- The generator must maintain a minimum 10' setback to the rear property line
- The generator may encroach into the required side yard setback provided the following conditions are met:
 - 3' minimum setback to the property line
 - 5' maximum setback from the principal structure
 - Maximum rating of 70 decibels at 7 meters
 - Must be screened by a solid fence or densely planted evergreens
 - May only be exercised between the hours of 10am to 2pm
 - ***The required side yard is a formula based on the lot width. Lot width - 50' x 10% + 6' will determine the required side yard.***

PLUMBING

- Provide the materials used and burial depth for underground gas line
- Provide the minimum distance above grade for gas line
- Indicate a gas shut off to be installed at the generator
- Indicate a drip leg/sediment trap to be installed at the generator

ELECTRICAL

- Indicate materials used and burial depth for underground lines
- Provide both the electrical pedestal and electrical panel with a label identifying the location of the generator