

**VILLAGE OF NEW BADEN**  
**1 East Hanover Street**  
**Phone: 618-588-3813 Fax: 618-588-7105**

**When do I need a building permit?**

Anyone wishing to renovate, remodel or add onto their business or home will need to apply for a building permit when making significant changes to the structure. A building permit is also required for any existing structure that changes use. Examples could include: installing an in-ground or above ground pool, fence, building an additional room, basement finishing, or building a deck. Other significant changes could include new or additional framing, foundation work, electrical or plumbing work.

**What permits are generally needed to work on an existing building?**

Building Permit:

Anyone who wishes to renovate, remodel or change the usage of his or her property will first need to submit a plan to be reviewed by the Zoning Department. Some items included with the application for the building permit are the legal description and parcel ID, existing and proposed usage, zoning, cost of improvement and square footage. A sketch plan will also have to be submitted showing the layout and dimensions of the structure. This is easily completed for small building or remodeling projects. Square footage and setback requirements from property lines are determined by zoning. For those converting residential property to commercial, remodeling or renovation will have to make all places of public accommodation accessible to the disabled.

Swimming Pools:

Any swimming pool, above or below ground, or any hot tub or spa with 24 inches or more of water requires a building permit. The purpose of this permit, required by the building code, is to ensure that these units are set-up and operated in a safe manner, protecting the health, safety and welfare of our residents. Also, pools are considered accessory structures and cannot be any closer than 5 feet to the side and/or rear property line. Portable or inflatable pools pose the same serious risk of electrocution and drowning as permanent back yard pools, hot tubs and spas. The Village strictly enforces all electrical requirements and barrier requirements on new and existing pools. We feel very strongly about our duty to ensure pools are safe for our residents, particularly when so often the victims of pool tragedies are small children.

Electrical Permit:

Business owners and residents must obtain an electrical permit prior to rewiring, significant remodeling, or renovation work. A plan will need to be submitted indicating items such as usage, location of outlets, and service size. Improper or inadequate wiring presents a serious threat to the health, safety and welfare of residents, customers and other property owners.

Plumbing Permit:

A plumbing permit is needed for property owners who are renovating, remodeling or adding new plumbing to the structure. Plumbing inspection appointments need to be scheduled to allow the inspector 2 business days to conduct the inspection.

Demolition Permit:

This permit will need to be obtained before the razing of any structure. Neighboring property owners are required to be notified and a written release from all utility companies is needed before a permit can be approved. Inspections both before and after the demolition will need to be scheduled.

## **What permits are typically needed for a new building?**

For new commercial and residential developments, a building permit application, along with building plans and a site plan, will need to be submitted to the department for review. The plans will be reviewed for zoning compliance and meeting the standards of development as set by the community. Some plans will be reviewed during the department's site plan review meeting which involves the collaboration of others such as the Engineering, Fire and Police Departments. By involving other departments in the process, the Village gets a comprehensive view on how the development will impact the community. The Village may require plans for the larger, more complex buildings to be reviewed by an outside professional code consulting firm at the owner's expense. Other permits may need to be obtained in addition to a building permit.

## **What inspections are typically required for new construction or renovation projects?**

Inspecting the construction, renovation or remodeling of your property assures compliance to the minimum standards as adopted by the Village. The typical required Village building inspections include, at a minimum, the following, each of which must be called in to our Chief Building and Zoning Official 2 business days prior to the inspection by the permit holder or his designee.

### Footing Inspections

Footing Inspections: Commonly made before poles or piers are set, or after trenches or basement areas are excavated and forms erected and any required reinforcing steel is in place, and prior to the placing of concrete. All property corners must be located and clearly marked for this inspection. This is required to ensure all zoning setback requirements are met.

### Foundation or Basement Wall Inspections

Made after footing and drain tile system (when required) are in place and when foundation or basement wall forms are in place. All reinforcing steel and any designed structural elements must be in place. This inspection must be made before any concrete placement.

### Framing & Masonry Inspections

Made after the roof, masonry, all framing, fire stopping, and bracing are in place and all electrical, plumbing, heat ducts, vents, chimneys, and other equipment are installed, complete, or roughed in, and prior to concealment.

### Rough Plumbing, Electrical and Mechanical Inspections

Usually made at the same stage of construction completion as the framing and masonry inspection, made prior to the concealment of the electrical, plumbing, ducts, vents, chimneys, and other equipment by insulation and drywall and before the fixtures are set.

### Lath or Wallboard Inspections (Drywall or Gypsum Board):

Made after all lathing or wall boarding of the interior is in place, but before any plastering is applied or before the wallboard joints and fasteners are taped and finished.

### Final Inspection: Structural, Electrical, Mechanical, Plumbing, and Infrastructure

Final Inspection: Made after the building is completed and ready for occupancy, but before occupancy. House numbers attached, sidewalks, and final yard grading must be completed prior to occupancy.

\* Specific situations and applications that present questions should be addressed through the Zoning Department. Please call 618-799-8828 if you have any questions.