

# Village of Mokena



## New Residential Construction Requirements & General Information for Builders



Community Development Department  
Phone (708) 479-3900 ♦ Fax (708) 479-4844  
[www.mokena.org](http://www.mokena.org)  
[communitydevelopment@mokena.org](mailto:communitydevelopment@mokena.org)

## Community Development Department Information

|   |   |  |
|---|---|--|
| <b>Phone:</b> (708) 479-3900                              | <b>Permitted Hours of Construction</b>  | M-F: 7 am – 7:30 pm*<br>*Or sunset, whichever is later<br>Saturday: 7am – 5:30 pm<br>Sunday: NO CONSTRUCTION |
| <b>Fax:</b> (708) 479-4844                                | <b>Inspector Hours</b>  | M-F: 8:00 am – 4:00 pm   |
| <b>Office Hours:</b> Monday – Friday<br>8:30 am – 5:00 pm | <b>**All inspections shall be scheduled with the Community Development Department by 2:00 pm the day prior to the desired inspection date. Disapproved Inspections may result in a re-inspection fee.</b> |  |

## Community Development Department Staff

|  |                    |
|--|--------------------|
| Community & Economic Development Director.....               | Greg Anderson      |
| Assistant Community Development Director / Building Official | Krzysztof Kociolek |
| Planning Technician.....                                     | Emily Cabay        |
| Code Enforcement Officer.....                                | Richard Massey     |
| Building Inspector.....                                      | Mark Murphy        |
| Customer Service Representative.....                         | Kym O'Neill        |
| Customer Service Representative.....                         | Terri Hutson       |

## Other Important Contacts

|                                  |                |
|----------------------------------|----------------|
| Mokena Police Department         | (708) 479-3912 |
| Mokena Fire Department           | (708) 479-5371 |
| Mokena Public Works Department   | (708) 479-3900 |
| Mokena Street Department         | (708) 479-3925 |
| Water & Sewer Tap-on Inspections | (708) 479-3926 |
| J.U.L.I.E.                       | (800) 392-0123 |

## Permit Submittal Procedures

The Village of Mokena conducts most plan reviews in-house. Sometimes an outside review consultant may conduct reviews for new single-family homes. **All items shall be submitted directly to the Village**

| <b>Village Submittal</b>   |
|--|
| <input type="checkbox"/> One (1) Original, completed permit application  |
| <input type="checkbox"/> Two (2) Stamped and signed architectural plans (printed full size) – folded (if more than 12 sheets, plans may be rolled)   |
| <input type="checkbox"/> Two (2) Stamped and signed preliminary plat of survey / proposed grading survey (digital file is acceptable and can be emailed if plotted full size scale at 11x17) |
| <input type="checkbox"/> One (1) REScheck copy / Energy Efficiency Verification if using non-prescriptive compliance Method for Energy Code  |

*\*Receipts of local contributions (high school, grade school, park district, fire district, library, and all other applicable contributions) can be submitted anytime during the review process, but are required **prior** to the issuance of the permit.*

## Important Lot Requirements

- 1) A silt fence shall be installed and approved prior to permit issuance, and shall be maintained until landscaping has been completed. **The silt fence will also be inspected prior to scheduling the electric service inspection to verify compliance.**
- 2) A sign displaying the address and lot number of the property must be posted in the front yard. One real estate sign per street frontage is permitted.
- 3) A dumpster is required for all construction debris, and shall be emptied on a regular basis.
- 4) A portable toilet shall be located on site prior to the start of construction.
- 5) There shall be **NO OPEN BURNING** (with the exception of small masonry fires during cold weather). If the fire department is called to extinguish a fire, there will be a citation issued and a fine assessed.
- 6) Public streets and access drives shall be kept clear of debris and mud. Regular site clean-up is mandatory.
- 7) The B-box shall be located in the public right-of way. **DO NOT** place the B-box in the driveway, approach, or front yard. If the B-box is located in these areas it must be moved prior to the water/sewer inspection.
- 8) The general contractor is responsible for any damage to existing sidewalks, curbs, and parkways. Any damage to public property must be repaired.
- 9) The electric service shall not enter the building on the rear elevation unless approved by the Building Official. All underground electrical services shall be routed along the side of the home closest to the ComEd pedestal and along the perimeter lot lines; **not through the rear yard.**
- 10) Driveways and retaining walls cannot be located in any designated easements.
- 11) Driveways must be at least 5' from any property line, and the width of the driveway cannot exceed the width of the garage.
- 12) Every lot is required to have one tree (2 ½" dia.) for every 40' of parkway. The following trees are prohibited: all species of ash, poplar, Chinese elm, all species of willow, cottonwood, box elders, Siberian Elm, Russian olives. **Any dead parkway trees are required to be replaced.**
- 13) Water meters must be located in the basement areas (not the crawlspace) and will be required to be installed at the time of rough inspections.



**Failure to comply with any of the aforementioned items can result in the issuance of fines, and/or a stop in the scheduling of inspections with the Village until all items have been corrected.**



## What needs to be shown on my survey?

There are four types of land surveys that will be required throughout the construction process, depending on which phase of construction you are in. Two (2) printed copies or digital copy with engineer's seal and signature of each survey will be required as described below:

### **Phase 1 – Preliminary Plat of Survey**

The preliminary plat of survey is the first survey that will need to be **submitted with the initial building permit application**. When submitting the preliminary survey, the following details must be shown on the survey before it is ready for Village review:

- Legal description and common address of the property.
- Lot number, lot size, and the building setback lines (based on the zoning of the property).
- Location of any/all existing easements; such as utility, drainage, conservation and landscape easements.
- Scale and North arrow.
- Bench mark, plainly labeled and within three hundred feet (300') of the proposed lot.
- The location and size of the proposed structure on the lot, including dimensions for the front, rear, and side property lines.
- Proposed elevations for the top of foundation.
- Proposed elevations at all four property corners, and any additional spot elevations or contour lines sufficient enough to indicate the overland drainage patterns.
- Elevations for the top of the existing foundations on the adjacent properties.
- The proposed location of the driveway and any sidewalks, including driveway slope.
- The location of the sanitary sewer and water main locations, as well as a soil erosion plan that includes the location of the silt fence and any other protective measures deemed necessary.
- Stamp and signature of a registered Illinois land surveyor or a registered professional engineer. (Digital seal and signature is acceptable)

### **Phase 2 – Foundation Spot Survey**

The foundation spot survey is very similar to the preliminary plat of survey, with one major difference. While the preliminary plat of survey is a conceptual layout of how the proposed structure is situated on the lot, the foundation spot survey shows the actual layout of the as-built foundation and lot grades **after the foundation walls have been constructed**. The foundation spot survey requires all of the information that is required on the preliminary plat of survey, as well as the following:

- The exact location of the structure in relation to the lot lines.
- The elevation for the top of foundation.
- The measurements of the foundation setbacks from each property line.
- The stamp & signature of a registered land surveyor or a registered professional engineer that includes the following statement:

***“The top of foundation survey fully complies with the approved engineering plans for the lot”.***

In the event that the final grading of the lot differs from the approved plans, a statement must be made as to the nature of the change. The Village staff may approve minor

changes discovered during this top of foundation survey, providing that the changes do not adversely affect the zoning regulations, or drainage on the land in question, or other lands.

### **Phase 3 – Final Lot Grading Staked Survey**

The final lot grading staked survey shall be **submitted prior to the scheduling of a final building inspection and after the installation of topsoil; but before the installation of any landscaping**. The final lot grading staked survey must include all of the information that is included on the previous two surveys, as well as the following:

- The builder's name and company name.
- Grade elevations for all overland flow routes.
- Existing top of foundation grade.
- Existing garage floor elevation at the front of the home.
- Indicate the driveway slope (measured in percentage) along the centerline of the driveway, from the garage to the edge of the sidewalk (house side); or to the curb flow line if there is no sidewalk (Desirable slope is 6%, Maximum slope is 8%).
- Existing elevations at each corner of the lot AND home, with drainage arrows.
- Existing elevation of all drainage break points within the lot.
- The existing location and elevation of any utility structures located on the lot.
- The location and setback measurements from the property lines for the water b-box.
- The location and measurements of any additional accessory detached building.
- All concrete, masonry, brick, or asphalt flatwork.
- The stamp & signature of a registered land surveyor or a registered professional engineer that includes the following statement:

*"The final grading of the lot has been completed and fully complies with the approved engineering plans for the lot".*

### **Phase 4 – Post Landscape Survey**

Once the aforementioned items have been submitted and approved, **a landscape permit application must be submitted to the Village along with a landscape plan.**

**Once the landscape plan has been approved and the landscaping is installed, a new staked post landscape survey must be submitted** to the Village verifying that the approved elevations have not been altered. Any alterations to the elevations must be approved by the Village Engineer. The post landscape survey shall include all of the required information that was listed on the final lot grading survey along with the new elevations.

The final grading plan should include four (4") to six (6") inches of black dirt and must be in accordance with the engineering plans approved by the Village.



**It is unlawful to change grading by adding or removing fill without first providing a proposed grading plan to the Village and receiving Village approval.**



## Required Deposits

### Landscape Deposit

A landscape deposit of \$1,500 must be posted prior to issuance of occupancy certificate if landscaping has not been completed at time of final inspection. The name of the buyer and closing date is to be provided when picking up the occupancy. A post landscape survey must be submitted and approved by the Village in order to receive the refundable deposit and final certificate of occupancy.

### Miscellaneous Deposits

If the final grading and exterior flatwork installation cannot be completed or inspected due to inclement weather, the final grading staked survey and/or other outside requirements may be completed & submitted at a later date with the posting of the following deposits:

|                      |         |
|----------------------|---------|
| Final Grade Deposit: | \$1,000 |
| Driveway Deposit:    | \$1,500 |
| B-Box Deposit:       | \$200   |
| Sidewalk Deposit:    | \$700   |
| Final Survey Deposit | \$500   |

## Residential Permit Fees

Residential permit fees are based on the estimated cost of construction for the project (project valuation). Applicant is required to provide project valuation information on the permit application, and it shall include monetary cost of the proposed project encompassing all labor and material costs to produce the final product, but not including value of land. For self-performed work, the labor costs portion of the project valuation shall reflect the equivalent hourly prevailing wages for our region. The current permit fees & plan review fees are set at \$6.50 per every \$1,000 of project valuation. Every new house is also assessed tap on fees for water and sewer connection to village services, which is approximately \$13,500. *\*These fees are strictly estimates and are subject to change.*

**Certain subdivisions may require additional information or fees** that must be submitted to the authorized representative of that subdivision. If the subdivision in which your home is being constructed requires a subdivision disclosure form, please submit a copy of the signed disclosure form with your building permit application.

### **Following items do not require separate permits or fees if shown on original plans / surveys:**

- Decks
- Patios
- Porches
- Outdoor Kitchens
- Balconies
- Sunrooms

### **Additional permits and fees will be required for the following:**

- Fences
- Sheds
- Lawn Sprinklers
- Swimming Pools
- Other miscellaneous items
- Items not shown on original plans

## Other Taxing Districts

|                                 |                                       |                |
|---------------------------------|---------------------------------------|----------------|
| <b><u>Fire Districts</u></b>    |                                       |                |
| Mokena Fire District            | 19853 S. Wolf Rd, Mokena              | (708) 479-5371 |
| Frankfort Fire District         | 333 Nebraska St, Frankfort            | (815) 469-1700 |
| New Lenox Fire District         | 261 E. Maple St, New Lenox            | (815) 463-4500 |
| <b><u>Library Districts</u></b> |                                       |                |
| Mokena Library District         | 11327 W. 195 <sup>th</sup> St, Mokena | (708) 479-9663 |



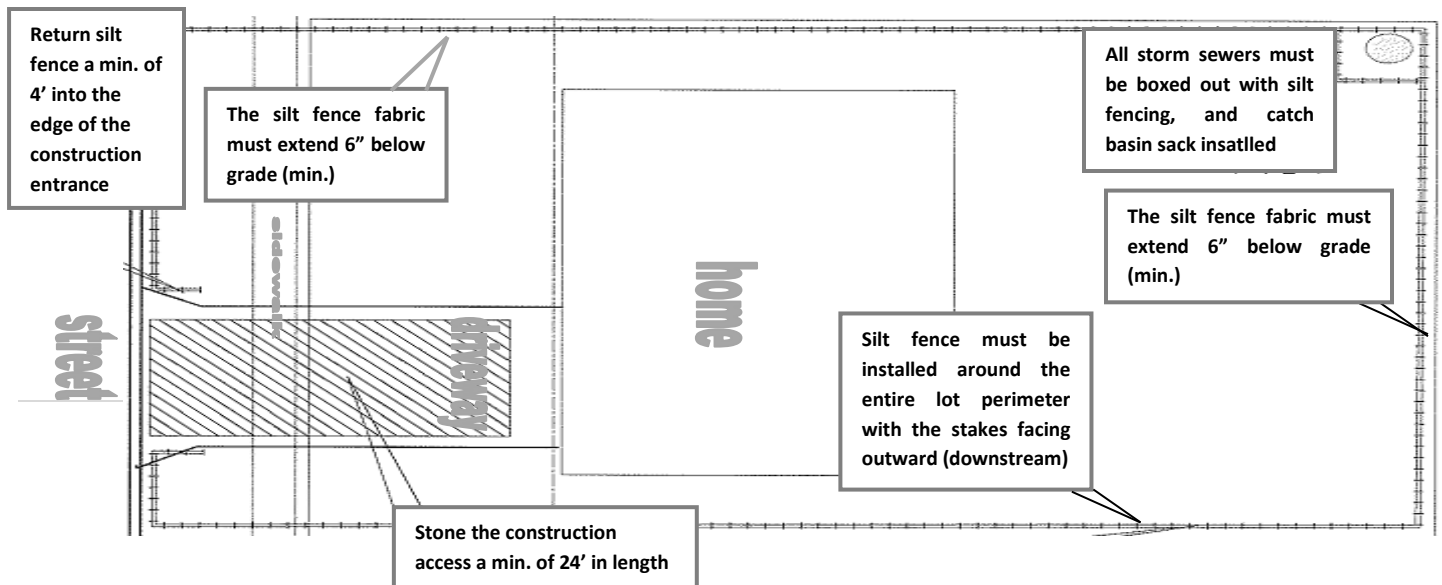
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|---------------------------------------|---------------------------------|----------------|
| Frankfort Library District            | 21119 S. Pfeiffer Rd, Frankfort | (815) 469-2423 |
| New Lenox Library District            | 120 Veterans Pkwy, New Lenox    | (815) 485-2605 |
| <b>Park District</b>                  |                                 |                |
| Mokena Park District                  | 10925 W. LaPorte Rd, Mokena     | (708) 390-2401 |
| Frankfort Park District               | 140 Oak St, Frankfort           | (815) 469-9400 |
| New Lenox Park District               | 701 W. Haven Ave, New Lenox     | (815) 485-3584 |
| <b>School Districts</b>               |                                 |                |
| Mokena District #159                  | 11244 Willowcrest Ln, Mokena    | (708) 342-4900 |
| Frankfort District #157C              | 10482 W. Nebraska St, Frankfort | (815) 469-7870 |
| New Lenox District #122               | 102 S. Cedar Rd, New Lenox      | (815) 485-2169 |
| Summit Hill District #161             | 20100 S. Spruce Dr, Frankfort   | (815) 469-9103 |
| Lincoln-Way High School District #210 | 1801 E. Lincoln Hwy, New Lenox  | (815) 462-2345 |

## Erosion Control Policy

All property owners are required to implement various erosion control measures in order to adequately mitigate soil erosion and storm water runoff both during and after the construction process. Some of the control measures enforced by the Village of Mokena include the following:

1. A silt fence must be installed prior to the issuance of the building permit.
2. Inlet protection shall be provided and maintained throughout the duration of the project (including any street inlets within the construction vicinity)
3. A construction entrance shall be constructed on site, and will be required as a condition of the top of foundation survey inspection. We would suggest that the construction entrance is located in the exact location of the proposed driveway in order to avoid the costs involved with constructing them separately.
4. Every construction site shall be kept clear of debris upon the conclusion of each day, and any construction materials left on site must be neatly stacked and organized. Dumpsters that are full must be emptied immediately to prevent inlet obstruction.
5. Any dirt tracked onto public streets/walks must be cleaned before end of the work day.

Additional measures may be required by the Village of Mokena depending on lot conditions. The Village will be performing periodic inspections throughout the construction process to ensure proper erosion control measures are being utilized. Any deficiencies shall be corrected immediately, and failure to correct the cited violations can result in the issuance of fines.



## Required Inspections

1. **Silt Fence, Dumpster, and Portable Toilet Inspection** – All of these items must be in place *prior* to the issuance of the building permit.
2. **Footing Pre-Pour** – Footing forms shall be set and ready for concrete. There shall be no frozen ground or standing water over 1” deep at time of inspection. Base of excavation report from a geotechnical engineer shall be provided at or prior to inspection unless the foundation is designed for 1,500 psf soil bearing capacity by the architect of record. Concrete encased electrode (Euler ground) shall be placed in the footing per local amendment.
3. **Foundation Pre-Pour** – This inspection shall be called in once the foundation forms and reinforcement bars are set in place and ready for concrete.
4. **Foundation Backfill** – Foundation forms shall be stripped and the damp proofing shall be applied. Rigid insulation must be in place (if required), with the footing drains installed with 2” of stone under the drain tile and at least 6” of stone above the tile (at all habitable spaces below grade). If site excavation remains open for extended period of time or is deemed to pose a hazard to the public, the Building Official may require installation of a code compliant construction fencing 48” high minimum to be installed around the excavation.

### **Submit Foundation Survey at this time (prior to constructing the walls)**

5. **Utility Inspections** – Inspection of the water and sanitary sewer, and storm sewer connections, as well as the sump pit installation.
6. **2<sup>nd</sup> Silt Fence, Dumpster, and Portable Toilet Inspection** – All of these items shall be inspected and approved by the Village for compliance prior to scheduling the electric service inspection.
7. **Underground Plumbing and Passive Radon System** – All underground plumbing work must be exposed, with all connections visible to the inspector. *A passive radon system underground piping must be installed in accordance with state regulations..*
8. **Electrical Service** – Electrical panel shall be fastened to the foundation wall, grounding conductor shall be connected to a ground rod, and duct seal shall be installed at penetrations. Once approved, the Village will transmit approval directly to ComEd. Applicant is responsible for coordinating service connection appointment directly with ComEd after approval.
9. **Garage and Basement Floor Pre-Pour** – Stone base must be compacted with welded wire (*where applicable*), and expansion joints in place (*where applicable*). Stone shall be covered with 6 mil vapor barrier with all edges overlapping 12” minimum. Walkout basement slabs and heated garage slabs shall have rigid foam insulation along perimeter where slab is less than 12” below adjacent grade. Heated slabs require additional insulation under the entire slab.

### **Stairs and temporary handrails must be installed at this time (prior to rough inspections)**

10. **Rough Electric, Plumbing, Mechanical and Framing** – All rough inspections shall be scheduled and approved prior to installing the drywall and insulation. The water meter must also be installed at the time of the plumbing rough inspection. Penetration firestopping is required at time of rough inspections.



11. **Water Meters** – All meters shall be installed and approved at the rough inspections. All meters must be installed no higher than 4 feet above the floor, and must be accessible. During the winter months of November 1<sup>st</sup> through April 30<sup>th</sup> the installation of the water meter will be waived, but on May 1<sup>st</sup> the water meter must be installed and inspected. Failure to install the meter will result in water shut off and penalty fees.
12. **Insulation** – All insulation must be installed at this time, including cavity insulation, exterior rigid foam, pipe insulation and attic batts. Basement wall insulation and blown-in attic insulation may be inspected at time of final inspection.
13. **Pre-taping** – This inspection shall be called in after all drywall has been installed. (only applies to townhomes or where fire-resistant assemblies are required)
14. **Sidewalk/Driveway** – All stone must be compacted with welded wire placed in driveway and expansion joints in place (*where in contact with foundation*). *If using fiber mesh instead of welded wire, then copy of ready mix delivery ticket must be submitted after the inspection.*

**Submit Final Staked Survey at this time (prior to calling for final inspections)**

15. **Pay All Deposits** – Please contact the Community Development Department to verify receipt of payment.
16. **Submit a Signed Subdivision Disclosure Form** (*if applicable*).
17. **B-box and Final Water Meter Read** – This inspection must be scheduled and approved by the Mokena Water Department at (708) 479-3926.
18. **Final Electric, Plumbing, Mechanical, and Framing** – The final inspections can only be called in once B-box and water meter have been approved, and all other required items are submitted.
  - The **Energy Certificate Form**, given to you at the time of building permit issuance, must be completed by the builder or registered design professional and posted on or in the electrical distribution panel at the time of final inspection. If approved design relied on energy modelling compliance, then final report from energy rating consultant is required.
19. **Blower door test and duct leakage test** – A blower door test and air duct leakage test shall be performed by a 3<sup>rd</sup> party. The results from these tests shall be submitted to the Community Development Department for review and approval.
20. **Certificate of Occupancy** – Once all final inspections have been approved, it is the responsibility of the general contractor or owner to obtain the certificate from the Community Development Department.

## **Adopted Village Codes**

- 2018 International Residential Code
- 2018 International Building Code
- 2021 Illinois Energy Conservation Code (*Climate Zone 5*)
- 2014 Illinois State Plumbing Code
- 2017 National Electric Code
- 2018 International Mechanical Code
- 2018 Illinois Accessibility Code

\*All work shall also comply with any local amendments to the code

## Village Code Amendments

Along with the adopted building codes listed above, every builder and contractor is required to adhere to all of the local amendments to the adopted Village Codes. For a complete list of code amendments, please contact the Building Official, Krzysztof Kociolek at [kkociolek@mokena.org](mailto:kkociolek@mokena.org) or (708) 479-3900.



### Village of Mokena Residential Agreement Form

Address of Construction *(please include street directional (N,E,S,W) and type (St, Rd, Ln, etc):*

\_\_\_\_\_ Lot #: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Builder: \_\_\_\_\_

Applicant Name (please print): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

As the applicant for the above referenced project, I hereby certify that I have read, and agree to, all of the terms and conditions required by the Village of Mokena; including but not limited to the items specified under "Important Lot Requirements", "Erosion Control Policy", "Required Inspections", and "Village Code Amendments". It is expressly understood and agreed to by the builder, owner (if applicable), and permit applicant that all adopted Village codes and amendments will be adhered to throughout the entire course of the above referenced project; and failure to comply with any of the aforementioned regulations may result in a stop worker order being placed on the project, the issuance of fines, and/or the rescinding of the above noted permit. It is also expressly understood and agreed to by the builder, owner (if applicable), and permit applicant, that no occupancy permit will be issued for the subject lot until all required items have been completed.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_