



VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

COMMITTEE OF THE WHOLE

Wednesday, August 17, 2022 - 6:00 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

OLD BUSINESS - ADMINISTRATION

1. Discussion and possible recommendation to the village board approve **Resolution 2022-28** a resolution of the Village of Poplar Grove, Illinois approving and publishing policy of when building permits are not required for existing buildings

ADJOURNMENT (Voice Vote)

KJA 08/15/2022

Single Family Homes

When is a Building Permit NOT Required

A building permit is **NOT** required for the following types of minor work for any type of existing residential property.

Interior Work

- Painting, wallpapering, tiling, carpeting and similar finish work.
- Kitchen and or bathroom cabinets and or counter tops where there are no changes to the plumbing or electrical connections. Changes are defined as relocating the plumbing to a new location or adding new electrical receptacles, lights or relocating them.
- Drywall or plaster repair or replacement where there is no electrical, plumbing, mechanical or insulation within the area that is opened up.
- Replacing existing ceiling tiles.
- Replacement of an existing interior door.
- Interior repairs that do not involve any of the following:
 - The cutting away or removal of any portion of an exterior wall, interior wall, or partition, floor, or roof.
 - The removal or cutting of any structural beam, column, or load-bearing support.
 - The removal or change of any required means of egress or rearrangement of parts of a structure affecting the egress requirements.
 - Mechanical, electrical, plumbing, or fuel gas equipment or systems.

Exterior Work

- An exterior deck that requires no more than 2 floor joists to be replaced, replacing existing spindles or replacing deck boards. Removing a guard rail requires a permit.
- Provided retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, not supporting a surcharge and do not impact drainage or grading. This requires a site visit from the village to determine drainage and grading will not be impacted prior to work taking place.
- Sheds not larger than 120 square feet require a zoning certificate to confirm compliance with the village zoning code. A building permit is not required for these sheds (120 square feet or less).
- Playground equipment on private property.
- Landscape plants and vegetation.
- Exterior repairs that do not involve any of the following:
 - The cutting away or removal of any portion of an exterior wall, interior wall, or partition, floor, or roof.
 - The removal or cutting of any structural beam, column, or load-bearing support. Minor in-kind replacement repairs are allowed.
 - The removal or change of any required means of egress or rearrangement of parts of a structure affecting the egress requirements.
 - Mechanical, electrical, plumbing, or fuel gas equipment or systems.

Work affecting a substantially contiguous impervious surface of 2,500 square feet or more requires a permit pursuant to the village...

Temporary Structures

- Temporary structures (*installed for 180 days or less*), other than construction trailers, provided that the floor area is not greater than 400 square feet and no portion of the structure will be more than 15 feet above adjacent grade.

Electrical

- Listed cord-and-plug connected temporary decorative lighting.
- Reinstallation of attachment plug receptacles but not the outlets..
- Replacement of branch circuit overcurrent devices of the required capacity in the same location.
- Electrical wiring, devices, *appliances*, apparatus or *equipment* operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
- Minor repair work, including the replacement of lamps or the connection of *approved* portable electrical equipment to *approved* permanently installed receptacles.

Mechanical

- Portable heating appliances.
- Portable ventilation equipment.
- Portable cooling equipment.
- Repair or replacement of any part within any heating, cooling, or ventilation equipment regulated by the Construction Codes that does not alter its function.
- Self-contained refrigeration system containing 10 pounds or less of refrigerant and actuated by motors of 1 horsepower or less.

Plumbing

- The stopping of leaks in drains or in water, soil, waste, or vent pipes within a building. (The removal and replacement of any drain pipe, water, soil, waste, or vent pipe, or concealed trap with new material requires a permit and inspections as provided by the Village Code.
- The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures and the removal and reinstallation of water closets, toilets, provided that such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures or work beyond.

Miscellaneous Items

- Replacement of three or less of in-kind windows. (Replacing more than 3 windows requires a permit)
- Repair or in-kind replacement of interior or exterior doors.
- Repair of exterior wood, vinyl, aluminum, fiber-cement, stucco, or EIFS siding up to 100 square feet.

- Repair of a boiler.
- Repair of a furnace.
- Repair of air-conditioning equipment.

"In-kind replacement" means replacement of existing materials, objects, or elements using new materials, objects, or elements of the same type, size, and shape.

Code Compliance Required

Any work performed without a building permit, as allowed by the village, must still comply with all applicable requirements of the village code. This does not waive any applicable requirements of the village Code other than the requirement to obtain a building permit.

When is a Building Permit NOT Required?

A building permit is **NOT** required for the following types of minor work for any type of existing building*

** Excludes proposed and designated Landmarks and buildings in proposed or designated Landmark districts.*

Interior Work

- Painting, wallpapering, tiling, carpeting, cabinets, counter tops, and similar finish work, without plumbing or electrical connections.
- Drywall or plaster repair or replacement up to 1,000 square feet without alteration of plumbing or electrical devices or systems.
- In-kind replacement of ceiling tiles that are not part of a fire-rated assembly.
- In-kind replacement of interior doors that are not required to have a fire-resistance rating.
- Temporary motion picture, television, and theatrical stage sets and scenery.
- Nonfixed and movable fixtures, cases, racks, counters, and partitions not over 7 feet in height.
- Interior repairs that do not involve any of the following:
 - The cutting away or removal of any portion of an exterior wall, interior wall, or partition, floor, or roof.
 - The removal or cutting of any structural beam, column, or load-bearing support.
 - The removal or change of any required means of egress or rearrangement of parts of a structure affecting the egress requirements.
 - Mechanical, electrical, plumbing, or fuel gas equipment or systems.

Exterior Work

- Non-combustible sidewalks, patios, walkways, parking surfaces, and driveways that are not located in or on the public way, not more than 30 inches above adjacent grade, and not over any basement or story below. ***
- Fences that are not more than 5 feet above the ground on both sides and that conform to the [Zoning Ordinance](#).
- Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, not supporting a surcharge, and not impounding liquids.
- Swimming pools accessory to a 1-3 unit residential building (Group R-5 occupancy) that have a water depth of 48 inches or less and a 90% water volume not greater than 5,000 gallons.
- Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
- Playground equipment accessory to a building of residential (Group R) occupancy.
- Landscape plants and vegetation.
- Exterior repairs that do not involve any of the following: **
 - The cutting away or removal of any portion of an exterior wall, interior wall, or partition, floor, or roof.

- The removal or cutting of any structural beam, column, or load-bearing support. Minor in-kind replacement repairs are allowed.
- The removal or change of any required means of egress or rearrangement of parts of a structure affecting the egress requirements.
- Mechanical, electrical, plumbing, or fuel gas equipment or systems.

***Masonry repair, cleaning, or grinding and other construction or repair activities that generate dust may require an air pollution control permit from the [Environmental Permitting and Inspections Section](#) of the Department of Public Health.*

****Work affecting a substantially contiguous impervious surface of 7,500 square feet or more requires a permit pursuant to the Stormwater Management Ordinance.*

Permanent Structures

- One-story detached structures, not more than 15 feet above the ground, without plumbing, and used as tool and storage sheds, open gazebos, playhouses, and similar uses, or that are purely decorative (*such as a sculpture*), provided that the floor area is not greater than 150 square feet.
- Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons and the ratio of height to diameter or width is not greater than 2:1.

Temporary Structures

- Temporary structures (*installed for 180 days or less*), other than construction trailers, provided that the floor area is not greater than 400 square feet and no portion of the structure will be more than 15 feet above adjacent grade.
- Temporary stages and platforms (*installed for 180 days or less*) not more than 24 inches in height.

Electrical

- Minor electrical repair work, including the replacement of lamps or the connection of portable electrical equipment to permanently installed receptacles.
- Electrical equipment used for radio and television transmissions regulated by the Federal Communications Commission. (A permit is required for power supply wiring and the installations of towers, antennas, and similar supporting structures).
- The installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.
- The installation or alteration of low voltage electrical fixtures, including telephones, computers, speakers, doorbells, and thermostats. (A permit is required for the installation of low voltage wiring.)
- The installation or alteration of low-voltage and communication wiring in buildings of residential (Group R) occupancy with not more than 4 stories above grade plane and accessory structures, such as private garages and carports, located on the same lot as such buildings.

Mechanical

- Portable heating appliances.
- Portable ventilation equipment.
- Portable cooling equipment.
- Repair or replacement of any part within any heating, cooling, or ventilation equipment regulated by the Construction Codes that does not alter its function.
- Self-contained refrigeration system containing 10 pounds or less of refrigerant and actuated by motors of 1 horsepower or less.

Plumbing

- The stopping of leaks in drains or in water, soil, waste, or vent pipes within a building or within 5 feet of the building foundation. (The removal and replacement of any drain pipe, water, soil, waste, or vent pipe, or concealed trap with new material requires a permit and inspections as provided in the Village Construction Codes. For requirements related to work affecting the building drain (*more than 5 feet beyond the building's foundation*), see Chapter [11-16](#) of the Municipal Code.)
- The clearing of stoppages or the repairing of leaks in pipes, valves, or fixtures and the removal and reinstallation of water closets, toilets, provided that such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures or work beyond 5 feet from the building foundation. (For requirements related to work affecting the building drain (*more than 5 feet beyond the building's foundation*), see Chapter [11-16](#) of the Municipal Code.)

Conveyance Devices

- Repairs to a conveyance device involving replacement of existing parts with other parts that are identical to those that are replaced, provided a written log of such repairs must be maintained by the owner and made available to the building official upon request.

A building permit is **NOT** required for the following types of repairs to residential buildings up to 4 stories above grade and associated accessory buildings (such as sheds and small garages) on the same lot*

** Excludes proposed and designated Landmarks and buildings in proposed or designated Landmark districts.*

- Repair or in-kind replacement of windows.
- Repair or in-kind replacement of interior or exterior doors.
- Reroofing on other than low-sloped (< 2:12) roofs.
- Repair or in-kind replacement of exterior wood, vinyl, aluminum, fiber-cement, stucco, or EIFS siding.
- Repair or in-kind replacement of a hot water heater.
- Repair or in-kind replacement of a boiler.
- Repair or in-kind replacement of a furnace.
- Repair or in-kind replacement of air-conditioning equipment.
- Removal and in-kind replacement of up to 50 square feet of masonry.**
- Repair or in-kind replacement of an exterior porch or stairs with a landing not exceeding 50 square feet and not more than 6 feet above adjoining grade.

- Repair or in-kind replacement of exterior deck parts or stair parts with a landing not more than 6 feet above adjoining grade.

"In-kind replacement" means replacement of existing materials, objects, or elements using new materials, objects, or elements of the same type, size, and shape.

***Masonry repair, cleaning, or grinding and other construction or repair activities that generate dust may require an air pollution control permit from the [Environmental Permitting and Inspections Section](#) of the Department of Public Health.*

Code Compliance Required

Any work performed without a building permit, as allowed by Ordinance or Municipal Code, must still comply with all applicable requirements of the Construction Codes. This does not waive any applicable requirements of the Construction Codes or of the Municipal Code other than the requirement to obtain a building permit.

RESOLUTION NUMBER: 2022-28**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
APPROVING AND PUBLISHING POLICY OF WHEN BUILDING PERMITS
ARE NOT REQUIRED FOR EXISTING BUILDINGS**

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) requires code compliance and building inspection services and, in some cases, building permits for construction and repairs done on existing buildings; and

WHEREAS, the Village desires to clarify the circumstances under which a building permit is not required for certain construction or repair projects on existing buildings; and

WHEREAS, the Village has drafted a document setting forth a list of certain construction or repair projects on existing buildings which do not require a building permit, a copy of which is attached hereto as Exhibit A, and incorporated herein.

NOW THEREFORE, BE IT RESOLVED by the Village President and Village Board of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. The Village hereby approves the list of certain construction or repair projects on existing buildings which do not require a building permit, attached hereto as Exhibit A, or one in substantially similar form.
3. The Village President and Village Clerk are authorized to sign and attest any and necessary documents to effectuate the foregoing.
4. Upon passage of this Resolution, the Village Clerk is directed to post the list of certain construction or repair projects on existing buildings which do not require a building permit on the Village website.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2022

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER

APPROVED _____, 2022

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A-WHEN BUILDING PERMIT IS NOT REQUIRED