



Village of Bull Valley Building Department
1904 Cherry Valley Rd, Bull Valley, IL 60098
815- 459 – 4833

GUIDELINES FOR SINGLE FAMILY

Please submit one electronic PDF of the following documents by email to bullvalleyfiles@gmail.com. All documents listed below shall be submitted as one comprehensive submission. Incomplete submissions will not be accepted or reviewed. Documents will not be distributed for review until all listed items and bonds have been received. Lead time is 7-10 business days for the first review and each subsequent review. Additional plan reviews and inspections will incur additional fees.

SUBMIT PDF via EMAIL:

Building Permit Application

Must be fully completed and signed by the property owner or authorized agent.

Plat of Survey (Stamped by an Illinois Licensed Land Surveyor)

- Show all existing and proposed structures
- Show all easements and driveway locations
- Show all lot lines, dimensions, and total lot area (acres and square footage)

Site Plan

- May be combined with the plat of survey if clearly legible
- Show all setbacks from property lines for existing and proposed work
- Identify any wetlands, floodplains, steep slopes, or drainage swales on or near the work area

Architectural / Structural Drawings (Stamped by an Illinois Licensed Architect or Engineer, as required by code)

- Floor plans, elevations, sections, and details for all new work
- Structural information for foundations, framing, beams, and headers
- Indicate materials, dimensions, and use of all spaces

Stormwater Management / Grading Plans

- Required when “disturbing the land” or as required by the McHenry County Stormwater Management Ordinance
- Plans must be prepared and stamped by an Illinois Licensed Professional Engineer when stormwater review is required

Tree Preservation / Landscaping Plans (as applicable)

• Show all existing trees to remain or be removed, in accordance with the Village’s tree preservation and zoning requirements

- Show proposed landscaping when required by ordinance or as a condition of approval

Well and Septic Documentation (for new homes and any work affecting water or wastewater)

- Copy of the well and septic plan and permit from the McHenry County Department of Health

Proposal or Contract

- Must describe the scope of work
- Must be signed by the property owner

Contractor Documentation

• General Contractor’s **License** from the contractor’s insurance company, made payable to the Village of Bull Valley, in the amount required by ordinance

- Plumbing contractor: copy of Illinois plumbing license and **Letter of Intent** on business letterhead
- Roofing contractor: copy of Illinois roofing license and **Letter of Intent** on business letterhead
- Electrical, mechanical, and other specialty contractors: proof of licensing where applicable
- **Manufacturer's Specifications / Cut Sheets** (as applicable)
 - Windows, doors, trusses, engineered lumber, fireplaces, mechanical equipment, generators, EV chargers, or other listed equipment
- **Additional Documentation as Requested**
 - The Building Department may request additional information (e.g., soil reports, truss engineering letters, lighting plans, energy calculations) as needed to complete the review.

All plans submitted shall meet all Village Codes, including but not limited to the Building Ordinance, Zoning Ordinance, Stormwater Management Ordinance, Tree Preservation provisions, and McHenry County well and septic requirements.

IN-PERSON or ONLINE PAYMENTS:

- The Final Permit fee is calculated once plans are reviewed and approved

REQUIRED PLANS & SITE INFORMATION

Under Chapter 14, every building permit application must include the following technical documents unless specifically modified by the Building Inspector for minor work.

□ **Stamped Architectural / Structural Plans**

- Complete drawings of the proposed construction (floor plans, elevations, sections, structural details).
- Signed and sealed by an Illinois-licensed architect or engineer.
- The design professional must certify that the plans meet all applicable Village building codes.

□ **Plat of Survey**

- Current plat showing: existing and proposed buildings/structures, underground facilities, easements, and driveways, plus building footprints on adjoining lots.

□ **Site Plan**

- Drawn to scale; must show:
 - Lot lines and dimensions
 - Setbacks from all property lines
 - Lot size (acres and square footage)
 - Location of all existing and proposed buildings and structures
 - Driveways and construction access
- This may be combined with the plat of survey when clearly legible.

□ **Zoning Relief (if applicable)**

- Proof of any approved variance, special use, or zoning action necessary for the proposed work.

□ **Well & Septic Documentation**

- One copy of the **well and septic plan and permit** from the McHenry County Health Department, if the work affects water or wastewater systems.

□ **Driveway / Construction Access Permit** (if new or modified)

- Culvert/driveway permit as required under Chapter 5 (Streets) and Section 5.13, including any required road bond.

□ **Acreage, PINs, and Township**

- Number of acres, all PIN(s) for the property, and township name.
- **Tree Preservation Plan** (for applicable projects)
 - Prepared in accordance with **Chapter 12, Section 12.14-K (Tree Preservation)**.
- **Lighting Plan** (for applicable projects)
 - Prepared in accordance with **Chapter 27 – Lighting**.
- **ADID Wetlands / Stormwater Approvals** (if any portion of the work is in or near wetlands or regulated stormwater areas)
 - Required reviews and letters from:
 - Illinois Department of Natural Resources
 - Illinois Endangered Species Protection Board
 - McHenry County Stormwater Department
 - No permit may be issued for new construction, remodels, accessory buildings, decks, swimming pools, or site grading **without** proof of review and approval by McHenry County Stormwater Department.
- **Additional Information as Requested**
 - The Building Inspector may require additional information (soil tests, manufacturer cut sheets, truss certificates, MSDS sheets, etc.) as needed to complete plan review.

Setbacks: Projects must be within the required setbacks.

- **Front yard:** 140 ft
- **Rear yard:** 75 ft
- **Total side yard width:** 200 ft (100 ft minimum on either side)
- **Yard abutting street:** 140 ft
- **Max lot coverage (buildings + impervious surfaces):** 5%

Lot Coverage Includes:

- All buildings, structures, patios, drives, pools, decks, and impervious surfaces

BUILDING DEPARTMENT REQUIREMENTS

- All inspections are scheduled the prior business day and are scheduled directly through B&F, NOT THE VILLAGE HALL. The phone number is 847-428-7010.
- Permit expires in either 12 or 6 months, depending on the project
 - A maximum of two permit extensions may be granted for half of the original time at ½ of the original fee, and only if applied for prior to the expiration of the original permit.
 - Permits that expired without all inspections and work completed are closed and not refundable.
- Any changes to the plans require resubmittal and review. Additional reviews and/or inspections shall incur additional fees.

Road Permit information regarding Village Weight Limit

- Road permits are required for **any vehicles exceeding 16,000 lbs. by registration**, traveling within the Bull Valley jurisdiction on its municipal streets/roads.
- The objective is to manage overweight **vehicle traffic routes**. Providing the safest and shortest routes for vehicles that enter or exit the Village, to and from State and County thoroughfares
- Our 3rd party service (**oxcartpermits.com**) offers several categories for overweight traffic: One Round Trip,

Multiple Trips, Seasonal Home Service, Agricultural Commodities, and **Construction Projects**.

APPLICABLE BUILDING CODES

- The 2024 International Building Code
- The 2024 International Residential Code
- The 2024 International Mechanical Code
- The 2024 International Fire Code
- The 2024 International Existing Building Code
- The 2024 International Property Maintenance Code
- The 2023 National Electrical Code
- 2024 Illinois Energy Conservation Code
- The Illinois State Plumbing Code, current edition
- The Illinois Accessibility Code, current edition