

**New House Permit**

- Purpose:** Permit for a new house.  
**Fee:** \$2,175.00 (\$1,075.00 non-refundable and \$1,100.00 refundable upon successful completion of construction and final ACC/ECC inspection). **NOTE:** There is an automatic \$250.00 fine for failure to obtain an ACC/ECC permit prior to construction.  
**Processing:** ULLPOA Board approval is required. Allow 30 days for review process to complete.

***Please fill in the following information completely. Please print legibly.***

**Section** \_\_\_\_\_ **Lot Number(s)** \_\_\_\_\_

**Property Owner's Name** \_\_\_\_\_

**Property Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Setbacks** Front (27' minimum) \_\_\_\_\_ Back (30' minimum) \_\_\_\_\_ (\*) Left \_\_\_\_\_ (\*) Right \_\_\_\_\_  
*\* Left and right setbacks are 15 feet, or 10% of the lot's width, whichever is less.*

**Please read and understand this checklist:**

- Two (2) complete sets of legible blueprints or CAD drawings including a floor plan and elevation with an Illinois Architectural Stamp.
- Exterior walls must be insulated to R-19 or better; ceilings must be insulated to R-49 or better.
- Provide a copy of the Ogle County permit.
- One (1) plat of survey with scaled home location including setbacks.
- Setbacks are to be in accordance with Ogle County and ULLPOA requirements.
- Proof of insurance designating ULLPOA as the certificate holder, or proof of insurance from the contractor.
- Make sure that the building site has been staked out as shown in the scaled drawing with lot pins clearly marked.
- If trees must be cut down to stake out the property prior to getting the Ogle County building permit, the \$2,100.00 deposit is to be given to the ULLPOA in lieu of the ULLPOA permit. In the event that construction has not started within 90 days of clearing trees, the \$2,175.00 will be forfeited.
- Inspections to be performed in accordance with the 2015 IRC National Building Codes, the 2015 IECC Int'l. Energy Code and as amended by the 2015 Northwest Illinois Regional Building Code. The permit applicant shall submit a room by room Manual J, S and D calculations for all HVAC equipment and/or replacement prior to permit issuance.
- Spec houses and modular homes are not allowed.
- Septic systems must be installed in accordance with Illinois Department of Health, and Ogle County Department of Health. The State of Illinois Department of Public Health, and Ogle County Health Department must approve any changes to drainage sewage treatment systems. Minimum size septic tank is 1,500 gallons or in accordance with State of Illinois Department of Health and Ogle County Department of Health for houses requiring larger than 1,500 gallon septic tanks.
- In areas where the Lost Lake Utility District has provided community sewage, the system must be utilized.
- A single story dwelling shall be constructed having no less than 1,300 square feet of foundation area. A two-story house or bi-level dwelling shall have a minimum foundation area of 900 square feet.
- Only new materials should be used; however, used materials require ACC/ECC and ULLPOA Board approval.
- If a geothermal system or any other system that may cause fluids to come out of the ground is to be installed, ditches must be dug on the property to contain such fluids. These fluids must be given time to percolate back into the ground and cannot leave the property.
- Open loop geothermal systems and private wells are not allowed.
- Provide a grading plan with swales and driveway culverts that show how water will move away from the house and neighboring houses and lots.
- Propane tanks holding up to and including 500 gallons must be a minimum of 10 feet from the building. Tanks holding 501 to 2,000 gallons must be a minimum of 25 feet from the building.
- Garages must be a minimum of 2 cars and maximum of 3 cars.

- Blower door and duct test per IECC-copy to ULLPOA Office.
- The finished exterior of every building shall be of material other than tar paper, roll-brick siding or any other similar material.
- A silt fence is required on any property adjacent the lake.
- Port-a-potty to be on site prior to excavation starting. Port-a-potty may be removed after lavatory facilities have been installed and are functional.
- Dumpster must be on site when building material is delivered. When dumpster reaches allowable capacity, it must be removed and replaced promptly.
- Prior to excavation, a functional driveway is to be installed on each house with a culvert that is a minimum of 18" in diameter. If an 18" culvert is not possible, it must be sized as necessary to allow proper drainage.
- All construction access must be across the culvert.
- Building exterior must be completed within 9 months of project start. Extensions may be granted on a case-by-case basis due to unforeseeable conditions.
- Occupancy cannot take place until Ogle County has issued a Certificate of Occupancy.
- Fee for a house permit is \$2,175.00 (\$1,075.00 is non-refundable and \$1,100.00 is refundable upon successful completion of construction and final ACC/ECC inspection). This is to cover the cost of inspections. In the event that there are missed inspections, re-inspections or fines, the additional costs will be taken out of the refundable portion. The homeowner is liable for any misconduct or damage exceeding \$2,175.00.

***"I hereby certify that the information submitted herein by me is true and correct, and that all rules, regulations and codes will be observed during the construction period of property improvement."***

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**ACC/ECC Representative's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Permit Expiration Date**

**Construction Rules & Regulations**

Contractor is to be given a copy of these Construction Rules & Regulations before the construction process commences. Property owner is responsible for the misconduct of the contractors. Ogle County and United Lost Lake POA permits are to be displayed in such a manner that they are visible from the street.

**Contractors, please read and understand these rules:**

- Speed limit is 20 miles per hour.
- Weight limit restrictions coincide with Ogle County Highway road postings.
- Any construction sign must be removed from property when the final inspection has been completed.
- Construction hours are Monday thru Friday 7 a.m. to 7 p.m., Saturday and Sunday 8 a.m. to 5 p.m.
- Drainage ditches are not to be driven through.
- Do not place excavated dirt, materials, tree stumps or brush onto adjacent property.
- Mud tracked on the street must be removed daily.
- Any changes to plans must be approved by ACC/ECC.
- Concrete washout is not to be placed on any street or ditch.
- Ditches and swales must be restored to their original condition.
- No temporary structures or trailers may be used for the purpose of storage or residence. However, a contractor may use a temporary structure to store tools and material used during the construction process.
- Late permit request and re-inspection fees or fines, where applicable:
  1. \$10.00 per day for no dumpster on site when building material is delivered.
  2. \$250.00 fine for any construction started without a permit.
  3. \$115.00 fine for each re-inspection.
  4. \$250.00 fine for each missed inspection. Missed inspections may be required to show workmanship before inspector will proceed to the next inspection.
  5. \$10.00 per day for full dumpster not replaced promptly.

- The contractors, subcontractors or their families are allowed to use the amenities of the community provided they either: (1) are a ULLPOA property owner, or (2) have a valid guest pass issued by the ULLPOA.
- Property owner must check with the Lost Lake Utility District ([www.lostlakeutilitydistrict.org](http://www.lostlakeutilitydistrict.org)) for water lines intruding on the property that may interfere with construction of any type.
- Property owner must check with appropriate provider for electric, phone and cable that may interfere with construction.
- Dumpsters should be located such that they do not impede or hinder street traffic.
- The ACC/ECC must be notified of any changes to construction plans, or changes in contractors.

**Contractor Information**

General Contractor \_\_\_\_\_  
 Address, City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Plumbing Contractor \*\* \_\_\_\_\_  
 Contractor License Number \_\_\_\_\_  
 Address, City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Roofing Contractor \*\* \_\_\_\_\_  
 Contractor License Number \_\_\_\_\_  
 Address, City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Excavation Contractor \_\_\_\_\_  
 Address, City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Foundation Contractor \_\_\_\_\_  
 Address, City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Framing Contractor \_\_\_\_\_  
 Address, City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Electrical Contractor \_\_\_\_\_  
 Address, City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_  
 Address, City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Blower Door & Duct Inspector \_\_\_\_\_  
 Address, City, State and Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

\*\* In the event of replacement of a plumbing or roofing contractor, the new license number must be given to the ACC/ECC.

**Inspection Requirements**

In addition to any inspections by Ogle County, the following inspections are to be performed:

1. Casper's Home Inspection, LLC  
 Phone: 815-440-2146

**FOOTING  
 ELECTRICAL SERVICE  
 ROUGH-IN** (framing, electrical, HVAC)

**INSULATION.** Drywall may be installed on the ceiling and inspection can be performed through access opening.

**FINAL.** The homeowner or general contractor must be present during the final inspection. Before this final inspection is performed, a plumbing inspection must have passed.

- 2. Illinois Department of Public Health      **PLUMBING**  
Phone: 815-987-7511

The ACC/ECC strongly recommends contacting the state plumbing inspector at the soonest possible time.

- 3. ACC/ECC (ULLPOA)      **FINAL**  
Phone: 815-652-4491

The ACC/ECC final inspection is done so that you may recover the refundable portion of the permit fee, which is only refunded after successful completion of the ACC/ECC final inspection.

- \_\_\_\_\_ Excess scrap and building materials have been removed.
- \_\_\_\_\_ Miscellaneous debris including tree limbs & stumps have been removed from the property & adjacent properties.
- \_\_\_\_\_ Any damage to adjacent properties has been corrected.
- \_\_\_\_\_ Approved culvert is properly installed.
- \_\_\_\_\_ Roads and shoulder areas are clear of debris.
- \_\_\_\_\_ Drainage problems between lots are resolved via horseshoe swale lines as required.
- \_\_\_\_\_ Final and finish grading has been completed.
- \_\_\_\_\_ Lawn has been seeded or sodded and returned to its natural state.
- \_\_\_\_\_ Exterior has been completed.
- \_\_\_\_\_ A functional driveway has been completed.
- \_\_\_\_\_ Permanent address numbers are legibly posted.
- \_\_\_\_\_ Road and shoulder areas are clear of mud, rock, concrete washout and other debris.
- \_\_\_\_\_ Ditches have been restored and seeded or sodded with grass.
- \_\_\_\_\_ Propane tanks are screened on all 4 sides.
- \_\_\_\_\_ Grinder pump is installed, if required.

**FOR OFFICE USE ONLY:**

Final ACC/ECC inspection approved by:

\_\_\_\_\_ **ACC/ECC Representative's Signature**

\_\_\_\_\_ **Date**

**PROPERTY OWNER:** \_\_\_\_\_

**SECTION / LOT #:** \_\_\_\_\_

**REFUNDABLE PORTION OF DEPOSIT:**      \$ **1,100.00**

**DEDUCTION FOR MISSED INSPECTION(S)** \_\_\_\_\_ **(\$250.00 each)**

**DEDUCTION FOR REINSPECTION(S)** \_\_\_\_\_ **(\$115.00 each)**

**DEDUCTION FOR ACC/ECC FINE(S)** \_\_\_\_\_

**TOTAL AMOUNT TO BE REFUNDED:** \_\_\_\_\_