



United Lost Lake Property Owners Association

903 Missouri Dr. Dixon, IL 61021 | 815-652-4491 | FAX: 815-652-8664 | office@discoverlostlake.org

House Addition Permit

Purpose: Permit for a house addition.
Fee: \$1,460.00 (\$460.00 non-refundable and \$1,000.00 refundable upon successful completion of construction and final AECC inspection).
NOTE: There is an automatic \$250.00 fine for failure to obtain an AECC permit prior to construction.
Processing: ULLPOA Board approval is required. Allow 30 days for the 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:

- Submit one set blueprints or CAD drawing with plot plan, elevation, and setbacks with an Illinois Architectural Stamp.
- Submit a copy of the Ogle County permit.
- Design must be architecturally compatible with the house.
- If the addition is any room adding more drains, such as an additional bedroom and/or bathroom, septic systems must be upgraded 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 other changes to drainage sewage treatment systems.
- Exterior of the addition must be completed within 9 months of excavation. Extensions may be granted on a case-by-case basis due to unforeseeable conditions.
- A silt fence is required on any property adjacent to Lost Lake.
- Fee for a Home Addition Permit is \$1,460.00 (\$460.00 is non-refundable and \$1,000.00 is refundable upon successful completion of the AECC final 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 \$1,460.00. The refundable portion will be refunded after a successful final AECC inspection.

"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

AECC Representative's Signature

Date

Permit Expiration Date

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 _____

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

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 through 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 AECC.
- 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 the inspector proceeds 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) 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 AECC must be notified of any changes to construction plans, or changes in contractors.

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

ROUGH-IN (framing, electrical, HVAC)

INSULATION. If a home addition is to be climate controlled, an insulation inspection is required. 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 (if required).

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

PLUMBING

No plumbing inspection is required if the addition will not have plumbing.

FOR OFFICE USE ONLY:

3. AECC (ULLPOA)

FINAL INSPECTION

Phone: 815-652-4491

The AECC 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 AECC 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.

REFUNDABLE PORTION OF DEPOSIT: \$ 500.00

DEDUCTION FOR MISSED INSPECTION(s) _____ (\$250.00 each)

DEDUCTION FOR REINSPECTION(s) _____ (\$115.00 each)

DEDUCTION FOR AECC FINE(s) _____

TOTAL AMOUNT TO BE REFUNDED: \$ _____

AECC Representative's Signature

Date