

Kitchen Remodel Guidelines

All construction shall meet the following codes:

- 2021 International Residential Code
- 2021 International Mechanical Code
- 2021 International Fuel Gas Code
- 2024 International Energy Conservation Code
- 2023 National Electric Code
- 2014 Illinois State Plumbing Code
- The City of Park Ridge Municipal Code

Review the City ordinances at [Parkridge.us > Government > Community Preservation & Development > Permit Guidelines > Code of Ordinance and Zoning Ordinance > Browse Code of Ordinance](https://parkridge.us/government/community-preservation-development/permit-guidelines/code-of-ordinance-and-zoning-ordinance/browse-code-of-ordinance).

General Submittal Requirements

- The City of Park Ridge Building Safety Division utilizes electronic permitting software that relies on permit Applicants to upload a complete submittal of required documents prior to their intake and review. Incomplete documentation will delay intake/processing.
- We highly recommend that you review this guideline/checklist before submitting your application online. This will help expedite your permit.
- When ready to upload your construction documents, organize separate drawing sheets into one, consolidated PDF file. For example:
 - At a minimum, each file should be labeled with the address and a description of what the file contains (i.e. *505 Butler Place_Fire Suppression Drawings.PDF*).
 - Create one PDF file containing Architectural, Structural, Mechanical/HVAC, Electrical and Plumbing drawings (as applicable to your project's scope of work).
 - Create one PDF file for equipment Product Data sheets (i.e. Furnace), one PDF file for each Installation Manual and one PDF file for Energy Code Compliance Reports.
 - As applicable, create one (1) PDF file for Fire Suppression/Sprinklers drawings and one PDF file for Fire Suppression product data sheets.
 - Create one (1) PDF file for the Plat of Survey.

Checklist Prior to Submission

The following information is typically required for permit processing. Additional information may be required depending on your project's scope of work. As requirements are subject to change, please refer to the document:

[Parkridge.us > Government > Community Preservation & Development > Permits & Inspections > Submittal Requirements by Permit Type](#) for the most up-to-date requirements.

- ☐ A cover letter summarizing the scope of work of the project and identifying all trades proposed.
- ☐ Provide the applicant's (your) email, address, and phone number.
- ☐ Provide the property owner's email, address, and phone number.
- ☐ Provide total project cost.
- ☐ Provide building area in square feet. Provide the total square footage of the work area of the project AND the area of the whole house (each floor level including the basement).
- ☐ Provide a list of all proposed contractors (including subcontractors if awarded) and/or note if the homeowner is a contractor for any trades. If this information is unknown at time of submission, indicate "TBD".
- ☐ Construction Drawings. Provide complete construction plans and details of existing and proposed conditions. Differentiate existing construction from proposed construction [For example: if drywall is removed, indicate with a dashed line. If new drywall is installed, indicate with a bold line. Existing construction should be indicated as "half-tone" (lighter)]. Plans shall clearly illustrate the locations of any electrical, plumbing, HVAC, gas, etc. Drawings must be scaled (for example, ¼" - inch = 1'-foot).

Scaled drawings shall illustrate wall configurations, stairs, doors, window locations and primary and secondary points of egress. Documents must be legible and detailed enough to convey the proposed construction.
- ☐ A dumpster placed on private property does not require a permit. A dumpster placed on City Property requires a separate permit that must be renewed every seven calendar days.

Checklist Prior to Permit Approval

The following information is required before a permit is approved. Although not required at intake/submission, your permit cannot be invoiced for payment and released for construction until this information is provided. It is best practice to submit this information at intake or at your earliest possible convenience:

- ☐ A letter of intent shall be included with all plumbing permit applications. The letter shall be written on the licensed plumbers of records stationery. It shall consist of the license holder's signature and, if the license is incorporated, the license holder's corporate seal. If the license holders are not

incorporated, the letter must be notarized. (If homeowner is self-performing plumbing work, a Letter of Intent is not required).

- ❑ Confirm the Contractor's Registration and Certificate of Insurance is up to date. A yearly renewal is required in Park Ridge.

Specific Submittal Requirements

❑ Architectural Drawings:

- If no walls are removed, provide clean line drawings on a 1/4-inch scale showing walls, stairs, doors, and window locations.
- If any walls are proposed to be removed, drawings must be produced by a Licensed Design Professional (State of Illinois Architect or Structural Engineer), stamped, signed and include a certification statement that the drawings conform to all adopted codes of the City of Park Ridge.
- Include a Cover Sheet with Index of Drawings, project location map and list of applicable codes.
- Provide construction details illustrating materials and structural connections.
- Fire blocking shall be provided to seal vertical and horizontal draft openings.
- All drywall is to have a minimum thickness of 5/8". (Municipal Code)
- Indicate size of framing members (for example, 2x4's or 2x6's).
- Energy Efficiency. Remodel projects need to conform to energy efficiency requirements for windows, doors and interior lighting. If mechanical equipment is replaced, the new equipment must meet current energy efficiency standards. Wall cavities exposed during construction must be filled with insulation. If any insulation is being replaced, indicate location(s) and provide the R-value.
- Indicate locations of smoke and carbon monoxide alarms and detectors.

❑ HVAC Drawings:

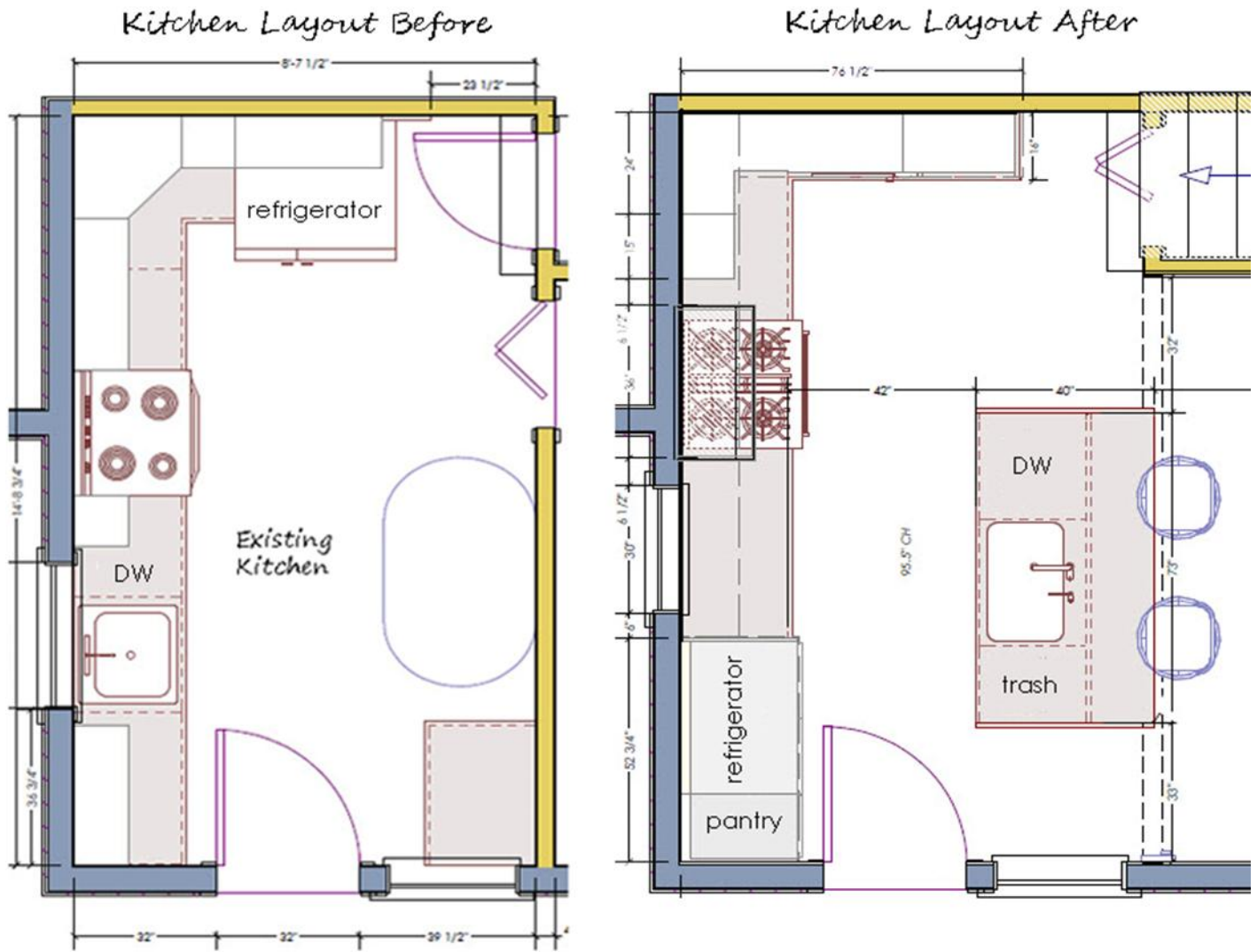
- Provide a mechanical plan illustrating the size of existing and proposed duct configurations and supply/return registers. This shall include all HVAC ductwork, exhaust systems for kitchen hoods, venting systems, and the location of the intakes and exhaust.
- Provide an equipment list and product data for ranges/ovens, hoods and any other proposed kitchen equipment, including type, size, CFMs, BTUs, etc.
- Gas riser diagram if gas piping is altered or expanded.
- Kitchen hoods require a minimum mechanical exhaust capacity of 100 cfm
- Makeup air is required for range hood exhaust systems capable of exhausting more than 400 cfm (0.19m³/s) and must be provided with makeup air approximately equal to the exhaust air rate. Such makeup air systems shall be equipped with a means of closure and must be automatically controlled to start and operate simultaneously with the exhaust system. (If applicable)
- Indicate the location of all existing and proposed air intakes and exhaust outlets. Provide dimensions from exhaust outlets to air intakes and operable openings on the building. Air exhaust openings shall terminate not less than 3 feet from property lines, 3 feet from operable and non-operable openings into the building, and 10 feet from mechanical air intakes except where the opening is 3 feet above the air intake. Exhaust air shall not be directed onto walkways.

❑ **Electrical Drawings:**

- Provide size and location of existing electric service and electric meter (point of utility connection on site and location of service drop on house). Indicate if electric service is overhead or underground.
 - If an electric service upgrade is proposed, a separate electric service permit is required.
- Provide load calculation for all existing and proposed equipment.
- Include existing and proposed locations and types of fixtures, switches, receptacles (e.g., GFCI, AFCI, standard receptacles, etc.), hardwired appliances, cables, and hardwired smoke/CO detectors.
- Provide the number of conductors in all outlets, devices, junction boxes, and conduit bodies. Boxes and conduit bodies shall be of an approved size to provide free space for all enclosed conductors. In no case shall the box's volume be less than the box fill calculation per the NEC.
- Plans must indicate proposed box fill, type, tubing fill, and all required disconnects and breakers.
- A minimum of 2- 20 ampere-rated branch circuits shall be provided to serve all wall and floor receptacle outlets in the kitchen, pantry, breakfast, dining, or similar areas of a dwelling. The kitchen countertop receptacles shall be served by a minimum of 2- 20ampere rated branch circuits; either or both shall also be permitted to supply other receptacle outlets in the same kitchen, pantry, breakfast, and dining area, including receptacle outlets for refrigeration appliances.
- GFCI outlets shall be spaced no more than 2 feet from any start of a counter and spaced every 4 feet. All kitchen countertop receptacles must be GFCI-protected. Any receptacles under the sink must also be GFCI-protected.
- Receptacle outlets shall be located above the countertop but no more than 20 inches above.
- At least one receptacle outlet shall be installed at each island countertop space with a length of 24 inches or greater and a width of 12 inches or greater.
- No AFCI or GFCI protection is required on smoke/fire/CO, sump, refrigerator, or freezer circuits.
- Lighting and Switches. The lighting system will remain separate from the 20-ampere small appliance circuits. They may occupy the same multi-gang box but may not share circuits. Lighting circuits are permitted to supply hood fans.

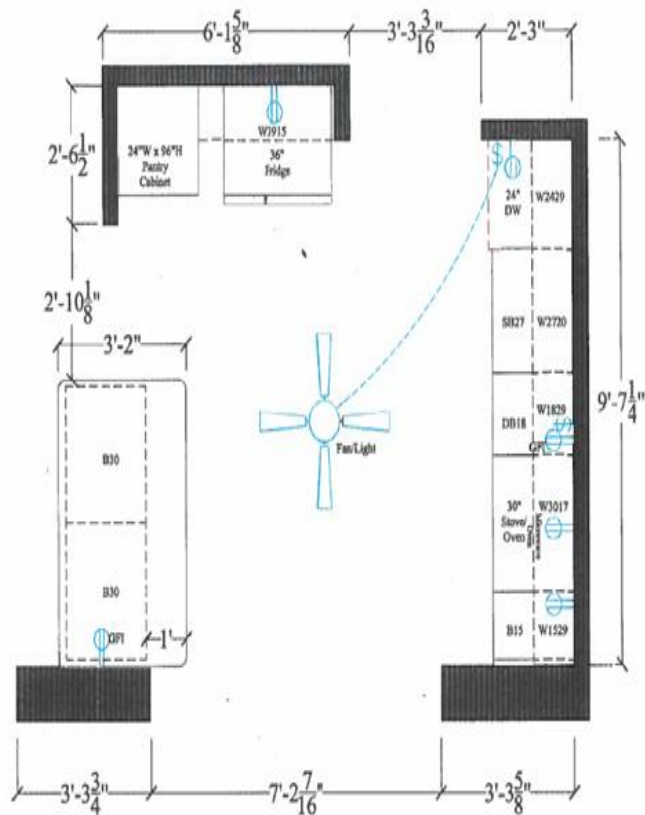
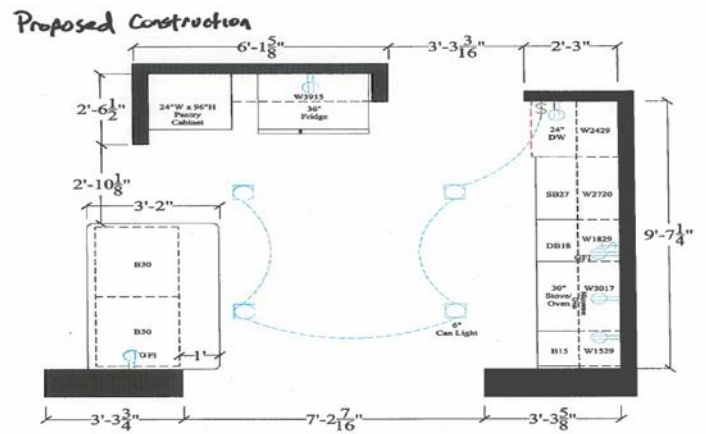
❑ **Plumbing Drawings:**

- If plumbing systems are modified in any way, provide a waste and vent diagram (isometric).
- If plumbing systems are modified in any way, provide a plumbing supply riser diagram.
- Kitchen sink venting under window: If venting cannot be installed at least as high as the drain board and loop venting cannot be achieved due to existing structure, existing exterior wall may need to be furred out to accommodate code-required venting. See also 890.APPENDIX K, Illustration GG for "island" type fixtures which is similar to under-window installations (included at the end of this guideline).

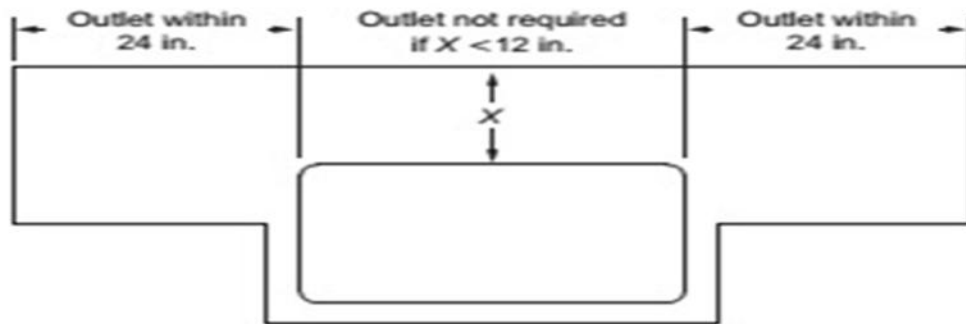


Example existing vs proposed layouts

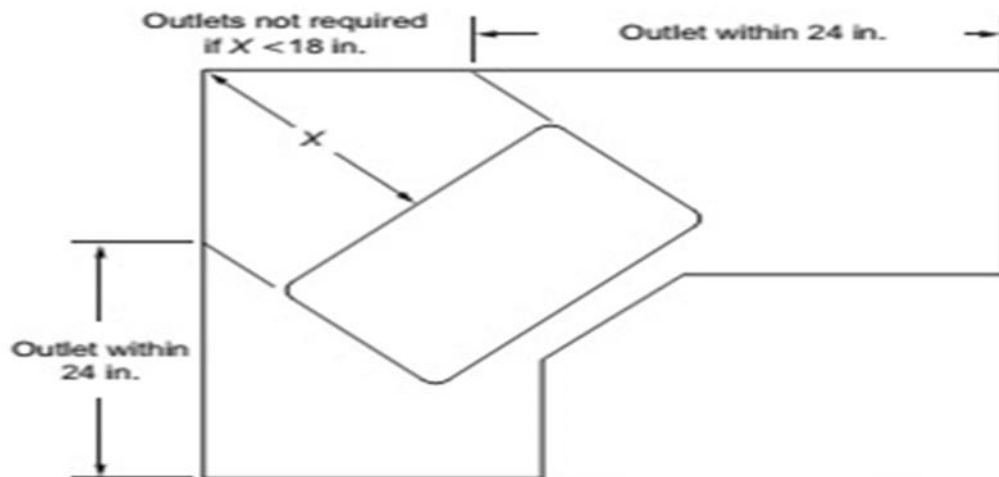
Example kitchen floor plan showing electrical layout (outlets, switches, fixtures, etc.):



- REPLACEMENT OF EXISTING BASE AND WALL CABINETS WITH NEW CABINERY WILL BE IN THE SAME LOCATION AND SAME SIZES.
- EXISTING ELECTRICAL OUTLETS AND SWITCHES WILL REMAIN IN THE SAME LOCATION.
- EXISTING FAN/LIGHT WILL BE REPLACED WITH FOUR (4) 6" CAN LIGHTS
- KITCHEN APPLIANCES WILL BE REPLACED WITH NEW AND INSTALLED IN THE SAME EXISTING LOCATION
- EXISTING PLUMBING FIXTURES WILL BE REPLACED WITH NEW PLUMBING FIXTURES AND INSTALLED IN THE SAME EXISTING LOCATION.



Sink, range or counter-mounted cooking unit extending from face of counter

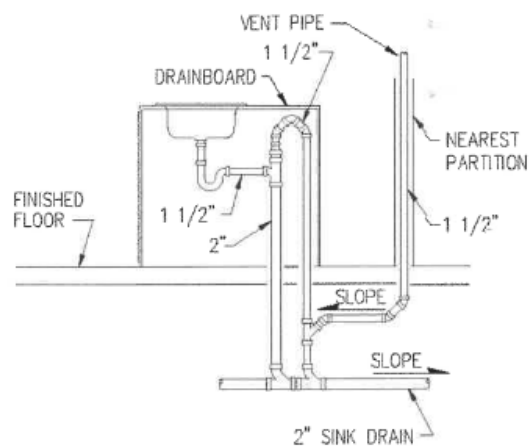


Sink, range or counter-mounted cooking unit mounted in corner

Section 890.APPENDIX K Illustrations for Subpart K

Section 890.ILLUSTRATION GG Special Venting for Island Fixtures

(Referenced in Section 890.1600(b))



(Source: Amended at 38 Ill. Reg. 9940, effective April 24, 2014)