



Village of Mount Prospect
Community Development Department
50 S. Emerson Street
Mount Prospect, Illinois 60056
Phone: (847) 870-5675

Bathroom Remodel Supplement

Email: permit@mountprospect.org

PERMIT SUBMITTAL REQUIREMENTS ONLINE OR IN PERSON:

Bathroom Remodels must be reviewed to verify code compliance.

This takes 10 business days.

- ☐ **APPLY ONLINE** go to www.mountprospect.org/permits upload the documents listed below
- ☐ **IN PERSON** bring our permit application completed and signed by homeowner plus
- ☐ Signed copy of estimate by property owner if hiring a contractor to do the work
- ☐ Detailed typed/written scope of work only if homeowner doing own remodel.
- ☐ Copy of the detailed hand drawn plan. [see attached example]
- ☐ Indicate on the plan new or modified circuits [picture of electrical panel w/panel door open is required]
- ☐ Indicate on the plan the location of all electrical devices with universal electrical symbols.
\$ = Switch \$\$=Double Switch  = Receptacle  = Light Fixture  = Smoke Detector
- ☐ Indicate how the exhaust vents, either out through the roof or out an existing window.
- ☐ NOTE: Illinois State Plumbing code restricts the sale of a home 6 months from closing the permit when HOMEOWNER DOES THEIR OWN PLUMBING WORK & It also requires a state licensed plumber in multi-family buildings. Condos, townhomes, 3 flats etc.
- ☐ The Building Division requires a licensed electrician in multi-family buildings. Condo, townhomes, 3 flats etc
- ☐ If where you live has a Home Owner's Association [HOA] we require a letter from them on their letterhead approving the work you are submitting for.

BATHROOM REMODEL REGULATIONS

- The following notes are general ***and not all inclusive***, they are meant to provide a brief overview.
- The entire bathroom is to be protected by a GFCI circuit.
- Any can lights are to be I.C. rated/air-tight rated, wired with conduit, and rated for wet locations.
- One GFCI is required within 3' of the sink bowl, 20-amp circuits with minimum #12 AWG conductors.
- All electric boxes are to be fastened with screws (not drywall screws) and all new electric wiring is to be in conduit.
- All switches are to be located at least 36" from edge of shower.
- Fan/heater and exhaust fans are to be exhausted to the exterior of the building. If the existing does not exhaust to the exterior, it must be corrected.



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- An anti-scald/posi-temp type shower fixture is required at any bathtub or shower. IF THERE ARE ANY UNUSUAL PLUMBING FIXTURES (i.e. steam units, etc), please provide a cut sheet to the Village so that the Plumbing Inspector can review the product to see if it meets the current Illinois State Plumbing Code.
- Fire stopping is to be complete for the rough inspections. Any existing/new windows in bathroom require safety tempering.
- If walls are opened up, generally speaking, any non-code complying life safety issues (including electric, plumbing, mechanical, or structural issues) needs to be corrected.

REQUIRED INSPECTIONS [NOT IN ALL INCLUSIVE LIST]

- ☐ **NOTE:** Inspections are M-F we only give a block of time AM= 8am-noon PM=Noon-2pm
- ☐ Rough Mechanical, Structural, Plumbing and Electric. **NOTE:** All 4 trades are scheduled and inspected on the same day. Plumber and Electrician must be at this inspection.
- ☐ Fire blocking and insulation
- ☐ Final Mechanical, Structural, Plumbing and Electric.
- ☐ Failure to call in for all inspections will result in forfeiture of the refundable inspection deposit.



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Sample Plumbing Diagrams – NOT FOR USE

