



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

Kitchen Remodel Supplement

Email: permit@mountprospect.org

PERMIT SUBMITTAL REQUIREMENTS ONLINE OR IN PERSON:

Kitchen Remodels must be reviewed to verify code compliance.

This takes 10 business days.

- ☐ **APPLY ONLINE** at 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.
- ☐ Removal of any wall[s] requires either architectural stamped plans or a letter from an architect signed and stamped on their letterhead stating whether the wall being removed is load bearing or not. IF load bearing include what is needed to be installed to support the load.
- ☐ Copy of the detailed hand drawn plan. Cabinet layout from cabinet maker acceptable or a hand drawing [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
- ☐ Include a cut sheet on the type of hood to be installed listing how much CFM it uses. Only needed IF an over the stove microwave is not being installed.
- ☐ 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 you live where you have a Homeowner Association [HOA], we require a signed letter from them on their letterhead approving the work you are submitting for permit

KITCHEN REMODEL REGULATIONS

- The following notes are general ***and not all inclusive***, they are meant to provide a brief overview.
- Label electric panel. Electrician, General Contractor, and owner are responsible for supplying adequate circuits to the expanded kitchen. ARC FAULT PROTECTION IS REQUIRED FOR ANY MODIFIED CIRCUIT.



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- All can lights are to be I.C. rated-air tight cans wired with conduit. If remodel cans, armor cable (bx) with green ground is acceptable. All electric boxes are to be fastened with screws (not drywall screws) and all new electric wiring is to be in conduit. All ceiling boxes are to be fan-rated type.
- A minimum of (2) 20 amp general circuits and devices are required in the kitchen with #12 conductors. The minimum circuits are required in addition to any circuit serving the refrigerator, stove, and microwave. All new electrical receptacles are required to be tamper proof type. The counter receptacle spacing is 4 feet on center maximum with an additional wall receptacle required for the stove, microwave (as required), and any counter 12 inches in width and larger. Also, every island and peninsula requires a receptacle at the cabinet (see NEC for restrictions on locations).
- 20 amp receptacles shall be used on all 20-amp circuits. Receptacle placement at walls is to conform to 6 feet/ 12 feet NEC requirement. Have wires pulled for rough electrical inspection. Any under cabinet light that is low voltage must be in EMT or flexible conduit from wall to cabinet light. ALL NEW CIRCUITS REQUIRE ARC FAULT PROTECTION.
- Complete all fire stopping for the rough inspection if drywall is removed. New fire stopping will be required at any soffit that has been removed. All wall openings and plate lines are required to be sealed to meet 2015 IECC.
- As mandated by the State of Illinois, all new plumbing fixtures and irrigation controllers installed after August 18, 2015, shall bear the WaterSense label (as designated by the U.S. Environmental Protection Agency Water Sense program), when such labeled fixtures are available. It is the responsibility of the property owner and permit applicant to install and comply with this State Mandated requirement. The Village will inspect for this at the Final Inspection; DO NOT REMOVE THE WATERSENSE LABEL PRIOR TO FINAL INSPECTION AND HAVE FIXTURE CUT SHEETS ONSITE FOR FINAL INSPECTION. [Village Ordinance 6209].
- If not equipped, a new 2-inch waste arm, tee, and vent are required for the kitchen sink. A 2-inch cleanout is required. Follow State of Illinois Plumbing Code illustration and code requirements for island vents.
- Dishwasher cannot discharge into the garbage disposal. Fixture supplies cannot be plastic. Dishwasher supply cannot be routed through cabinet with non-copper or stainless-steel connections.
- Ice maker box must have a shut-off valve box in the wall. SADDLE VALVES ARE NOT ALLOWED BY STATE CODE. An air chamber is required. Remove all saddle valves and replace pipe section; do not repair pipe at old saddle valves.



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REQUIRED INSPECTIONS [Not an all-inclusive list]

- ☐ **NOTE:** Inspections are made M-F 8am-2pm we give a block time AM = 8am-Noon
PM = Noon-2pm
- ☐ Rough Mechanical, Structural, Plumbing & Electric [Plumber and Electrician
required at this inspection **[Must be inspected at the same time]**
- ☐ Fire blocking and insulation
- ☐ Final Mechanical, Structural, Plumbing & Electric **[Must be inspected at the same
time.**

Sample Kitchen Drawing – NOT FOR USE

