

**PERMIT & INSPECTION GUIDELINES:  
RESIDENTIAL KITCHEN REMODEL (NON-STRUCTURAL)**

A building permit is required for residential kitchen remodel. This permit covers interior alterations that do not involve changes to structural components. Note that for structural modifications to Single Family homes, use the **Alteration/Remodel (Residential)** permit type, or **Condo/Dwelling Unit Alteration** for multi-family buildings such as apartments or condos.

**Application Process:**

1. Visit the City's online Customer Self Service (CSS) portal: <https://www.desplainesil.gov/css>
2. Click on **Login or Register** to create an account (if necessary)
3. Click on **Apply**
4. Search for and select **Kitchen/Bath Non-Structural (Residential)**
5. Fill out the required fields and click **Submit**

**Submittal Requirements:**

Include the following information and exhibits with your permit application:

- Contact Information:
  - Property Owner: name, email, phone number
  - Contractor: company name, email, phone number, copy of contractor license
- More Information: Additional information may be required by the Chief Building Official.
- Attachments: Construction Plans must be submitted with the following information:
  - Cabinet work (if altering mechanical, electric, or plumbing)
  - If installing a new kitchen island with sink, provide venting detail
  - Location of GFCI outlets (if running new conduit up to kitchen from panel, arc-fault combo breaks both power and lighting. Arc-fault breakers are now required in the kitchen)
- See [Title 10-1-2 Section 107.2.1](#) or Title [10-2-2 Section R106.1.1](#) for additional requirements

**Fees:** \$150.00

**Required Inspections:**

- To schedule an inspection, call the Building Division at 847.391.5382 from 8:30am – 4pm
- Required Inspections: **Rough & Final** (Building, Electrical, Mechanical, Plumbing)

**Work Hours:**

Work is permitted 7:00a to 7:00p Monday through Saturday; 10:00a to 6:00p on Sunday & Holidays

**Contact:**

Questions? Call the Building Division at 847.391.5380 or email [permits@desplainesil.gov](mailto:permits@desplainesil.gov)

**Relevant Enforced Codes:**

- 2021 International Building Code (ICC)
- 2021 International Residential Code (IRC)
- 2024 Illinois Energy Conservation Code (ILCS)
- Current Illinois Plumbing Code

**Key Design Considerations:** Designs must include, but are not limited to, the following requirements:

**BUILDING:**

- Exhaust hood systems that can remove more than 400 CFM (cubic feet per minute) of air must have a way to bring in fresh air to replace the air being exhausted. The amount of fresh air should be about the same as the amount being exhausted. This can be done either through mechanical means or by natural airflow
- All appliances shall be installed per the manufacturer's installation instructions
- Existing ceiling, wall or floor cavities exposed during construction shall be required to have their entire cavities filled with insulation. This requirement affects only existing ceiling, wall, or floor within the building thermal envelope (i.e. exterior walls, floors over unconditioned space, etc.)
- Where alterations, repairs, and additions occur in existing residences, the entire residence shall be equipped with Smoke and Carbon Monoxide detectors, as required for new residences. Detectors shall be hardwired with battery back-up and interconnected. Existing areas where alterations or repairs would result in removal of interior wall or ceiling finishes exposing the structure unless there is an attic space, crawl space, or basement available that can provide access for permanent wiring; then listed wireless interconnected battery powered detectors are permitted
- Fire blocking shall be provided in wood-framed construction in the following locations:
  - In concealed spaces of stud walls and partitions, including furred spaces and parallel rows of studs or staggered studs, as follows:
    - Vertically at the ceiling and floor levels
    - Horizontally at intervals not exceeding 10 feet
  - At interconnections between concealed vertical and horizontal spaces such as soffits, drop ceilings and cove ceilings
  - At openings around vents, pipes, ducts, cables and wires at ceiling and floor level, with approved material to resist the free passage of flame and products of combustion. The material filling this annular space shall not be required to meet the ASTM E 136 requirements. See diagram 2

**ELECTRICAL:**

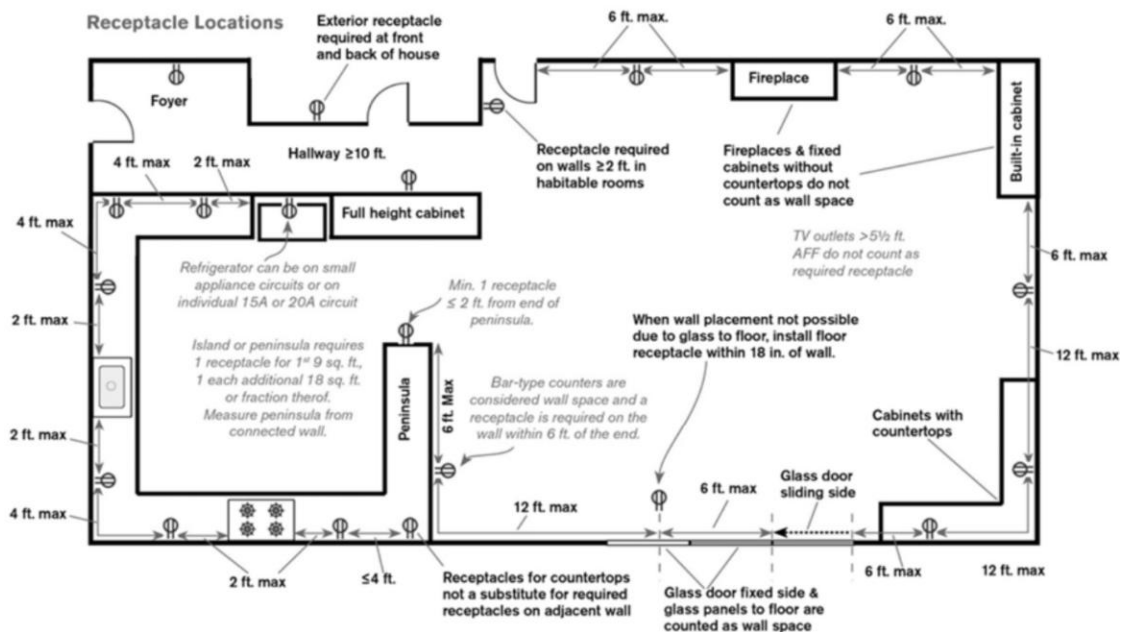
- Countertop receptacles are to be installed so no point along the wall line is more than twenty-four inches (24") from a receptacle outlet. Countertops twelve inches (12") or larger require a receptacle
- GFCI Outlets shall be spaced no more than 2' from any start of a counter spaced every four feet (4')
- Kitchen peninsular indicating counter space receptacles shall be permitted to be mounted no more than 12 inches (12") below the top of the countertop. Receptacles mounted below a countertop, in accordance with this requirement, shall not be located where the countertop extends more than 6 inches (6") beyond its support base
- Counter-top spaces separated by a sink or range shall be considered as separate countertop space and shall have a receptacle outlet installed within 24 inches of the sink basin or range

- All 120- volt, single phase, 15- 20 amp branch circuits supplying outlets or devices installed in a kitchen shall be AFCI protected. Additional locations dependent on the project may be required per Article: 210.12(A).
- A minimum of two 20 amp small appliance circuits are required for receptacles in the kitchen serving the countertops.
- Electrical fixtures (i.e. lights, fans, etc.) recessed into ceiling and in contact with insulation shall be IC-rated.
- Kitchen dishwasher branch circuit shall be AFCI and GFCI protected.
- All kitchen receptacles are required to be GFCI protected and tamper resistant

**PLUMBING:**

- Sink must have a properly installed vent to prevent trap siphonage
- Sinks and appliances such as dishwashers, refrigerators and ice makers shall be provided with an individual and accessible shutoff valve
- Faucets must be capable of providing a minimum hot water temperature of 110°F (37.8°C)
- Backflow prevention must be provided at all devices to prevent contamination of the potable water supply

**Example Documents:** Construction Plans



*Example construction plans showing outlet location, dimensions, and layout*