

# Community Development Permit Submittal Book



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Local land marked properties may require a certificate of appropriateness from the Historic Preservation Commission

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## **ADDITION – COMMERCIAL/INDUSTRIAL**

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
- Three (3) Copies of Site Plans  
Must show Proposed & Existing
- Three (3) Copies of Landscape Plans
- Three (3) Copies of Construction Documents  
Include Specs to Show full Architectural, Structural, Mechanical, Electric, and Plumbing. Must Show Elevation to Verify Height “Com-Check” Emergency Calculations
- Three (3) Copies of Fire Sprinkler Plans and/or Fire Alarm Plans from Certified Systems Installer
- Completed Certificate of Occupancy Application for Expansion Projects  
(In Some Cases) Floor Plans May be Required
- One (1) DuPage County Stormwater Management Permit Application
- Eight (8) Copies of a Site Improvement and Grading Plan as Prepared by a Registered Professional Civil Engineer of Illinois. All Plans must contain the Engineer’s Signature and an Imprint of their Professional Seal.
- Two (2) Copies of a Stormwater Management Report, containing the Engineer’s Signature and an imprint of their Professional Seal. Stormwater Management Report shall include, but is not limited to required detention volume calculations, restrictor sizing calculations, tributary drainage area maps, storm sewer sizing calculations, and proposed/designed detention volume verification calculation, and BMP calculations

## ADDITION – COMMERCIAL/INDUSTRIAL

(Continued)

- (2) Copies of an Engineer's estimate of probable cost for all proposed site improvements, excluding interior landscaping and building construction
- Two (2) Copies of a Geotechnical Soil Report for the subject property
- Payment of Engineering Review Fees in the amount of \$500.00 + 1% of the Engineer's estimate of probable cost
- Engineering Inspection fees, in the amount of 3% of the Engineer's estimate of probable cost. \*\* Can be paid at the time of permit issuance \*\*
- Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report, if applicable
- At the Time of Permit Issuance, a Letter of Credit or Cash Deposit shall be posted to guarantee project compliance at an amount equal to 115% of the engineer's estimate of probable cost

## **ADDITION – RESIDENTIAL SINGLE – FAMILY DETACHED**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Must show Proposed & Current (to scale)
- Three (3) Copies of Site Plans  
Must show Proposed & Current (to scale)
- Three (3) Sets of Plans/Construction Documents  
Must show Building Elevations to Verify Building Height, and to  
Include Architectural, Structural, Mechanical, Electrical &  
Plumbing “Reg-Check” Emergency Calculations
- Four (4) Copies of a Site Improvement Plan
- If Major Structural Conditions exist, Architects or Structural Engineers Stamped  
Plans need to be Submitted
- If addition is large enough to trigger stormwater requirements (possibly at 500 SF  
net new impervious), stormwater calculations shall be included

## **ALTERATIONS – COMMERCIAL/INTERIOR**

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
- One (1) Certificate of Occupancy Application Completed if Applicable (if Expanding, New Ownership, New Tenant Name, etc.)
- Three (3) Copies of Construction Drawings  
Architectural, Structural, Mechanical, Electrical and Plumbing  
Energy Calculations
- Three (3) Copies of Fire Sprinkler/Alarm plans, if required
- If Applicable must show Building Footprints, Parking,  
Landscaping, etc.
- If Yorktown Mall alterations need approval of plans from mall management prior to submission to Building Division

## **ALTERATIONS – RESIDENTIAL/INTERIOR**

(Small/Medium Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Construction Documents  
Architectural, Structural, Mechanical, Electrical and Plumbing

# **GROUND – MOUNTED ANTENNAS, TOWERS AND DISHES**

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
- Three (3) Copies of Site Plan  
(Site Plan Must Show Antenna Location)
- Three (3) Copies of Landscape Plans
- Three (3) Copies of Antenna, Tower, or Dish Drawings (Plans)  
Plans Must Show Power Requirements, Mounting Details,  
Manufacturer Spec Sheets & Antenna Specs (including height)
- One (1) Copy of Structural Calculations Demonstrating Wind Load Design  
Factor
- One (1) Set of Documentation Demonstrating that Antenna, Tower, or Dish  
is needed at Proposed Location
- One (1) Set of Plans Showing the Location of all Existing Antennas, Towers, or  
Dishes at the Proposed Site.



# ROOF – MOUNTED ANTENNAS, TOWERS AND DISHES

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
- Three (3) Copies of Site Plan  
(Site Plan Must Show Antenna Location)
- Three (3) Sets of Antenna, Tower, or Dish Drawings (Plans)  
Plans Must Include Manufacturer Spec Sheets, Antenna Specs,  
Power Requirements and Mounting Details (including height)
- One (1) Set of Structural Calculations Demonstrating Wind Load Design  
Factor
- One (1) Set of Documentation Demonstrating that Antenna, Tower, or Dish is  
Needed at Proposed Location
- One (1) Set of Plans Showing the Location of all Existing Antennas, Towers, or  
Dishes at the Proposed Site

# **RESIDENTIAL BASEMENT REMODELING**

(Small Permit – 4 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Three (3) Copies of Building Plans  
Architectural, Structural (if required) Mechanical, Electrical, Plumbing, Fire  
Stopping, Light, & Ventilation Requirements for Habitable Spaces, and Code  
Complaint Means of Egress (Escape windows, etc.)

## **BATHROOM REMODEL**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plans  
Architectural, Mechanical, Electrical, Plumbing, and Structural  
Changes (if required)

# CENTRAL AIR CONDITIONING

(Over the Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Must show location of AC Unit with disconnect box
- Three (3) Copies of Specs on AC Unit and Contractor Proposal

## **DECK (SMALL & LARGE)**

(Small Permit – 4 Business Days)

- One Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Must Show to Scale Location of New Deck
- Three (3) Copies of Construction Plans  
Must Show Dimensions, Construction Materials and Structural Information, as well as Elevation of Deck from Grade to the Floor of the Deck

## **COMMERCIAL AND RESIDENTIAL – INTERIOR ALTERATION**

- ❑ One (1) Completed Building Permit Application  
Include Subs that Require License/Insurance
  
- ❑ Three (3) Copies of Plans  
Plans Must Show Areas Being Demolished, Electric, Plumbing, HVAC, Fire Sprinklers and/or Fire Alarms

## RESIDENTIAL DEMOLITION – WRECKING PERMIT

- One (1) Completed Building Permit Application
- Three (3) Copies of Plans  
Show Structure to be Demolished
- List of Subcontractors & Applicable Licenses & Insurance to Disconnect Services
- Two Thousand (\$2,000.00) Cash Restoration Bond
- Old Water Meter Must be Returned to The Building Department
- If Residence is in Former “Unincorporated” area, Well Water Capping Certification is required and Septic Field Needs to be Removed and Septic Tank Collapsed & Filled
- Photo of Structure to be Demolished  
Street View Only
- Site Evaluation Form from Health Department Indicating No Wells or Septics on Site
- Commercial Demo – Wreck Permit Same as Above, Except #6
- Site Evaluation Form from Health Department Indicating No Wells or Septics On Site
- Square Footage of Building to Be Determined
- IEPA/Asbestos Report

## **RESIDENTIAL DOOR – NEW (INTERIOR)**

(Over the Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plans  
Must Show Door Location and Framing Details



## **DRIVEWAY & APPROACH & PUBLIC SIDEWALK**

(Over The Counter)

Newly constructed Driveways where there was not a previous driveway will need additional time to review

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Indicate Improvements (must be drawn to scale)  
Indicate what building materials will be used to construct  
Driveway & Approach
- Three (3) Copies of Contractor Agreement, if Applicable
- Miscellaneous deposit may be required to guarantee project compliance at an amount to be determined by the Development Engineer
- If Driveway Widening, Provide Square Footage
- If it is Large Enough to Trigger Stormwater Requirements (Possibly at 500 SF Net New Impervious), Stormwater Calculations Shall be Included

## **DRIVEWAY ONLY – NEW**

(Over the Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Indicate Placement of New or Replacement Driveway  
Also Indicate what Building Material Driveway will be Constructed of
- Three (3) Copies of Contractor Agreement, if Applicable
- If New Driveway Increases Impervious Coverage, Provide Square Footage  
If it is Large Enough to Trigger Stormwater Requirements
- (Possibly at 500 SF Net New Impervious), Stormwater Calculations Shall Be Included

## **DRIVEWAY RESURFACING**

(Over the Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies Plat of Survey Must Show Location of Driveway
- Three (3) Copies of Contractor Agreement, if Applicable Showing Scope of Work

## **ELECTRICAL – COMMERCIAL**

(Small Permit – 4 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Three (3) Copies of Plans  
Must Show Full Extent of What Work is being Performed including Manufacturers Spec Sheets (Panel Schedules, Riser Diagrams – If Applicable)

## **ELECTRICAL – RESIDENTIAL**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plans  
Must Show Full Extent of Work is being Performed including  
Manufacturers Spec Sheets (Panel Schedule and Riser Diagram – If applicable)

## **ELECTRIC SERVICE REVISION**

(Over the Counter)

- One (1) Completed Building Permit Application
- Information on size of Service Revision & Location, (if it is to be Relocated from Existing Location)

## **ELECTRIC – TEMPORARY SERVICE**

(Over the Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies of Information on Type of Panel
- Three (3) Copies of Plat of Survey Showing Location on the Site

\*\*If Commercial, Need to Show Where Power is Coming From (ComEd Transformer, Existing Pole, etc.) and any Temporary Pole Locations

## **ELEVATOR/ESCALATOR/DUMBWAITER – RESIDENTIAL/COMMERCIAL**

(Medium Permit – 10 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Four (4) Copies of Plans from Elevator/Escalator/Dumbwaiter Contractor  
Must Show Complete Details and Specs on Units to be Installed

\*\*All Plans must be Submitted to Thompson Elevator Services for  
Review/Approvals



## **FILL AND GRADING PERMIT**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of a Plat of Survey Showing Location and Depth of Fill
- One (1) Fill and Grading Permit Application

# FIRE ALARM

(Medium Permit – 10 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Three (3) Copies of Plans/Drawings  
Must show Location of Devices, Type of Devices, Work Location & Installer's Name and Identification Numbers. (Sketches may be Shop Drawings showing other Mechanicals, but must show fire alarm information that can be clearly discerned for the purpose intended)
- ❑ Three (3) Sets of Cut Sheets or Brochures of the Devices UL Marks must be Clearly Shown – Include Battery Calculations

## **FIRE PROTECTION**

(Medium Permit – 10 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Three (3) Copies of Drawings/Plans  
Drawings/Plans may not be shop drawings. Must be documents drawn by the installer showing the job, heads, piping, and attendant hardware. This includes detailed reference to finish plans that may create an impedance to proper application of an automatic sprinkler system
- ❑ Three (3) Copies of Hydraulic Calculations, and/or pipe schedules will be required on all jobs except minor sprinkler head relocates, (drawings however, must be submitted and approved)
- ❑ If new fire protection system will require a water service upsize, provide 3 copies of site plans to show existing water service disconnected at the main and the new water service size required (Include stamp of design professional)

## **NEW BUILDING – FOUNDATION ONLY – COMMERCIAL (NO UTILITIES)**

(Large Permit – 30 Business Days)

- One (1) Completed Building Permit Application
- Six (6) Copies of Plat of Survey
- Three (3) Copies of Foundation, Structural Plans
- Three (3) Copies of Site Plan  
Can Use Civil Drawings
- One (1) DuPage County Stormwater Management Permit Application
- Six (6) Copies of a Site Improvement and Grading Plan  
Must be prepared by a Registered Professional Civil Engineer of Illinois and all plans must contain the Engineer's Signature and an imprint of their Professional Seal
- Two (2) Copies of a Stormwater Management Report Must Contain the Engineer's Signature and imprint of their Professional Seal  
  
Report shall include required detention volume calculations, Tributary drainage area maps, Storm Sewer Sizing Calculations, and Detention Volume Calculations
- Two (2) Copies of an Engineer's Estimate of Probable Cost For all proposed site improvements excluding interior landscaping and building construction
- Two (2) Copies of a Geotechnical Soil Report
- Payment of Engineering Review Fees in the amount of \$500.00 + 1% of the Engineer's Estimate of Probable Cost

## **NEW BUILDING – FOUNDATION ONLY – COMMERCIAL (NO UTILITIES)**

(Continued)

- Engineering Inspection Fees  
3% of the Engineer's Estimate of Probable Cost  
  
\*\*Can be paid at time of permit issuance\*\*
- Three (3) Copies of Wetland and/or Flood Plain Delineation/Mitigation Report  
(If Applicable)
- At Time of Permit Issuance, a Letter of Credit, or Cash Deposit shall be Posted to  
Guarantee Project Compliance. This will be an amount equal to 115% of the  
Engineer's Estimate of Probable Cost

# FOUNDATION REPAIR

(Over the Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plans  
Must show Extent of Work to be Performed
- Provide net new impervious square footage  
If it is large enough to trigger stormwater requirements (possibly at 500 SF net new impervious), stormwater calculations shall be included

## **GARAGE – ATTACHED**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Must Show to Scale, Location of Garage to House & Accessory Structures and Location of New Driveway (if required)
- Three (3) Sets of Building Plans  
Architectural, Structural, Electrical, & Fire-Stopping & (Plumbing if Req'd)
- One Thousand (\$1,000.00) Dollar Construction Deposit

## **GARAGE – DETACHED**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Must Show to Scale Location of New Garage
- Three (3) Sets of Building Plans  
Architectural, Structural, Electrical, (Plumbing, if Req'd), & any new Driveway or Extensions
- One Thousand (\$1,000.00) Dollar Construction Deposit
- Provide new net impervious square footage  
If it is large enough to trigger stormwater requirements (possibly at 500 SF net new impervious), stormwater calculations shall be included.



## **GARAGE SLAB**

(Small Permit – 4 Business Days)

- One Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Must Show Slab Location
- Three (3) Copies of Site Plan  
Must be to Scale & Slab Location
- Three (3) Copies of Plans  
Must Show Slab Construction and Size
- Provide net new impervious square footage  
If it is large enough to trigger stormwater requirements (possibly at 500 SF net new impervious), stormwater calculations shall be included

## GAZEBO

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Must Indicate to Scale where Gazebo is going to be Located & Size
- Three (3) Sets of Building Plans  
Must Show Elevation, Size, Construction Materials & and Electric (if Req'd)
- Provide new net impervious square footage  
If it is large enough to trigger stormwater requirements (possibly at 500 SF net new impervious), stormwater calculations shall be included

## **HOT TUB – INDOOR**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plans  
Must Show Size, Construction Material, Specs on Hot Tub, and any Electrical

## HOT TUB – OUTDOOR

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Must Indicate to Scale Location and Size of Hot Tub
- Three (3) Copies of Construction Plans  
Must show Height, Construction Material, Specs on Hot Tub and any Electrical (if tub is to be put on New Wood Deck, Construction Plans are Required for Deck Construction)

If to be put on existing deck, provide details on reinforcing deck structure where the tub is going

- Provide new net impervious square footage  
If it is large enough to trigger stormwater requirements (possibly at 500 SF net new impervious), stormwater calculations shall be included

## **HVAC – COMMERCIAL**

(Small Permit – 4 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Three (3) Copies of Plans  
Must show Extent of Work, Equipment Specs, and Electrical Requirements
- ❑ Three (3) Copies of Site Plan  
Must show roof top mechanical screening for new buildings and any alteration of mechanical systems of existing buildings that results in significant changes of roof top equipment.

## **HVAC – RESIDENTIAL**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Contractor Proposal  
Must Show Extent of Work, Equipment Specs, and Electrical Requirements

## **KITCHEN – REMODEL/INTERIOR**

(Small Permit – 4 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Three (3) Copies of Plans  
Must Show Copies of Plans Showing Electrical, Plumbing,  
Mechanical and any Structural

## LIGHTING STANDARDS

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Site Plan  
Must Show Location of Lamp Poles and Indicate Foot Candle Readings
- Three (3) Copies of Plat of Survey
- One (1) Photometric Report
- Four (4) Copies of Site Improvement Plan
- Three (3) Copies of Manufacturer's Cut Sheets for Proposed Lamp Pole  
Dimensions, Height, Fixtures, and Foot Candle Readings



# MACHINE INSTALLATION

(Small Permit – 4 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Three (3) Copies of Floor Plans  
Must Show Machine Locations and Electrical/HVAC/Plumbing Hookups
- ❑ Three (3) Copies of Manufacturer's Spec Sheets, Power Consumption of Equipment and if any additional power required beyond existing service size

## **MOVING PERMIT**

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey for Existing Location
- Three (3) Copies of Plat of Survey for Proposed Location  
Must Show Foundation Location/Elevation
- Three (3) Copies of Construction Drawings  
Must Show Foundation/Electrical/Plumbing Details
- Must notify utilities of route of house in order to relocate ant overhead lines
- Must notify Police Department of route in order to make accommodations to control/re-route traffic

## NEW CONSTRUCTION – COMMERCIAL

(Large Permit – 30 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
- Three (3) Copies of Site Plan  
Can Use Civil Drawings
- Three (3) Copies of Civil Drawings
- One (1) DuPage County Stormwater Management Application
- Six (6) Copies of a Signed and Sealed Site Improvement and Grading Plan or 1 Digital Submittal
- Two (2) Copies of a Signed and Sealed Stormwater Management Report Must Include Detention Volume Calculations/Tributary Drainage Area Maps/Storm Sewer Sizing Calculations/Detention Volume Calculations
- Two (2) Copies of the Engineer's Signed and Sealed Estimate of Probable Cost for All Site Improvements, Excluding Interior Landscaping and Building Construction
- Two (2) Copies of a Geotechnical Soil Report
- Payment of Engineering Review Fees in the Amount of \$500.00 + 1% of the Engineer's Estimate of Probable Cost
- Payment of Engineering Inspection Fees in the Amount of 3% of the Engineer's Estimate of Probable Cost (Can be provided at permit issuance)
- Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report if Applicable
- Four (4) Original Copies Each of the Illinois Environmental Protection Agency (IEPA) Sewer and/or Water Permit Applications if Applicable

## **NEW CONSTRUCTION – COMMERCIAL**

(Continued)

- Three (3) Complete Sets of Signed and Sealed Architectural Drawings Must Include Photometric Plan and Building Elevations and Com-Check HVAC Including any Exterior Locations and Rooftop Mechanical Screening
- Three (3) Copies of Certified Fire Sprinkler Plans
- Three (3) Copies of Certified Fire Alarm Plans
- Posting of a Letter of Credit or Cash Deposit at an Amount Equal to 115% of the Engineer's Estimate of Probable Cost
- Two Thousand (\$2,000.00) Cash Bond (Parkway Restoration Bond)

## **NEW CONSTRUCTION – COMMERCIAL (SHELL ONLY)**

(Large Permit – 30 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey
- Three (3) Copies of Site Plan  
Can Use Civil Drawings
- Three (3) Copies of Civil Drawings  
Must Include Photometric Plan/Building Elevation
- One (1) DuPage County Stormwater Management Application
- Six (6) Copies of a Signed and Sealed Site Improvement and Grading Plan
- Two (2) Copies of a Signed and Sealed Stormwater Management Report Must  
Include Detention Volume Calculations/Tributary Drainage Area Maps/Storm  
Sewer Sizing Calculations/Detention Volume Calculations
- Two (2) Copies of the Engineer's Signed and Sealed Estimate of Probable Cost  
for All Proposed Site Improvements, Excluding Interior Landscaping and Building  
Construction
- Two (2) Copies of a Geotechnical Soil Report
- Payment of Engineering Review Fees in the Amount of \$500.00 + 1% of the  
Engineer's Estimate of Probable Cost (can be paid at permit issuance)
- Payment of Engineering Inspection Fees in the Amount of 3% of the Engineer's  
Estimate of Probable Cost
- Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report if  
Applicable
- Four (4) Original Copies Each of the Illinois Environmental Protection Agency  
(IEPA) Sewer and/or Water Permit Applications if Applicable

## **NEW CONSTRUCTION – COMMERCIAL (SHELL ONLY)**

(Continued)

- Three (3) Complete Sets of Signed and Sealed Architectural Drawings Must Include Photometric Plan and Building Elevations
- Three (3) Copies of Certified Fire Sprinkler Plans
- Three (3) Copies of Certified Fire Alarm Plans
- Posting of a Letter of Credit or Cash Deposit at an Amount Equal to 115% of the Engineer's Estimate of Probable Cost

## **SINGLE – FAMILY RESIDENTIAL SUBDIVISION**

(Large Permit – 30 Business Days)

- One (1) Completed Building Permit Application For Each Response or For Each Town House Unit
- Three (3) Copies of Plat of Survey
- Three (3) Copies of Site Plan Can Use Civil Drawing
- One (1) DuPage County Stormwater Management Application
- Six (6) Copies of a Signed and Sealed Site Improvement and Grading Plan
- Two (2) Copies of a Signed and Sealed Stormwater Management Report Must Include Detention Volume Calculations/Tributary Drainage Area Maps/Storm Sewer Sizing Calculations/Detention Volume Calculations
- Two (2) Copies of the Engineer's Signed and Sealed Estimate of Probable Cost
- Two (2) Copies of a Geotechnical Soil Report
- Payment of Engineering Review Fees in the Amount of \$500.00 + 1% of the Engineer's Estimate of Probable Cost
- Payment of Engineering Inspection Fees in the Amount of 3% of the Engineer's Estimate of Probable Cost
- Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report if Applicable
- Four (4) Original Copies Each of the Illinois Environmental Protection Agency (IEPA) Sewer and/or Water Permit Applications if Applicable
- Three (3) Complete Sets of Signed and Sealed Architectural Drawings For Each Residence or Each Town House Building (Showing All Units)

## **SINGLE – FAMILY RESIDENCE DETACHED – NEW**

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
  - Three (3) Copies of Plat of Survey
  - Three (3) Copies of Site Plan  
Can Use Civil Drawings
  - Four (4) Copies of a Signed and Sealed Site Improvement and Grading Plan
  - One (1) DuPage County Stormwater Management Application
  - Two (2) Copies of a Geotechnical Soil Report (May be required if sufficient soil data is not already available for the site)
  - Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report if Applicable
- One (1) Copy of the Application for Nicor Gas Service
- One (1) Copy of the Application for ComEd Electric Service
- Three (3) Complete Sets of Signed and Sealed Architectural Drawings, Res-Check with Evaluations Including Building Height and Garage Doors to Scale



## **SINGLE – FAMILY RESIDENCE ATTACHED – NEW**

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application For Each Town House Unit or Duplex Unit
- Three (3) Copies of Plat of Survey
- Eight (8) Copies of Site Plan
- One (1) DuPage County Stormwater Management Application
- Two (2) Copies of a Geotechnical Soil Report
- Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report if Applicable
- Three (3) Complete Sets of Signed and Sealed Architectural Drawings For Town House Building or Duplex

With Elevations Including Building Height and Garage Doors to Scale

## PARKING LOT

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
- Four (4) Copies of Plat of Survey
- Three (3) Copies of Landscape Plan
- Three (3) Copies of Site Plan  
Must Show Location of ADA Handicap Parking Stalls, Signage Location, and Square Footage for Scope of Work
- Three (3) Copies of Lighting Plan
- One (1) DuPage County Stormwater Management Application
- Six (6) Copies of a Signed and Sealed Site Improvement and Grading Plan
- Two (2) Copies of a Signed and Sealed Stormwater Management Report Must Include Detention Volume Calculations/Tributary Drainage Area Maps/Storm Sewer Sizing Calculations/Detention Volume Verification Calculations
- Two (2) Copies of the Engineer's Signed and Sealed Estimate of Probable Cost
- Two (2) Copies of a Geotechnical Soil Report
- Payment of Engineering Review Fees in the Amount of \$500.00 + 1% of the Engineer's Estimate of Probable Cost
- Payment of Engineering Inspection Fees in the Amount of 3% of the Engineer's Estimate of Probable Cost
- Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report
- Four (4) Original Copies Each of the Illinois Environmental Protection Agency (IEPA) Sewer and/or Water Permit Applications if Applicable

## **PLUMBING – COMMERCIAL**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Complete Sets of Drawings/Diagrams  
Must Show Waste and Supply Riser Diagrams with Sizes Noted,  
the Size of the Existing Water Meter, and the Incoming Water  
Service Line Size
- Three (3) Copies of Site Plan Showing Location of Any New Water Service Line  
Upgrade (If Applicable)

## **PLUMBING – RESIDENTIAL**

(Small Permit – 4 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Three (3) Complete Sets of Drawings/Diagrams  
Must Show Waste and Supply Diagrams of Existing and New Fixtures with Sizes Noted, the Size of the Existing Water Meter, and the Size of the Incoming Water Service Line.
- ❑ Three (3) Copies of Site Plan Showing Any Water Service Line Upgrade, B-Box Location, Clean-Outs

## **POOL – ABOVE-GROUND**

(Small Permit – 4 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Three (3) Copies of Plat of Survey  
Must Show Location/Dimensions of Proposed Pool, Location of Existing Overhead/Underground ComEd Power Lines, Location of Proposed Electrical Lines/Outlet for Pool Pump, and Location of Proposed Gas Lines for Pool Heater (if applicable). Location and Height of Fencing Around Pool or Property
- ❑ Three (3) Complete Sets of Manufacturer's Pool Specs  
Must Include Pump, Filter, and Heater Information

## **POOL – IN-GROUND**

(Small Permit – 4 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Three (3) Copies of Plat of Survey  
Must Show Location/Dimensions of Proposed Pool, Location of Existing Power Supply Lines, and Location of Proposed Power Supply Lines for the Pool  
Locations and Height of Fencing Around Pool or Property
- ❑ Three (3) Complete Sets of Construction Drawings  
Must Show Grounding Requirements, Pool Deck Area and Accessories, Plumbing Supply Lines and Drains, and All Electrical Requirements
- ❑ Three (3) Complete Sets of Manufacturer's Pool Specs  
Must Include Pump, Filter, and Heater Information
- ❑ Three (3) Copies of a Site Improvement and Grading Plan

## **PORCH OPEN OR SCREENED**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Must Show Location and Dimensions of New Porch
- Three (3) Copies of Detailed Construction Drawings  
Must Show To-Scale Elevation
- Provide net new impervious square footage  
If it is large enough to trigger stormwater requirements (possibly at 500 SF net new impervious), stormwater calculations shall be included

## **ROOFING – RESIDENTIAL**

(Over the Counter)

- One (1) Completed Building Permit Application
- One (1) Copy of Roofer's State License if Work to be Contracted



## **ROOFING – COMMERCIAL**

(Over the Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies of Information Sheets on Scope of Work Must Include Weight/Type of Material Being Removed and Installed

## **SEWER CONNECTION**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of a Plat of Survey  
Must Show Location/Line Size of Proposed Connection
- Four (4) Copies of a Site Improvement Plan

## **SEWER & WATER CONNECTION Stub or B-Box Provided**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of the Plat of Survey  
Must Show Location/Line Size of Proposed Connections
- Four (4) Copies of a Site Improvement Plan

## **WATER CONNECTION B-Box Provided**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of the Plat of Survey  
Must Show Location/Line Size of Proposed Connection
- Four (4) Copies of a Site Improvement Plan

## **WATER CONNECTION No B-Box Provided**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of the Plat of Survey  
Must Show Location/Line Size of Proposed Connection
- Four (4) Copies of a Site Improvement Plan

# **SEWER REPAIR Private Side Only**

(Over the Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey Showing Location of Repair, Length of Repair and Materials Used

## **SEWER REPAIR Village Right-of-Way**

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Must Show Location of Sewer Line to be Repaired and Cleanouts to be Installed if Any
- Public Works Permit for Right of Way or Street Openings and Patching

## **WATER SERVICE REPAIR Private Side and Village Right-of-Way**

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Must Show Location of Water Line to be Repaired
- Public Works Permit for Right of Way and Street Opening/Patching



## SHED

(Small Permit – 4 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Three (3) Copies of the Plat of Survey  
Must Show Location/Dimension of the Proposed Shed
- ❑ Three (3) Copies of Complete Construction Drawings or Detailed Brochures  
Must Include To-Scale Elevation (Including Height) and Anchoring of Shed
- ❑ Provide Net New Impervious Square Footage  
If it is large enough to trigger stormwater requirements (possibly at 500 SF net new impervious), stormwater calculations shall be included

## **SIGN PERMITS**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of the Plat of Survey  
Must Show Location/Dimension of All Existing and Proposed Signage
- Three (3) Copies of a Site Plan  
Must Show Building Elevation with Both Existing and Proposed Sign Location and Linear Front Footage of Leased Space
- Three (3) Copies of Complete Sign/Sign Installation Specifications  
Must Include Wording, Color Scheme, Dimensions of Words/Insignia Separately  
Electrical Requirements (If Applicable), and Mounting Details  
  
(If pole-mounted or monument signage, electrical grounding requirements and foundation/pole base details need to be indicated)
- One (1) Copy of the Building Owner's Written Consent to Erect the Signage

**LAWN IRRIGATION SYSTEM**  
**Private Side Only**  
**(No Sprinklers Allowed in Public Right-of-Way)**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of the Plat of Survey or Site Plan  
Must Show Location of Sprinkler Heads/Run Sizes/Water
- Sources/RPZ Location and RPZ Specs

# STORAGE TANK INSTALLATION UNDERGROUND

(Medium Permit – 10 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of the Plat of Survey
- Three (3) Copies of a Site Plan  
Must Show Location/Depth of Tank
- Three (3) Copies of the Illinois State Fire Marshal's Installation Permit
- Three (3) Copies of the Tank Specifications  
Must Include Size/Type/Use
- One (1) DuPage County Stormwater Management Application
- Eight (8) Copies of a Signed and Sealed Site Improvement and Grading Plan
- Two (2) Copies of a Signed and Sealed Stormwater Management Report  
Must Include Detention Volume Calculations/Tributary Drainage Area Maps/Storm  
Sewer Sizing Calculations/Detention Volume Verification Calculations
- Two (2) Copies of the Engineer's Signed and Sealed Estimate of Probable Cost
- Two (2) Copies of a Geotechnical Soil Report
- Payment of Engineering Review Fees in the Amount of \$500.00 + 1% of the  
Engineer's Estimate of Probable Cost
- Payment of Engineering Inspection Fees in the Amount of 3% of the Engineer's  
Estimate of Probable Cost
- Three (3) Copies of a Wetland and/or Flood Plain Delineation/Mitigation Report

# **STORAGE TANK REMOVAL UNDERGROUND**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of the Illinois State Fire Marshal's Removal Permit
- Three (3) Copies of the Plat of Survey or Site Plan  
Must Indicate Location of Tanks to be Removed

## **SUNROOM**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of Plat of Survey  
Must Show Location of Proposed Addition
- Three (3) Copies of Complete Construction Drawings  
(Including Energy Code Receipts)  
Must Include Height of Structure and Mechanical Electrical Details

## **LOW VOLTAGE WIRING Security Access/Fire Alarm System**

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application
- Three (3) Copies of a Floor Plan  
Must Show Wiring/Panel Locations
- Three (3) Copies of System Specifications  
Must Include All Pertinent Electrical/System Information

## **WATERPROOFING**

### **(Drain the System- Both Interior and Exterior)**

(Small Permit – 4 Business Days)

- ❑ One (1) Completed Building Permit Application
- ❑ Three (3) Copies of the Floor Plan  
Must Show Drain Tile/Sump Pump and Pit/Storm Water Discharge  
Direction/Electrical Receipts (if Applicable) Dedicated Twenty (20) Amp Outlets  
and Circuit Breakers)



## WINDOW / DOOR – NEW OR REPLACEMENT

(Over The Counter)

- One (1) Completed Building Permit Application
- Three (3) Copies of the Plat of Survey or Site Plan  
Must Show Location/Dimension of New Window/Door (If Bay or Bow Window, Size Details Must Be Indicated to Scale)
- Three (3) Copies of Construction Drawings/Floor Plans  
Must Show Framing Details/Headers
- Three (3) Copies of Window/Door Manufacturer's Specifications Including "U" Factor Stickers for Windows and Glass Doors Which are to Remain on Glass for Inspections