

**BUILDING
PERMIT
SUBMITTAL
REQUIREMENTS**

Revised: January 30, 2011

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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**
Include current legal description
- Three (3) Copies of Site Plans**
Must show proposed and existing
- Three (3) Copies of Landscape Plans**
- Three (3) Copies of Construction Documents**
Include specifications to show full Architectural, Structural, Mechanical, Electric, Plumbing, and Com-Check

Must show elevation to verify height

All signage is subject to separate permit application
- 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**
- Six (6) 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.**

**Addition – Commercial/Industrial
(Continued)**

- 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 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**
Include current legal description

Must show proposed and current (to scale)
- Three (3) Copies of Site Plans**
Must show proposed and 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, and Res-Check

Any addition to the front of the house will require the front setback of adjacent properties to be shown on the plan
- Four (4) Copies of a Site Improvement Plan**
- If Major Structural Conditions will exist, Architects or Structural Engineers Stamped Plans need to be submitted**
- \$1000.00 Construction Bond (if work within right of way is occurring)**

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, Plumbing and
Com-Check (if applicable)
- Three (3) Copies of Fire Sprinkler/Alarm plans, if required**
- If applicable must show Building Footprints, Parking, Landscaping, etc.**

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, Plumbing, and Res-
Check (if applicable)

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 Specification Sheets and Antenna Specifications (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 Specification Sheets, Antenna Specifications, Power Requirements and Mounting Details (include building and antenna 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, and Ventilation requirements for habitable spaces,
and proper means of egress

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 air conditioning Unit
- Three (3) Copies of Specifications on Air Conditioning Unit**

DATA CABLING

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application**
- Three Copies of Drawings of Work Being Performed**
(If work being performed is in conjunction with furniture partitions, a layout of partitions, cut sheets of partitions showing power raceways/channels and connection of units is required)

DECK (SMALL & LARGE)

(Small Permit – 4 Business Days)

- One Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
- 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 and from deck floor to top of rail.

DEMOLITION – INTERIOR

(Over the Counter)

- One (1) Completed Building Permit Application**
Include subcontractors that require license/insurance

- Three (3) Copies of Plans**
Plans must show areas being Demolished, Electric, Plumbing, HVAC,
Fire Sprinklers and/or Fire Alarms

DEMOLITION – WRECKING PERMIT

(Minor Permit – 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
Showing structure(s) to be demolished
- Picture of Structure to be Demolished**
- List of Subcontractors and Applicable Licenses and Insurance to Disconnect Services**
- Two Thousand (\$2000) Cash Restoration Bond**
- Old Water Meter must be returned to the Building Division.**
- Approved DuPage County Health Department “Municipal Site Evaluation Application” (Inspection for Wells or Septic Systems).**

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)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
Indicate improvements (must be drawn to scale)

Indicate what materials will be used to construct driveway and approach
- Miscellaneous deposit may be required to guarantee project compliance at an amount to be determined by the Development Engineer (on New Driveways where none existed prior).**

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 material driveway will be constructed of

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 Specification Sheets

ELECTRICAL – RESIDENTIAL

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plans**
Must show full extent of work being performed including Manufacturers
Specification Sheets

ELECTRIC SERVICE REVISION

(Over the Counter)

- One (1) Completed Building Permit Application**
- Information on Size of Service Revision and 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 Size of Service**
- Three (3) Copies of Plat of Survey Showing Location on Site**
**(If commercial, need to show where power is coming from (ComEd transformer), any temporary pole locations and keep lines from interfering with traffic etc.)

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 specifications on units to be installed

***All plans must be submitted to Thompson Elevator Services, 1302
Thayer, Mount Prospect, IL 60056 for review/approvals*

FENCES

(Over the Counter)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
 - Indicate location of improvements
 - Indicate what materials will be used to construct

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 and 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

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)**

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**
- Eight (8) 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**

- 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

GARAGE – ATTACHED

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
Include current legal description

Must show to scale, location of garage to house and accessory structures and location of new driveway (if required)

Provide front setback of adjacent properties
- Three (3) Sets of Building Plans**
Architectural (Floor Plan, Section View, All Exterior Elevations),
Structural, Electrical.
- One Thousand (\$1000) Dollar Construction Deposit (if work will occur within the public right of way)**

GARAGE – DETACHED

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
Provide current legal description

Must show to scale location of new garage and driveway
- Three (3) Sets of Building Plans**
Architectural (Floor Plan, Section View and All Exterior Elevations),
Structural, Electrical, and any driveway extensions

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 Plans**
Must show slab construction and size

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 and size
- Three (3) Sets of Building Plans**
Must show elevation, size, construction materials and electric (if any)

GENERATOR - PERMANENT

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
- Three (3) Copies Specifications on Generator**
- Three (3) sets of Electrical Drawings including information on Transfer Switch, Wires, etc.**
- Letter from ComEd regarding available Fault Current**

GENERATOR - PORTABLE

(Small/Medium Permit – 4 Business Days)

- One (1) Completed Building Permit Application**
- If Generator will be feeding the homes Permanent Electric System, will need Electric Drawing including information on Transfer Switch**

HOT TUB – INDOOR

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plans**
Must show floor plan of room hot tub to be placed in, including hot tub drawn to scale, specifications 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, specifications on hot tub and any electrical (if tub is to be put on wood deck, construction plans are required for deck construction)

HVAC – COMMERCIAL

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plans**
Must show extent of work, equipment specifications, and electrical requirements (If new HVAC unit is to be placed on exterior of building, three (3) copies of Plat of Survey showing proposed location will be required).
- If new HVAC is proposed, depict all applicable or required screening elements**

HVAC – RESIDENTIAL

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plans**
Must show extent of work, equipment specifications, and electrical requirements
- Three (3) Copies of Plat of Survey (Showing Location of Exterior Unit(s))**

KITCHEN – REMODEL/INTERIOR

(Small Permit – 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plans**
Showing Architectural, Electrical, Plumbing, Mechanical and any Structural elements

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 Specification Sheets**

MOVING PERMIT (STRUCTURES)

(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
- \$2,000 Bond for Old Lot (Parkway Restoration Bond)**
- \$2,000 Bond for New Lot (Parkway Restoration Bond)**
- \$10,000 Performance Bond for Public Works**
- Overweight Permit from Police Department**
- Permit from Public Works (\$100.00)**

NEW CONSTRUCTION COMMERCIAL/MULTI-FAMILY

(Large Permit - 30 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
Include current legal description
- Three (3) Copies of Site Plan**
- 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**
- 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 + 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**

New Construction - Commercial (Continued)

- Three (3) Complete Sets of Signed and Sealed Architectural Drawings**
Must Include Photometric Plan and Building Elevations
Architectural, Structural, HVAC, Plumbing, Electrical and Com-Check
- 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**
- \$2,000 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**
- 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 + 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**

**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**

- \$2,000 Cash Bond (Parkway Restoration Bond)**

SINGLE-FAMILY RESIDENTIAL SUBDIVISION

(Large Permit - 30 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
- Three (3) Copies of Site 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 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 + 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 Drawings including Architectural, Structural, Mechanical, Plumbing, Electrical, and Res-Check**
- \$1,000 Cash Bond (Parkway Restoration Bond) for Each House.**

NEW SINGLE-FAMILY RESIDENCE DETACHED

(Medium Permit - 10 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
Include current legal description
- Four (4) Copies of Site Plan**
Must include front setback of adjacent properties
Must include street tree plan/location
- 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**
- 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**
(Architectural drawings must include building elevations)
- Open Space Calculations may be required**
- \$1,000 Cash Bond (Parkway Restoration Bond)**

NEW SINGLE-FAMILY RESIDENCE ATTACHED

(Medium Permit - 10 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
Include current legal description
- Four (4) 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 Drawings including Architectural, Structural, Mechanical, Plumbing, Electric and Com-Check.**
- \$2,000 Cash Bond (Parkway Restoration Bond)**

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 handicap parking stalls 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 + 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

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.

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).

Show any existing fences on property and include height
- Three (3) Complete Sets of Manufacturer's Pool Specifications
Must Include Heater Information (if applicable)**
- Open Space Calculation of Property (if needed)**

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

Show any existing fences on property and include height
- 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 Specifications**
Must include pump, filter, and heater information
- Be Prepared to Provide Open Space Calculation of Property (if needed)**

PORCH Open or Screened

(Small Permit - 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
Include current legal description

Must show location and dimensions

If enclosed, plans provide front setback of adjacent properties
- Three (3) Copies of Detailed Construction Drawings (with Electric if applicable)**
Must show to-scale elevation

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, and materials of proposed connection
- Four (4) Copies of a Site Improvement Plan**
- Right of Way Restoration Bond**

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, and materials of proposed connections
- Four (4) Copies of a Site Improvement Plan**
- Right of Way Restoration Bond**

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, and materials of proposed connection
- Four (4) Copies of a Site Improvement Plan**
- Right of Way Restoration Bond**

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, and materials of proposed connection
- Four (4) Copies of a Site Improvement Plan**
- Right of Way Restoration Bond**

SEWER REPAIR Private Side Only

(Over the Counter)

- One (1) Completed Building Permit Application**
- Plat of Survey or Site Plan Showing Location of Repair and Proposed Materials**

SEWER REPAIR

Private Side and Village Right-of-Way

(Over the Counter)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
Must show location of sewer line to be repaired, materials to be used and cleanouts to be installed if any.
- Right of Way Restoration Bond**

WATER SERVICE REPAIR Private Side Only

(Over the Counter)

- One (1) Completed Building Permit Application**
- Plat of Survey or Site Plan Showing Location of Repair and Materials to be Used**

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

(Over the Counter)

- One (1) Completed Building Permit Application**
- Three (3) Copies of Plat of Survey**
Must show location of water line to be repaired and materials to be used.
- Right of Way Restoration Bond**

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

SIGN PERMITS

(Small Permit - 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of the Plat of Survey**
- Three (3) Copies of a Site Plan**
Wall signs must show building elevation with both existing and proposed sign and locations

Sign Dimension exhibit must depict overall sign area and sign height.
- Three (3) Copies of Complete Sign/Sign Installation Specifications**
Must include wording, color scheme, electrical requirements, 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

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 + 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 scaled location of proposed addition
- Three (3) Copies of Complete Construction Drawings**
Must include height of structure, electrical details, plan view, and all exterior elevations

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/device locations
- Three (3) Copies of System Specifications**
Must include all pertinent electrical/system information

WATERPROOFING

(Small Permit - 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of the Floor Plan**
Must show drain tile/sump pump/ejector pit/storm water discharge
direction/electrical details if applicable

WINDOW / DOOR - NEW

(Small Permit - 4 Business Days)

- One (1) Completed Building Permit Application**
- Three (3) Copies of the Plat of Survey or Site Plan**
Required if window projects beyond exterior walls (bay, bow, etc.)

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**

WINDOW REPLACEMENT

(Over the Counter)

- One (1) Completed Building Permit Application**
- Plans Documenting which Windows are to be Replaced**