

**BEFORE GETTING  
STARTED**

**VILLAGE OF LOMBARD**  
**Informational Brochure On**

**PERMIT PROCESSING**

**and**

**REQUIREMENTS**

**Presented by:**

*Community Development/Building Division*

*Planning Services*

*Private Engineering Services*

*Fire Prevention*

# WHEN PLANNING CONSTRUCTION...

## Before Getting Started

The Village of Lombard requires a building permit for all new structures. In addition, the Village also requires permits for commercial or residential alterations and renovations, such as: building additions, decks, driveways, electrical alterations or improvements, fire suppression (alarms or sprinklers), garages, plumbing, pools, patios, porch/patio enclosures, windows and fences. However, such items as replacing interior doors, and fixtures, (to existing size only, no structural change), and private walkways do not require a permit, but may need to meet certain standards established by the Village of Lombard. The departments listed below should be consulted prior to the start of any construction activity.

When planning a construction project, bear in mind that the plan review process involves contact with one of more of the departments listed below.

### A. WHO IS INVOLVED

**BUILDING DIVISION:** All new or renovation, remodel, rehab of commercial, industrial, institutional, multi-family and residential buildings.

**FIRE PREVENTION DIV.:** All new commercial, industrial, institutional and multi-family construction;

and renovation, remodel, rehab of such existing buildings.

**PLANNING SERVICES DIVISION:** All construction and land uses are reviewed for compliance with relevant planning and zoning requirements.

**PRIVATE ENGINEERING:** All new or existing construction that may disrupt the natural grade or drainage of a lot.

**PUBLIC WORKS DEPT.:** All new or existing commercial, industrial, institutional and residential construction that would require work in the public right-of-ways.

## **B. APPLICABLE CODES**

2018 International Building Code  
2018 International Residential Code  
2018 International Energy Conservation Code  
2018 Fuel Gas Code  
2018 International Mechanical Code  
2018 International Property Maintenance Code  
2017 National Electric Code  
2014 Illinois Plumbing Code  
2018 International Fire Code (IFC)  
2015 NFPA 101 - Life Safety Code (for existing only)

### **Fire Local Amendments:**

150.104 Bureau of Fire

150.105 Adoption by Reference; Amendments  
NFPA 13 - 2016  
NFPA 72 - 2016  
2018 Illinois Accessibility Code  
2009 ICC-A117.1 Standard for Accessible & Usable  
Buildings & Facilities  
Accessibility Requirements of Fair Housing Act  
Lombard Municipal Code Chapter 150: Building Code  
Lombard Municipal Code Chapter 155: Zoning  
Ordinance  
Lombard Municipal Code Chapter 154: Subdivision &  
Development Ordinance  
Lombard Municipal Code Chapter 153: Sign Ordinance

### **C. CONTRACTOR REQUIREMENTS**

**All contractors performing work within the Village are required to apply for and receive a Village Contractor's Registration Certificate.**

Carpenter/Communications: \*Certificate of Insurance

Electrical: Copy of current license (from a testing municipality) & \*Certificate of Insurance

Elevator: Elevator Co. License, \*Certificate of Insurance

Excavator/Concrete/Paving/Masonry/Fence: \*Certificate of Insurance

General Contractor's: \*Certificate of Insurance

HVAC/Iron/Steel: \*Certificate of Insurance

Plumber/Lawn Sprinkler: Copy of current State of Illinois  
Dept. of Public Health Registration

Roofer: Copy of State Roofing License

Sewer: \*Certificate of Insurance

Sprinkler/Alarm Contractor: Copy of State of Illinois License

\*All Certificates of Insurance must provide a minimum of  
\$300,000 single limit manufacturer's and contractor's liability.

**Please Note: If doing work in the Village's right of way,  
the Village of Lombard must be listed as additional  
insured and certificate holder.**

## **D. APPLICATION & PERMIT REQUIREMENTS**

### **a.) Application**

A permit application is needed for all building permits and applications are available at the Village Hall. The application can be completed by the property owner, general contractor, or contractor. All relevant information must be filled in, and all contractor requirements must be on file with Village's Building Division prior to issuance of the building permit. In addition, the application needs to be attached to the plat of survey and drawing requirements stated below.

### **b.) Driveway/Fence Permits**

- 3 **copies** of the Plat of Survey are needed to obtain a driveway or fence permit. Please indicate on the **copies** of the Plat of Survey where the driveway or fence is intended to go. In most cases, driveway and fence permits are issued immediately and do not need to be taken in.

### **c.) Permits such as sheds, porches, decks, pools, & small remodels:**

- 3 copies of the Plat of Survey showing current boundary lines, existing structures, proposed structures, easements, and rights-of-way.
- 3 copies of architecturally stamped & sealed construction drawings (**for all structural improvements**) (**projects \$10,000 or more est. value**)
- Site Plan (**if applicable**)w/**structural dimensions & location**
- Electrical, mechanical, and plumbing diagrams-when alterations or improvements are made.

#### **d.) Detached Single Family Residence Permits**

- \*\* 3 copies of current Plat of Survey showing current boundary lines, existing structures, proposed structures, easements, and right-of-ways.
- \*\* 3 copies of architecturally stamped & sealed construction drawings (**for all structural improvements**)
- \*\* 4 copies of Site Plans
- \*\* 3 sets electrical, mechanical, and plumbing diagrams. Architecturally stamped & sealed drawings.
- \*\* 3 sets Landscape drawings (**if applicable**)
- \*\* Six (6) copies of final engineering drawings, must be signed and sealed by Registered Professional Engineer; drawings need to show proposed drainage; grading and topographical ground contours; all proposed utilities with elevations; all proposed right-of-way improvements; must show existing drainage conditions; proposed driveway, garage, or home location; proposed foundation elevations; and show erosion control;
- \*\* Topographical survey must be prepared by a Registered Land Surveyor; all existing utilities with

elevations; existing public right-of-way improvements.

\*\* 1 set plans showing building elevations to verify building height.

- Driveways should be established with a 2% minimum and 8% maximum slope;
- Finished grading is a minimum 6" below top of foundation;
- Location of gutters, down spouts, and sump pump discharge must be indicated; & splash to grade
- Additions, garages, and sheds will be reviewed; engineering and/or topographical surveys may be required.

**\*\* Items are also applicable for non-residential properties in addition to the items listed on the next page.**

**e. All Other Properties**

In addition to items a, b, c & d, the following items are required:

- Storm water detention as per DuPage County's county-wide Storm Water Management Ordinance, as applicable;
- All plans must be prepared, signed, and sealed by a Registered Professional Engineer;
- Engineering calculations for storm water detention must be prepared, signed, and sealed by a Registered Professional Engineer;



- Clearly identify all proposed improvements;
- Engineers estimated costs:
  - Reflect public right-of-way improvements and restoration;
  - All improvements associated with storm water facility
- Erosion Control
- Letter of Credit Required for Public Improvements

## **Fire Prevention**

Specific procedures for the installation, or modifications, of suppression and detection systems are required. Procedural instructions are issued from this office.

The Fire Prevention Bureau is required to witness testing of all systems, as prescribed by Codes, such as NFPA.

### **E. CERTIFICATE OF OCCUPANCY**

- A Certificate of Occupancy is required for all new businesses located within the Village of Lombard, all new attached or detached single-family residences, all new multi-family structures, all new commercial structures, and fire restorations, prior to occupancy;
- An application form is available at the Village Hall, and must be completed and submitted for review by the Community Development/Building Division for zoning requirements; and to assure that if construction has occurred, all final inspections have been completed.
- A Life Safety Inspection, conducted by a Fire Prevention Inspector is required prior to occupancy of new or

existing tenant spaces; or new multi-family occupancies.

## **F. BUSINESS LICENSES**

The Village of Lombard requires a Business License for following businesses:

*Coin Operated Amusement Device*

*Adult Amusement Arcades*

*Alarm Use*

*Operate Pool Tables*

*Operate Pool Hall*

*Operate a Bowling Alley*

*Operate a Motion Picture Theatre*

*Entertainment License*

*Operate Food Delivery Vehicle*

*Tobacco Dealers License*

*Operate a Filling Station*

*Operate Junk Yard/Auto Wrecker*

*Operate a Taxi Service*

*Antique Dealer*

*Operate a Massage Establishment*

*Commercial Recyclers*

*Peddler/Solicitors for 30 Days*

*Restaurant or Food Handler*

*Raffle Registration*

*Secondhand/Junk/Rummage—*

*Store/Dealer*

*Operate a Carnival or Circus*

*Parade Permit*

*Liquor*

*Teen Age Cabaret/Juice Bar  
Valet Services*

Please contact Janet Downer at 630-620-5913 for further information.

In conclusion, the plan review process is done on a first come, first served basis. Usually, the time frame involved is approximately 2-3 weeks for new buildings or large additions. However, small structures such as sheds, garages, porches and decks take less time, while large developments and subdivisions require a greater amount of time. During the peak construction season (late spring through the beginning of winter), the review process can take 4-6 weeks.

Should you have any questions regarding the information or the process herein stated, please feel free to contact us.

**PHONE NUMBERS:**

Fire Prevention: 630-620-5750

Department of Community Development (Planning Services & Private Engineering Services): 630-620-5749

Building Division: 630-620-5750

Department of Public Works: 630-620-5740

Village Website: [www.villageoflombard.org](http://www.villageoflombard.org)