



# Single Family Building Permit Submittal Requirements

(New Residence or Additions/Remodel of 800 sq. ft. or more ground floor area)

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## SUBMITTAL REQUIREMENTS

The applicant must submit **ALL** required documentation to the Community Development Department as one submittal. Partial submittals will not be accepted. Permit Application submittals accepted daily before 4:00pm.

- \_\_ 1 copy 1. **Building Permit Application**
- \_\_ 1 copy 2. **Cost Recovery Form**
- \_\_ 1 copy 3. **New Water Service Agreement Form**
- \_\_ 3 copies 4. **Architectural Plan**  
Signed and sealed by a Registered Architect or Registered Structural Engineer, and folded to no larger than 9" x 12" (see Section 21.9 C (1) of the Municipal code for explanation of which modifications to an existing residence require submittal as a new residence.)
- \_\_ 4 copies 5. **Detailed Grading Plan**  
Signed and sealed by a Professional Engineer and folded to no larger than 9" x 12". The detailed grading plan shall include, but not limited to:
  - a. All existing utilities and easements and locations of proposed utilities;
  - b. Location, setbacks, and top of foundation elevation of the existing residence, proposed residence, and adjacent residences;
  - c. Existing and proposed 1' grade contours on subject property and adjacent properties;
  - d. Size and location of all parkway trees and private trees of 4" or more in diameter;
  - e. Required soil erosion and sedimentation control features;
  - f. Existing and proposed ingress/egress (driveway);
  - g. Construction fencing on public and private property (6' chain link on private property);
  - h. Size and location of all culverts, fences, accessory structures, and sidewalks; and
  - i. Size, location, and setback of the air conditioner unit.
- \_\_ 2 copies 6. **Plat of Survey**  
Full size and to scale which includes the lot area in square feet
- \_\_ 2 copies 7. **Stormwater Calculations**  
Signed and prepared by a Professional Engineer; providing the rainfall, existing and proposed stormwater run-off calculations, and method of analysis
- \_\_ 2 copies 8. **Soil Erosion and Sedimentation Control Cost Estimate**
- \_\_ 1 copy 9. **DuPage County Stormwater Management Permit Application**
- \_\_ 1 copy 10. **DuPage County Receipt for Transportation Impact Fee** (submitted after Demo Permit)
- \_\_ 2 copies 11. **ResCheck Worksheet** showing compliance with International Energy Efficiency Code
- \_\_ 1 copy 12. **General Contractor's current Clarendon Hills Business License**
- \_\_ 1 copy 13. **Electrician's Current Testing Community License and current CH Business License**
- \_\_ 1 copy 14. **Plumber/Underground Plumbing Contractor's Illinois State Plumbing License and current CH Business License**
- \_\_ 1 copy 15. **Certificate of Insurance** from an insurance company rated "A" by A.M. Best in an amount no less than \$1,000,000 to protect and to provide full payment to the Village or other affected persons in the event of damage to their property/facilities. The Village shall be listed as "Additional Insured" on an original Certificate of Insurance.
- \_\_ 1 copy 16. **Flagg Creek Water Reclamation District Report** (Call 630-323-3299)



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## SUBMITTAL REQUIREMENTS (continued)

- \_\_\_ 1 copy    17.    **Administration Fee**  
                  a.    New Residences: \$116.00  
                  b.    Additions or Remodeling: \$79.00
- \_\_\_            18.    **Plan Review Deposit**  
                  a.    New Residences: \$1,500.00  
                  b.    SF addition adding over 800 sqft on the first floor: \$1,000.00
- \_\_\_            19.    **Construction Deposit & Fees**  
                  Total amount of Construction Deposits and Permit fees will be calculated during permit plan review.

## RELATED DOCUMENTS AND RESOURCES

- Village Website: [www.clarendonhills.us](http://www.clarendonhills.us)
- Village Building Permits & Business Licenses: [www.clarendonhills.us/cdforms.cfm](http://www.clarendonhills.us/cdforms.cfm)
- Village Building Codes & Amendments: [www.clarendonhills.us/buildingcodes.cfm](http://www.clarendonhills.us/buildingcodes.cfm)
- Village Municipal Code: [http://www.sterlingcodifiers.com/codebook/index.php?book\\_id=948](http://www.sterlingcodifiers.com/codebook/index.php?book_id=948)
- Contractor License Application <http://www.clarendonhills.us/CDForms.cfm>

NOTE: All new residences must be equipped with a Fire Sprinkler system complying with NFPA-13D. All portions of existing residence to be removed with an addition must be depicted on a demolition plan. See Section 21.9C (1) of the Village Code for explanation of which modifications to an existing residence require submittal as a new residence.