



Single Family Building Permit Submittal Requirements

(Additions of less than 800 sq. ft. ground floor area and/or any Interior Improvement)

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.)
- __ 3 copies 5. **Plat of Survey**
Full size and to scale which includes the size, location and setback of the proposed addition, accessory structures, driveway, sidewalks, air conditioner, and generator unit
- __ 2 copies 6. **ResCheck Worksheet** showing compliance with International Energy Efficiency Code
- __ 1 copy 7. **General Contractor’s current Clarendon Hills Business License**
- __ 1 copy 8. **Electrician’s Current Testing Community License and current CH Business License**
- __ 1 copy 9. **Plumber/Underground Plumbing Contractor’s Illinois State Plumbing License and current CH Business License**
- __ 1 copy 10. **Flagg Creek Water Reclamation District Report** (Call 630-323-3299)
- __ 11. **Administration Fee:** \$79.00
- __ 12. **Plan Review Deposit:** \$750.00
- __ 13. **Construction Deposit & Fees**
Total amount of Construction Deposits and Permit fees will be calculated during permit plan review

FOR MAJOR CONSTRUCTION PROJECTS (WHERE COMBINATION OF ALL PROPOSED CONSTRUCTION WORK TOTALS AT LEAST 1,000 SQUARE FEET OF FLOOR AREA), THE FOLLOWING ADDITIONAL ITEMS SHALL BE SUBMITTED:

- __ 1 copy 14. **Safety Fencing** of entire site and public parkway shall be shown on the plat of survey and installed prior to permit issuance.
- __ 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.

RELATED DOCUMENTS AND RESOURCES

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