

## **PROCEDURES FOR FILING AN APPLICATION FOR A NEW CONSTRUCTION BUILDING PERMIT**

### **I. GENERAL INFORMATION**

All questions should be directed to the Department of Community Development:

Phone Number - (630) 260 - 6030  
Fax Number - (630) 260 - 1317

All correspondence should be addressed to:

Village of Glendale Heights  
Department of Community Development  
300 Civic Center Plaza  
Glendale Heights, Illinois 60139

The documents required herein are the minimum for processing an application for a building permit. The Department of Community Development can waive any required documents when it is determined that the information is unnecessary.

Applicants are encouraged to become familiar with the regulations of the Zoning Ordinance, Building Codes and other applicable Village Ordinances prior to preparing plans. A copy of the Zoning Ordinance can be purchased in the Community Development Department. The Village has adopted the 1993 National BOCA Building Code, BOCA Mechanical Code, National Electrical Code with Amendments, State Plumbing Code with Amendments, BOCA Property Maintenance Code and the 1992 CABO One & Two Family Dwelling Code.

### **II. REQUIRED DOCUMENTS TO BE SUBMITTED TO THE DEPARTMENT OF COMMUNITY DEVELOPMENT**

1. A completed application form. (attachment #1)
2. Submit Plan Review and Site Improvement fees.
3. One copy of the recorded Plat of Subdivision.

4. Three copies of a recent (1 year or less) Plat of Survey of the building lot of record prepared in accordance with Illinois Land Surveying Standards (latest edition) by a registered land surveyor of the State of Illinois. Said document must bear the original signature and seal of the Illinois Registered Land Surveyor. (attachment #2)
5. Three copies of the proposed site plan prepared by an Illinois Registered Architect or Engineer drawn to scale showing:
  - a: Original signature, seal & registration expiration date of the architect or engineer.
  - b: Lot dimensions and area in square feet.
  - c: Location of existing utility structures (if any) dimensionally tied to the property lines.
  - d: Location of proposed structures, distance to all property lines, dimensions and square footage including decks, patios, sheds, & garages.
  - e: Existing top of foundation elevations of adjacent parcels and proposed top of foundation elevation.
  - f: Established street grades (ie top of curb, top of walk, etc) at the property corners.
  - g: Location, dimension and number of all off street parking, loading berths, and traffic circulation. If applicable.
  - h: Existing or proposed curb cuts.
  - i: The proposed grading plan indicating the finished contour lines and lot elevations at all lot corners and at the building line as a minimum, and at other critical points as may be necessary to detail the proper means of lot drainage. The lot grading plan shall be referenced to a suitable Village approved U.S.G.S. datum bench mark located at a distance no greater than three hundred feet (300') from the proposed building.

**NOTE:** When a lot is part of a larger subdivision for which an overall grading plan has previously been submitted and approved, the individual lot grading plan shall be shown in conformance with said plans unless modifications to the plan are or have been approved by the Village Engineer. Said modifications must be prepared by an Illinois Registered Engineer.
  - j: The existing drainage structures and topographical data on a one foot (1') contour interval extending at least 50' beyond the property lines.
  - k: Existing sewer and water main facilities and existing or proposed service lines to the property detailing the locations of valves, inspection manholes, and clean-outs.
  - l: Sufficient erosion control measures.
  - m: Other plans or details as specified by the Village Engineer.
7. Three copies of landscaping plan, including location and type of plant materials to be used and a tabulation of percent of lot to be landscaped.
8. Two copies of a soils exploration report from a reputable soils testing firm indicating the soils composition and strength of the soil strata at foundation or footing grade and any other relevant information (ie water table, water content etc.).
9. Three copies of a complete set of building plans signed and sealed by an Illinois Registered Architect, including the plumbing, electrical, mechanical, and if required fire suppression systems.

**NOTE:** All plans for the construction, remodeling or repairing of any building, the total cost which exceeds \$10,000.00 shall be prepared by and bear the original signature and seal of a registered architect and/or engineer of the State of Illinois.

10. Three copies of a site lighting plan indicating locations and specifying luminaries, poles, ballasts etc. Construction details and/or manufacturers catalog cuts must be included. Photometrics may be necessary as per Village Code. If applicable.
11. Three copies of engineers estimate of cost for all site improvements including sanitary sewer, water mains, storm sewer, parking lot, grading, landscaping and site lighting. Separate into public & private improvements (attachment #3)
12. List on a form provided, the names, addresses and telephone numbers of all sub-contractors. (attachment #4)
13. Required licenses and Surety Bonds in the amounts shown on the attached page must be on file with the Village Clerk prior to the issuance of a building permit. (attachment #5)
14. Completed Agency Action Report on the form provided.
15. Other documents that are deemed necessary by the Building Department.

### **OTHER AGENCY APPROVALS REQUIRED**

#### **FIRE PROTECTION DISTRICT**

A site plan and complete set of building plans is required to be submitted directly to the Fire District having jurisdiction as follows:

#### **ALL AREAS LYING NORTH OF THE CC&P RAILROAD**

Bloomington Fire Protection District  
179 S. Bloomington Road  
Bloomington, Illinois 60108  
Attn: Jim Bollow  
Phone Number - (630) 894-9080

#### **ALL AREAS LYING SOUTH OF THE CC&P RAILROAD**

Glenside Fire Protection District  
1608 Bloomington Road  
Glendale Heights, Illinois 60139  
Attn: Chief Ralph Blust  
Phone Number - (630) 668-5323

**A letter of approval from the Fire Protection District must be submitted to the Building Department prior to the issuance of a Building Permit.**

#### **HEALTH DEPARTMENT**

Any proposed establishment that handles food is required to submit a complete set of building plans to:

1111 W. Lake Street  
Addison, Illinois 60101  
Attn: Ms. Sharon Pocs  
Phone Number - (630) 620-3325

**A letter of approval from the Health Department must be submitted to the Building Department prior to the issuance of a Building Permit.**

**HIGHWAY DEPARTMENT**

Any construction involving curb cuts or work in a State or County right-of-way must be approved and a permit secured.

Illinois Department of Transportation  
1000 Plaza Drive  
Schaumburg, Illinois 60172  
Attn: Mr. Art Kliniki  
Phone Number - (847) 884-4131

DuPage County of Transportation  
130 N. County Farm Road  
Wheaton, Illinois 60187  
Attn: Mr. Charles Tokarski  
Phone Number - (630) 682-7318

**A copy of the approved permit must be submitted to the Building Department prior to the issuance of a building permit.**

Projects must comply with the DuPage County Countywide Stormwater and Floodplain Ordinance.

**NO BUILDING PERMIT OR OCCUPANCY PERMIT SHALL BE AUTHORIZED FOR CONSTRUCTING, ENLARGING OR ALTERING ANY BUILDING OR STRUCTURE UNTIL THE VILLAGE HAS RECEIVED A COPY OF RECEIPT OF PAYMENT OF THE FEE OR FEES IMPOSED BY THE DUPAGE COUNTY FAIR SHARE ROAD IMPROVEMENT IMPACT FEE ORDINANCE; (ORDINANCE NO. ODT-021J-89).**

DuPage County  
Division of Transportation  
130 N. County Farm Road  
Wheaton, Illinois 60187  
Attn: Impact Fee Coordinator  
Phone Number - (630) 682-7318

**IV. APPROVAL OF BUILDING PERMIT**

Subsequent to receipt of the application and all required supporting documents, the permit application will be processed. A minimum of three weeks should be allowed for review time.

The Community Development Director shall, in consultation with the Village Engineer and such other Village officials as may be appropriate, make a determination:

1. that the provisions of Chapter 1 of Title 7 of the general subdivision procedures have been complied with including the posting of a performance bond, cash or escrow account with the Village Clerk;
2. that the proposed foundation location is consistent with the platting and zoning requirements for front yard and side yard setbacks;
3. that the proposed individual lot grading plan is in conformance with the overall subdivision grading plan or bears the approval of the Village Engineer;
4. that the soil data submitted indicates compliance with applicable Village Codes;
5. that the architectural or engineering plans submitted are in full compliance with all Village Codes and where necessary, bear an approved statement from the affected Fire Protection District, Health Department, and Highway Department;
6. that an all weather roadway or satisfactory access roadway has been constructed to the building site to facilitate building inspections and emergency vehicles;
7. that all appropriate building permit fees, subdivision inspection fees, sanitary sewer and water main tap on fees, recapture or special assessment fees (where applicable), and contractor licensing fees have been paid in full; and
8. that all necessary zoning approvals have been obtained and/or that the plan is consistent with the previously approved plans, if any.
9. The Illinois Department of Conservation shall review the Agency Action Report and determine whether a valid record of occurrence for all endangered species exists within the vicinity of the proposed project.

Upon a favorable determination that all the above provisions have been met, a building permit shall be issued. If the above have not met, the building permit application shall be returned with a list of the deficiencies.

#### **V. ISSUANCE OF AN OCCUPANCY PERMIT:**

**A: SINGLE FAMILY RESIDENCES:** A combined Final Plat & Final Grading Survey must be approved by the Village Engineer. Said document must consist of the approved proposed grading plan updated to reflect ALL "AS-Built" information including (but not limited to):

1. Record & measured bearings & distances.
2. Record locations & dimensions of all improvements and structures.
3. Roadway R.O.W.
4. Monumentation description.
5. Record spot elevations and record contours coinciding with all proposed spot elevations and proposed contours.

6. Record locations of sanitary sewer service/cleanout and water service/b-box.
7. Original signature and seal of an Illinois Registered Surveyor.

All punch lists must be completed.

All public improvements must be initially accepted by the Village Board. See the acceptance requirements in the Village Code.

**B: FOR ALL MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL PROJECTS:** The Village Engineer must review and approve an ALTA/ACSM Plat of Survey (latest standards) and a certified record "AS-Built" drawing. Said record drawing must consist of the approved engineering plan updated to reflect all "AS-Built" information including:

1. An opinion of substantial conformance statement signed and sealed by the project engineer of record.
2. Record locations and elevations/contours for all coinciding proposed improvements and elevations/contours.

All public improvements must be initially accepted by the Village Board. See the acceptance requirements in the Village Code.

All outstanding fees must be paid.

All punchlists must be completed.