Community Development

COMMUNITY DEVELOPMENT
PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

**Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be place on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

DRIVEWAYS, DRIVEWAY APRONS, PATIOS, PUBLIC & PRIVATE SERVICE WALKS:

(ALL listed are REQUIRED, unless not applicable)

- ☐ Building Permit Application, all information needs to be complete. Indicate Concrete or Asphalt.
- ☐ Plat of Survey indicating the proposed work to be done with dimensions noted.
- ☐ Permit Addendum – Driveway & Apron and Flatwork, signed.
- ☐ A letter of approval from homeowner's association, when applicable.
- ☐ Contractor's Registration with bond, for those not already ***licensed*** and ***bonded*** with the Village.
- ☐ Deposit required, when applicable.

I attest that I have submitted all information as required above regarding the permit applied for at:

_____Glendale Heights, IL 60139

_____Name (Printed)

_____Signature

_____Date

VILLAGE OF GLENDALE HEIGHTS
300 Civic Center Plaza
Glendale Heights, Illinois 60139
Community Development Department
(630) 260-6030

BUILDING PERMIT APPLICATION

(Please Print CLEARLY)

DO NOT WRITE IN THIS SPACE
Permit No.: _____
Date Issued: _____
Permit Expires: _____
Zoning District: _____
Initial Deposit: _____
Construction: _____
Fire Protection: _____
Site Improvement: _____
Sewer Connection: _____
Water Connection: _____
Water Meter: _____
Penalty: _____
Building Deposit: _____
Engineering Deposit: _____
Permit Fee: _____
Required Deposit: _____
TOTAL FEE: _____

DATE: _____

PROPERTY ADDRESS: _____ , GLENDALE HEIGHTS, IL 60139

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE NUMBER: _____

APPLICANT EMAIL ADDRESS: _____

IS THIS A: ☐ SINGLE FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ MULTI-FAMILY

EST. CONST. COST: $ _____ HOMEOWNERS ASSOC. ☐ YES ☐ NO

CHECK ONE:

☐ NEW CONST.	☐ ROOFING	☐ PLUMBING	☐ PATIO	☐ FENCE
☐ ADDITION	☐ SIDING	☐ HVAC	☐ SIDEWALK	☐ SHED
☐ REMODEL	☐ WINDOWS	☐ ELECTRIC	☐ DRIVEWAY	☐ DECK
☐ DEMOLITION	☐ DOORS		☐ DRIVEWAY APRON	
☐ OTHER _____			☐ OTHER PAVEMENT	

SCOPE OF WORK/DESCRIPTION: _____

_____

_____

****ATTACH PLANS, DIAGRAMS, PHOTOS AND ADDITIONAL NARRATIVE AS REQUIRED**

	Name	Address	Phone Number
OWNER:			
OCCUPANT:			
ARCHITECT:			
ENGINEER:			
GEN. CONT.:			
PLUMBING:			
ELECTRIC:			
OTHER:			
OTHER:			

☐ SHEET ATTACHED WITH ADDITIONAL CONTRACTORS

This application must be signed by the Owner of the property or his/her duly authorized agent. UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/ OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct such improvements in compliance with all regulation of applicable codes of the Village of Glendale Heights. Issuance of the permit herein applied for and approval of all supporting plans and documents in connection therewith shall not be construed to permit any construction on said premises or use thereof in violation of any applicable codes or regulations of the Village of Glendale Heights or to excuse the owner of his/her successors in title from complying therewith. Applicant further agrees to pay the cost incurred by the Village for review of all supporting plans and documents by the Administrative Staff, Village Engineer, Village Attorney, and any outside consultants as may be required to fulfill the provisions of Village Ordinances. This permit may be revoked at any time upon determination that a violation exists.

NAME/TITLE (Print) _____

SIGNATURE OF APPLICANT _____

DIR. OF COMM. DEVELOPMENT: _____

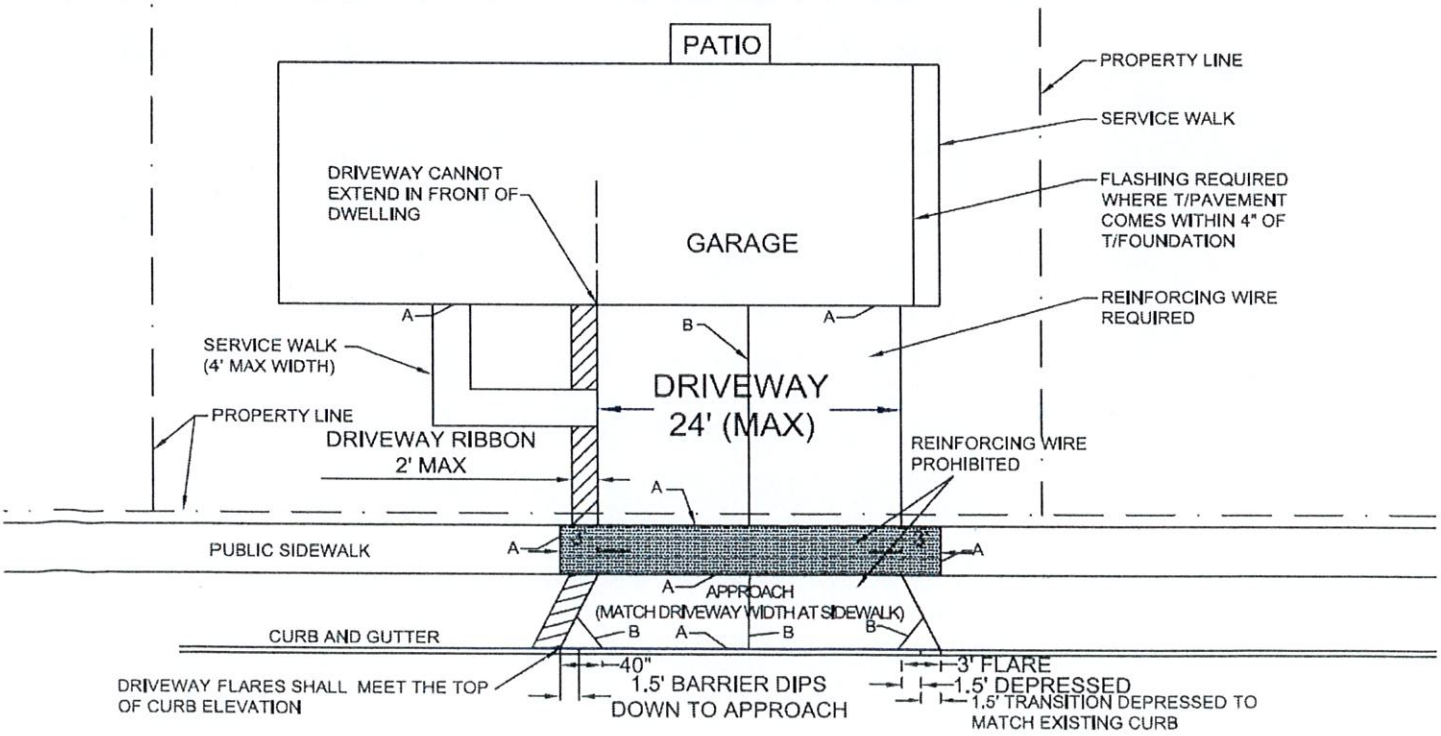
DATE APPROVED: _____

DRIVEWAY & APRON PERMIT ADDENDUM

(Concrete & Asphalt Standards)

Requirements:

1) Minimum CONCRETE pavement thickness:
   a. Concrete Driveway: 4" concrete over 4" compacted CA6 aggregated base course.
   b. Concrete Apron/Approach: 6" concrete over 4" compacted CA6 aggregated course base.
   c. Public Sidewalk within the driveway: 6" P.C. concrete over 2" compacted aggregated course base.
2) Minimum ASPHALT pavement thickness:
   a. Asphalt Driveway: 2" asphalt over 6" compacted CA6 aggregated base course.
   b. Asphalt Apron/Approach: 3" asphalt over 6" compacted CA6 aggregated base course.
   c. Public Sidewalk within the driveway: 6" P.C. concrete over 2" compacted aggregated course base.
3) All aggregate subbase shall be mechanically compacted (95% proctor).
4) All pavement shall be pitched away from the house/dwelling at a slope ≥ 2%.
5) Public sidewalk must have a cross slope 2% or less.
6) Maximum slope of driveway =8%, maximum slope of approach =10%.
7) A driveway ribbon must be a different impervious surface than the driveway, asphalt and gravel ARE prohibited.
8) A driveway ribbon on the property line side of the driveway is permissible if ribbon width is SUBTRACTED from the maximum driveway width.
9) A driveway widened beyond the apron/approach width must taper down at a 45-degree angle to match approach width at the sidewalk.
10) Top of the –pavement shall be 4" minimum below top of foundation.
11) RESTORATION OF ALL DISTURBED AREAS IS REQUIRED BEFORE FINAL INSPECTION.



LEGEND:
A= ½" OR ¾" PREFORMED EXPANSION JOINT (TYPICAL)
B= TOOLED OR SAWED CONTRACTION JOINTS

I hereby certify that I have read and understand all of the regulations, and I agree to comply with all of the regulations contained herein. I also understand that stamped or colored apron/approach shall NOT be replaced in kind if replaced by the Village.

Signature _____ Date _____

Property Address: _____ Permit #: _____

REV 08/2020

A PROUD & PROGRESSIVE VILLAGE FOR ALL PEOPLE

FLAT WORK PAVEMENT PERMIT ADDENDUM

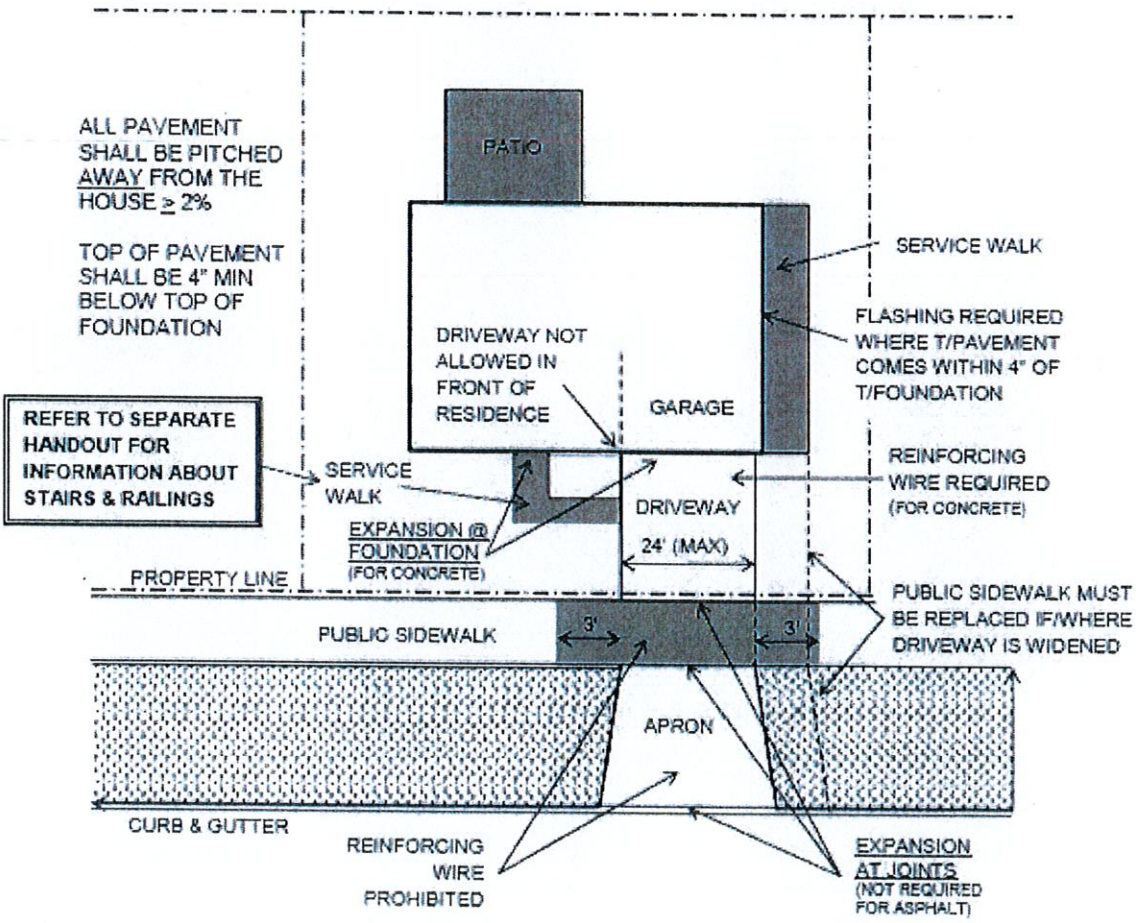
(Service Walks, Patios and Public Sidewalks)

Requirements:

1) Minimum SERVICE WALK pavement thickness:
   a. Concrete Service Walk: 4" concrete over 4" compacted CA6 aggregated base course.
   b. Paver Service Walk: Pavers over 4" compacted CA6 aggregated base course.

2) Minimum PATIO pavement thickness:
   a. Concrete Service Walk: 4" concrete over 4" compacted CA6 aggregated base course.
   b. Paver Service Walk: Pavers over 4" compacted CA6 aggregated base course.

3) Minimum PUBLIC SIDEWALK pavement thickness:
   a. Public Sidewalk: 6" concrete over 2" compacted CA6 aggregated base course.



I hereby certify that I have read and understand all of the regulations, and I agree to comply with all of the regulations contained herein. I also understand that stamped or colored apron/approach shall NOT be replaced in kind if replaced by the Village.

Signature _____ Date _____

Property Address: _____ Permit #: _____

REV 11/2019

A PROUD & PROGRESSIVE VILLAGE FOR ALL PEOPLE

Community Development Department

300 Civic Center Plaza, Glendale Heights, Illinois 60139

Main: 630-260-6030, FAX: 630-260-1317

Email: permits@glendaleheights.org

CONTRACTOR REGISTRATION APPLICATION

REGISTRATION INFORMATION

REGISTRATION TYPE: ☐ NEW REGISTRATION ☐ RENEW REGISTRATION

TRADE(S):
☐ ASPHALT ☐ CARPENTRY ☐ CONCRETE ☐ ELECTRIC ☐ FENCE
☐ FIRE PROTECTION ☐ GENERAL CONTRACTOR ☐ HVAC / MECHANICAL
☐ LANDSCAPE ☐ PLUMBING ☐ ROOFING ☐ SIGN ☐ SOLAR ☐ UTILITY
☐ WINDOW ☐ OTHER / SPECIALTY _____

COMPANY AND APPLICANT INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____

_____

_____

APPLICANT NAME: _____ **PHONE:** _____

APPLICANT ROLE: ☐ OWNER ☐ EMPLOYEE ☐ AGENT

EMAIL: _____

ADDITIONAL APPLICATION REQUIREMENTS

1. Provide a $20,000 surety bond for every contractor registration application. *Plumbing exempt.
2. Payment of fee. Contractors = $75.
3. For Plumbers, Roofers and Fire Protection contractors, provide a copy of active and up-to-date State of Illinois license. For Electricians, provide a copy of active and up-to-date license issued by approved municipal corporation.
4. The above listed contractors shall have registration fee waived.

I do hereby attest that the information provided is true and accurate to the best of my knowledge.

APPLICANT SIGNATURE: _____ **DATE:** _____

FOLLOWING PAGES

FOR APPLICANT

DO NOT RETURN

WITH APPLICATION

Permit Checklist

- ☐ Completed permit application
- ☐ A plat of survey showing the proposed location of the driveway work and all dimensions of the new driveway.
- ☐ Drawing showing depth and type of materials used
- ☐ A letter of approval from home owner association, if applicable.
- ☐ Name and address of **licensed** and **bonded** contractor constructing the driveway.
- ☐ Call J.U.L.I.E. 1-800-892-0123 prior to any excavation.
- ☐ If any work is being done in the right-of-way (public sidewalk or driveway apron), a restoration bond of $100 is required in addition to the permit fee.

Please allow a minimum of ten (10) working days for permit review.

Inspections

Driveways require two inspections 1) a pre-pour inspection to check grade, depth of gravel and placement of forms or string line 2) a final inspection to assure work was completed as approved during the plan review process. **An appointment for each inspection must be scheduled by calling the Community Development Department at (630) 260-6030.**

Mission Statement

The Glendale Heights Department of Community Development strives to provide professional assistance in planning, development and construction by adopting and enforcing current codes and standards in a uniform and unbiased manner, in order to establish and maintain a safe, healthy and attractive community for all residents and business owners.

This brochure contains general information and is not to be used for interpretation of actual village codes. The drawings used in this brochure are intended to aid in the understanding of the zoning ordinance. They are for illustrative purposes only and are not intended to be used for interpretation of actual zoning regulations. Please contact the Department of Community Development during regular business hours regarding specific questions.

VILLAGE OF GLENDALE HEIGHTS

COMMUNITY DEVELOPMENT DEPARTMENT

300 Civic Center Plaza
Glendale Heights, IL 60139

(630) 260-6030
(630) 260-1317 fax
comdev@glendaleheights.org

Community Development Department

DRIVEWAYS

Building permit requirements

Applicable Building Codes

General regulations

Graphic Aids

Permit check list

Inspections

GLENDALE Heights

A PROUD & PROGRESSIVE VILLAGE FOR ALL PEOPLE

Revised: 09/2020

Building Permits & Application Requirements

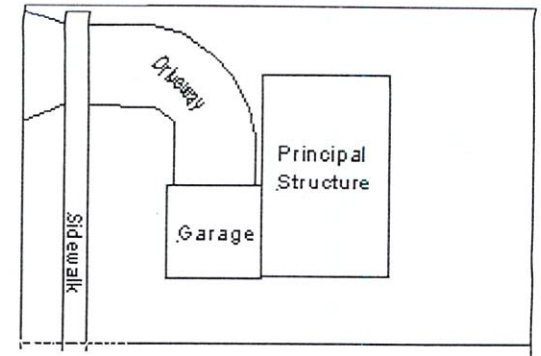
Construction, reconstruction, and additions to existing driveways require the submission of the following documents and must be obtained prior to the start of construction. To apply for a building permit, please bring these documents to the Department of Community Development.

1. Completed building permit application.
2. A plat of survey showing the proposed location of the driveway work, grades, and distance to all lot lines, easements, buildings, and accessory structures.
3. Material specifications.
4. Name and address of the paving contractor. Contractors are required to be licensed and bonded with the Village of Glendale Heights prior to any permits being issued.
5. If you reside in a development governed by a homeowner association, you are required to obtain a letter of approval from the association.
6. If any work is being done in the right-of - way, a restoration bond may be required in addition to the permit fee.

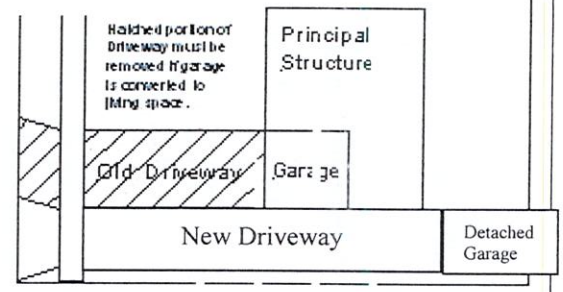
General Regulations

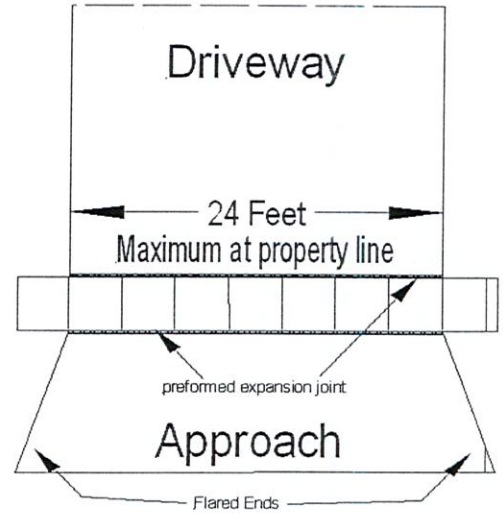
1. No lot shall have more than one driveway entrance
2. Driveways shall not exceed 24 feet in width measured at the property line.
3. Alterations to the curb are not permitted without approval from the Public Work Department.
4. All driveways are to be of an impervious material such as asphalt or concrete
5. If asphalt is chosen, a minimum of 6 inches of stone and 2 inches of asphalt is required. The approach shall require 3 inches of bituminous material 6 inches of compacted gravel.
6. If concrete is poured, a minimum of 4 inches of stone and 4 inches of concrete is required. The approach requires 4 inches of stone base and 6 inches of concrete, with no wire mesh. Expansion joints are required between any new and existing concrete.
7. A driveway shall not be located in front of any part of the dwelling unit, except where the garage is perpendicular to the driveway. (Example 'A')
8. No attached garage may be converted to living space, unless the driveway is relocated to the side yard and leads to a detached garage. (Example 'B')
9. All chimneys and utility equipment must be protected for vehicle impact, with 4 inch post no less then 36" in height. Posts are to be set in a minimum of 24 inches of concrete. Pipes must be filled with concrete.
10. Driveways are not permitted to extend past the rear of the house except to connect to a detached garage. (Example 'B')
11. Approaches located at roll type curb require a 30 inch flare. Approaches located at "B6-12" curb require a 36 inch flare.
12. Driveways shall have a minimum slope of 2% and a maximum slope of 8%
13. Approach shall have a slope not greater than 10%.

EXAMPLE A



EXAMPLE B





Driveway width shall match apron width at Public sidewalk. Driveways wider than the apron shall taper down at a 45-degree angle.