



5/1/10

Village of Clarendon Hills

Single-Family Building Permit Submittal Requirements (New Residence or S-F Addition with 800 sq. ft. or more of ground floor area)

1. **Building Permit Application**
2. **Cost Recovery Form** and New Water Service Agreement Form**
3. **Architectural Plans (3 copies** signed and sealed by a Registered Architect or Registered Structural Engineer and folded to no larger than 9" x 12"); Building Codes (w/amendments): 2006 International Residential Code, 2005 NEC, and 2004 Illinois Plumbing Code. 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.
4. **Detailed Grading Plan** (4 copies** signed and sealed by a Professional Engineer and folded to no larger than 9" x 12") which includes, 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.
5. **Plat of Survey (2 full sized copies,** to scale) which includes the lot area in square feet
6. **Stormwater Calculations** (2 copies** prepared by a Professional Engineer) which provide the rainfall, existing and proposed stormwater run-off, and method of analysis
7. **Soil Erosion and Sedimentation Control Cost Estimate** (2 copies).**
8. **DuPage County Stormwater Management Permit Application****
9. **DuPage County Receipt** for Transportation Impact Fee (**submitted after Demo Permit**)
10. **Copy of current Testing Community License, CH Business License and \$10,000 License/Permit Bond must be submitted for Electrician. Plumber and Underground Plumbing Contractor must submit a copy of Illinois State Plumbing License and CH Business License. General Contractor must submit copy of current CH Business License. ALL MUST BE SUBMITTED AT THE TIME OF SUBMITTAL.**

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SINGLE-FAMILY BUILDING PERMIT SUBMITTAL REQUIREMENTS

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11. **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**.
12. A copy of the **Flagg Creek Water Reclamation District Report (call 630-323-3299)**
13. **Administration Fee** of \$102.00 for a new residence or \$68.00 for S-F addition.
14. **Plan Review Deposit** of \$1,500.00 for construction of a new residence, or \$1,000.00 for S-F addition adding over 800 square feet on the first floor.

** If a Demolition Permit application was submitted for the subject property, then duplicate documentation will NOT be required, but additional Administration Fees and Plan Review Deposits will be required.

The Applicant must submit ALL of the above documentation to the Community Development Department together as one submittal. Partial submittals will NOT be accepted.

If you have questions, call the Community Development Department at (630) 286-5410.