



## Village of Clarendon Hills

### **S-F Addition Building Permit Submittal Requirements (Single-Family Addition with less than 800 sq. ft. of ground floor area, or any S-F Interior Improvement)**

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); Building Codes w/amendments: 2006 International Residential Code, 2005 NEC, and 2004 IL Plumbing Code. All portions of existing residence to be removed 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. 3 copies of the **Plat of Survey** which includes the size, location, and setback of the proposed addition, accessory structures, driveway, sidewalks, and air conditioner unit (must be drawn to scale)."
5. **ResCheck Worksheet** (2 copies) showing compliance with International Energy Efficiency Code.
6. **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.**
7. A copy of the **Flagg Creek Water Reclamation District Report (Phone 630-323-3299)**

**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:**

8. **Safety Fencing** of entire site and public parkway shall be shown on the plat of survey and installed prior to issuance of permit.
9. **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 **original Certificate of Insurance**.
10. **Administrative Fee** of **\$69.00** for additions and remodeling.
11. **Plan Review Deposit** of **\$750.00**.

***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.