



Single Family Building Permit Submittal Requirements

(New Residence or Additions/Remodel of 800 sq. ft. or more ground floor area)

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**
- ___ 1 copy 4. **Architectural Plan (one printed and PDF version)**
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.)
- ___ 1 copy 5. **Detailed Grading Plan (one printed and PDF version)**
Signed and sealed by a Professional Engineer and folded to no larger than 9" x 12". The detailed grading plan shall include, 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.
- ___ 1 copy 6. **Plat of Survey (one printed and PDF version)**
Full size and to scale which includes the lot area in square feet
- ___ 1 copy 7. **Stormwater Calculations (one printed and PDF version)**
Signed and prepared by a Professional Engineer, providing the impervious areas of the pre-development and with-development site. If the net increase in impervious area is three hundred square feet or greater Post Construction Best Management Practices (PCBMP) infiltration storage of 1.25 inches shall be provided for all new impervious surfaces.
- ___ 1 copy 8. **Soil Erosion and Sedimentation Control Cost Estimate (one printed and PDF version)**
- ___ 1 copy 9. **DuPage County Stormwater Management Permit Application**
- ___ 1 copy 10. **DuPage County Receipt for Transportation Impact Fee** (submitted after Demo Permit)
- ___ 1 copy 11. **ResCheck Worksheet** showing compliance with International Energy Efficiency Code
- ___ 1 copy 12. **General Contractor's current Clarendon Hills Business License**
- ___ 1 copy 13. **Electrician's Current Testing Community License and current CH Business License**
- ___ 1 copy 14. **Plumber/Underground Plumbing Contractor's Illinois State Plumbing License and current CH Business License**
- ___ 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.



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SUBMITTAL REQUIREMENTS (continued)

- ___ 1 copy 16. **Flagg Creek Water Reclamation District Report** (Call 630-323-3299)
- ___ 1 copy 17. **Administration Fee per Section S21.1 of the Village Municipal Code.**
- ___ 18. **Construction Deposit of \$1,000.00 will be required at submission.**
- ___ 19. **Fees:** Permit fees will be calculated during permit plan review.

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: https://codelibrary.amlegal.com/codes/clarendonhillsil/latest/clarendonhills_il/0-0-0-15291
- Contractor License Application <http://www.clarendonhills.us/CDForms.cfm>

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.