



SINGLE FAMILY RESIDENCES & SINGLE FAMILY ADDITIONS BUILDING INFORMATION PACKET

PLAN REVIEW CONTACT DIRECTORY

COMMUNITY DEVELOPMENT DEPARTMENT

Phone 630.393.9050 Fax 630.393.1531

Ronald Mentzer	-	Community Development Director
Philip Kuchler	-	Senior Civil Engineer
Ray Atkinson	-	Building Inspector
Sonya Shearer	-	Code Enforcement Officer
Peter Durst	-	Chief Electrical Inspector
Joe Ulaszek	-	Electrical Inspector
Dennis Drew	-	Chief Plumbing Inspector
Joe Butler	-	Plumbing Inspector
Bob Jacobs	-	Plumbing Inspector
Natalia Domovessova	-	Senior Planner
Stormwater Management Certifications.....		630.393.9050

DU PAGE COUNTY AGENCIES

Health Department	630.682.7979
Transportation Department	630.665.1155

UTILITIES

AT&T	800.244.4444
Comcast	866.594.1234
Commonwealth Edison	800.334.7661
JULIE	800.892.0123
Nicor	800.642.6748
Waste Management	800.796.9696

PERMIT TRANSMITTAL LIST

Residential

TO HELP US SERVICE YOU MORE EFFICIENTLY, PLEASE SEE THAT ALL REQUIRED ITEMS NECESSARY FOR A PERMIT ARE SUBMITTED.

- Building Permit Application completed, signed, and dated (Attachment A)
- Three (3) complete sets of Architectural plans. Plans must be signed and sealed by architect for new homes greater than 3,000 sf or for structural conditions warranting an architect's expertise. The city of Warrenville has adopted and enforces the following building codes:
 - a. 2012 International Energy Conservation Code
 - b. 2006 International Building Code (With Amendments)
 - c. 2006 International Mechanical Code
 - d. 2006 International One & Two Family Dwelling Code
 - e. 2006 International Fire Code (With Amendments)
 - f. 2006 NFPA Life Safety Code
 - g. 2008 National Electric Code (With Amendments)
 - h. 2004 Illinois State Plumbing Code (With Amendments)
 - i. 1997 Illinois Accessibility Code
- Three (3) copies of the plat of the proposed Building Permit Survey/Site Plan
- Approval from your local Home Owners association (HOA)
- Electrical Contractors Registration - w/35.00 Annual fee if not already paid License & Bond (Attachment B)
- Stormwater Management Certification Application completed & signed (required for all Single Family Residences and additions adding more than 2,500 Sq Ft of impervious surface or disturbing more than 5000 Sq Ft of the site) (Attachment C)
- DuPage County Traffic Impact Fee - completed and paid. (Attachment D)
- Water Usage Billing Responsibility Form completed and signed by both builder and owner (Attachment E)
- DuPage County Health Department Form - well sealing & Septic crushing, if applicable (Attachment F)

CERTIFICATE OF OCCUPANCY

Minimum Requirements for Occupancy:

- 1) The address numbers must be installed on the front of the house (Four inch (4") high letters/numbers minimum).
- 2) All Carbon Monoxide (CO)/smoke detectors must be installed and operational.
- 3) All electrical work must be completed and operational.
- 4) All plumbing work must be completed and operational.
- 5) The kitchen sink must be installed and operational.
- 6) All HVAC work must be completed and operational.
- 7) Water meter and remote reader unit must be installed and operational.
- 8) Hot water heater must be installed and operational.
- 9) Sump pump must be installed and operational.
- 10) Laundry facilities must be operational.
- 11) All City of Warrentville and Warrentville Fire Protection District final inspections must be completed and approved.

NOTES:

- Final "As Built" survey must be submitted and approved.
- Final grading must be approved before bond release.
- If a Certificate of Occupancy (CO) is requested before final grading is completed and approved, a twelve hundred dollar (\$1,200) grading bond will be required before issuance of the CO.
- Per Section 8-5-1.B.1.4 of the City Code of the City of Warrentville, the Community Development Director/Stormwater Management Ordinance Administrator may require the property owner to execute and submit to the City of Warrentville a Declaration of Stormwater Facility Maintenance Agreement and Covenant for recording at the DuPage County Recorder of Deeds at the owner's expense. If required, said agreement/covenant shall be recorded prior to issuance of a full, unconditional, Certificate of Occupancy Permit. A copy of the standard Declaration of Stormwater Facility Maintenance Agreement and Covenant is available on the City's web site at the following link:

This Form is to be completed and turned in upon request for a permit to construct a SFR and/or receive a Temporary Certificate of Occupancy

The Community Development Department requires the following information from any builder/homeowner constructing a new Single Family Residence and/or requesting a Temporary Certificate of Occupancy

1. The person/company responsible for completing the final grading at the address given on the permit.

2. The person/company responsible for submitting the “as built” survey when the project is completed.

3. The person/company submitting the required twelve hundred dollar (\$1,200.00) grading bond.

NOTES:

1. The final grading inspection will not pass until,
 - a) Final spot elevations match the elevations on the proposed site plan,
 - b) Lawn has seed that has begun to grow or sod has been laid.
2. The building bond cannot be released until all final inspections, including the final “as built” survey, have been approved.

SIGNATURE _____

DATE _____

PRINT NAME _____

WATER METER PROCEDURES

630.393.9050

- 1) The contractor is responsible for installing the water meter and the wire for the outside register, which are supplied by the City.
- 2) The wire for the outside register shall be run in conduit. Location to be determined by the water department by calling 630.393.9050.
- 3) The water meter has an arrow indicating direction of flow. Do not install the meter backwards.
- 4) The water meter shall be installed in a location that is accessible for change out, not behind hot water heaters, furnaces, water softeners, etc. The meter location shall not be susceptible to freezing. The meter is to be installed in a horizontal position.
- 5) A ball valve shall be installed before and after the water meter. For four inch (4") and larger services require a BRW gate valve.
- 6) The contractor is responsible for the wire to have continuity.
- 7) The contractor is responsible for theft or loss of the meter and wire from day of pick-up to the day of final water inspection.
- 8) A grounding strap shall be installed across the meter spread.
- 9) The City shall connect the wire to the water meter and install the outside register. It is the contractor's responsibility to contact the City to install the outside register.

NEW BUILDING CONSTRUCTION SITE PLAN / PLAT OF SURVEY REQUIREMENTS

1. Building Permit Survey/Site Plan: Three (3) copies of a Building Permit Survey/Site Plan, ***with an original signature and seal by a Professional Engineer or Professional Land Surveyor registered in the state of Illinois***, and a Stormwater Management Certification Application shall be submitted for City review and approval at time of Building Permit Application. A Building Permit cannot be issued until the required Building Permit Survey/Site Plan has been approved.
2. Spot/Foundation Survey: Three (3) copies of a Spot/Foundation Survey shall be submitted for review and approval after the foundation has been placed but before backfill inspection being scheduled and before any wood is placed on the foundation. A backfill inspection will not be conducted until the Spot/Foundation Survey has been submitted for City review and approval. The Spot/Foundation Survey shall indicate existing top of foundation elevations and shall include the elevation and length of all steps in the foundation. Spot/Foundation Survey shall also indicate distance of foundation from front, rear, and side lot lines.
3. Final As-Built/Grading Survey: Three (3) copies of a Final As-Built/Grading Survey shall be submitted for City review and approval before the issuance of a Final Certificate of Occupancy Permit and the release of Grading and Building Bonds. The Final As-Built/Grading Survey shall be drawn as an updated revision to the Building Permit Survey Site Plan, including all general information and shall illustrate all improvements installed and/or constructed on and adjacent to the subject property, existing grading contours, existing drive slope and width, and existing elevation of all critical drainage points within the lot. ***The survey must include a statement certifying that the final grading has been completed in conformance with the approved site plan. Original signature and seal of a Professional Engineer registered in the State of Illinois must accompany the certification statement. The signature shall be dated and the registration expiration date shall be provided.***

IMPORTANT NOTICE REGARDING NEW CONSTRUCTION

The gravel base of the driveway of a structure shall be installed BEFORE any excavating, construction of the foundation wall, or backfilling.

The Permittee shall provide soil erosion control measures including, but not limited to, continuous and secured straw bales or soil erosion fencing at all points of downstream discharge to adjacent properties.

YOUR COOPERATION IN COMPLYING WITH THE ABOVE REQUIREMENTS WILL ASSIST US IN ENSURING THAT THE STREETS AND STORM SEWERS REMAIN FREE OF MUD, SILT, AND OTHER DEBRIS.

At the time of the footing excavation inspection:

The gravel base of the driveway must be in place or the inspection will not be approved. The inspection report will clearly note that construction MAY NOT proceed until the stone is in place and there is a re-inspection.

If the soil erosion fencing is not securely in place, the inspection will not be approved. The inspection report will clearly note that construction MAY NOT proceed until the soil erosion fencing is in place and there is a re-inspection.

SINGLE FAMILY RESIDENTIAL SITE PLAN REQUIREMENTS

The proposed grading and foundation elevations should generally conform to the approved subdivision grading plan. Deviations from the approved subdivision plan are permissible in order to provide a more workable grading plan for the actual building to be constructed. **ANY DEVIATIONS SHALL TAKE INTO CONSIDERATION THE DRAINAGE PATTERN OF THE AREA AND SHALL NOT ADVERSELY AFFECT THE ADJACENT HOUSES. THE FOLLOWING LIST OF REQUIREMENTS IS GIVEN AS A GUIDE TO AID IN THE DEVELOPMENT OF A LOT GRADING PLAN; BUT IS NOT TO BE CONSIDERED ALL INCLUSIVE.**

- ____ 1. Statement on the plan certifying that development of the subject site in accordance with the site plan will not damage other properties. Original signature and seal of a Professional Engineer or Professional Land Surveyor registered in the State of Illinois must accompany the certification statement. The signature shall be dated and the registration expiration date shall be provided.

- ____ 2. The following general items:
 - A. Property common address
 - B. North arrow and scale
 - C. Building setback lines
 - D. Current and proposed zoning classification
 - E. All lot dimensions
 - F. All existing and proposed easements
 - G. The lot area in square feet
 - H. Parcel Number / Property Index Number (P.I.N.)
 - I. DuPage Countywide Stormwater Management Certification / Application Number
 - J. Preconstruction and proposed impervious surface in square feet

- ____ 3. Tributary area map to the site (DuPage County 2-foot topography) with runoff calculations are required to demonstrate there is adequate conveyance through site.

- ____ 4. Proposed building location, with distances from the building to the front, side, and rear property lines.

- ____ 5. Proposed window well, step, stoop, stairway/fire escape locations and dimensions. Window wells, steps, stoops, stairways/fire escapes can encroach into required yards by a maximum of three feet (3') and must maintain a minimum of ten feet (10') setback from front/corner side lot lines and three feet (3') from other lot lines.

- ____ 6. Proposed top of foundation elevations. All foundation steps shall be shown, with the elevation and length of each section clearly stated.

- ____ 7. The proposed garage floor elevation, the elevation of the edge of pavement or top of depressed curb, and the slope of the proposed driveway. The proposed driveway elevation at the back of the public sidewalk, or at the property line if sidewalk is not proposed, shall also be required.

- ____ 8. Finished grade around the proposed building.

- ____ 9. Existing and proposed contours on the property and extending for fifty feet past all property lines. Existing grades at all lot corners shall be shown. Proposed grades at all critical drainage points shall be identified. Arrows shall indicate the direction of drainage runoff. Major overland flow routes shall be identified. The survey shall be tied to a DuPage County benchmark and the DuPage County benchmark and local benchmark shall be identified.

SINGLE FAMILY RESIDENTIAL SITE PLAN REQUIREMENTS (Continued)

- ____ 10. Three cross sections for each side yard: at the front of the building, in the middle of the building, and at the rear of the building. Cross sections shall be at a vertical and horizontal scale of one inch (1") = five inches (5") and shall extend from the proposed building to the adjoining property. Spot grades shall be given for the finished grade at the foundation, for the side yard swale invert and for the grade at the property line. ***Calculations shall be provided to demonstrate swales have adequate capacity to pass tributary flows.***
- ____ 11. Top of foundation elevations for all buildings on adjacent lots. Lowest opening elevations, which may be the top of the window wells, shall be shown for the proposed building and all buildings on adjacent lots.
- ____ 12. Sediment and erosion control measures meeting the requirements of the Illinois Procedures and Standards for Urban Soil Erosion and Sedimentation Control. Standard City of Warrenville erosion control notes shall be included on the plan. The name, address, and phone number of the person responsible for maintenance of the erosion control facilities shall be shown on the site plan.
- ____ 13. The Base Flood Elevation and distance to the nearest regulatory flood plain that the site is tributary to. ***Reference shall be made to the Regulatory Flood Map number and effective date.*** All existing wetlands on or within one hundred feet (100') of the property shall be shown. The Stormwater submittal for any development impacting the regulatory flood plain, wetlands, or the fifty foot (50') wetland buffer (one hundred foot (100') buffer for critical wetlands) shall be in the DuPage County tabular submittal format.
- ____ 14. The location and direction of downspouts. Downspouts shall point to the front or rear of the lot, not towards the side yard.
- ____ 15. The location of the sump pump's discharge line. If a detention pond or a City of Warrenville storm sewer is adjacent to the property, the sump pump shall be connected to the detention pond or storm sewer. Direct connection to the storm sewer is required if available. If a detention facility or City of Warrenville storm sewer is not adjacent to the property, the sump pump shall be connected to a dry well in the rear yard. The dry well shall be at least one cubic yard of three inch (3") stone and shall be at least thirty feet (30') from all buildings. The connection pipe shall be three inch (3") PVC.
- ____ 16. The proposed driveway location and width. The typical pavement section of the driveway shall be shown on the plan. City of Warrenville minimum requirements are two inches (2") of bituminous surface course on eight inches (8") of aggregate base course, OR five inches (5") Portland cement concrete (PCC). PCC driveway aprons in the public right-of-way shall be seven inch (7") thick with fiber mesh reinforcement.
- ____ 17. The location, size and material of the proposed water and sanitary sewer services. The location of the proposed well and/or septic field, if applicable.
- ____ 18. The location of and construction details for any proposed retaining walls. Retaining walls over three feet (3') in height shall be designed by a Structural Engineer registered in the State of Illinois; and the plan shall include his signature and seal. The signature shall be dated and the registration expiration date shall be provided.
- ____ 19. Execution of a Stormwater Facility Maintenance Agreement will be required for all properties where stormwater facilities (as defined in the stormwater ordinance) are not located in a clearly dedicated stormwater management area. A template of the agreement is available upon request at the Community Development Department.

STANDARD CITY OF WARRENVILLE EROSION CONTROL NOTES

1. Sediment and erosion control devices shall be installed and functional before the site is otherwise disturbed. All runoff from disturbed areas shall be filtered by silt fence. In addition to silt fence, disturbed areas draining more than one acre but fewer than five acres shall incorporate a temporary sediment trap at the outfall and disturbed areas draining more than five acres shall incorporate a temporary sediment basin at the outfall.
2. If a stockpile is to remain in place for more than three days, it shall be surrounded by silt fence. If a stockpile is to remain in place for more than 7 days, it shall be protected with temporary seeding.
3. All flared end sections shall be protected by sediment traps and/or perforated riser pipes until ground cover has been established. Filter fabric or filter baskets shall be installed under all inlet and catch basin grates and shall be maintained until ground cover has been established.
4. Water pumped from the site shall be filtered through the use of a silt bag on the end of the discharge hose.
5. A specific area shall be designated as a concrete wash location and shall be surrounded by silt fence.
6. All soil, mud and construction debris washed, tracked or otherwise deposited on street pavement shall be removed immediately and a wash-down facility shall be provided for all construction vehicles leaving the site.
7. Vehicular access to the site shall be restricted to a temporary gravel construction entrance. The temporary construction entrance shall be installed before the start of construction and shall remain in place until the permanent driveway is installed.
8. Seed with mulch or erosion blanket, or sod, shall be placed on all disturbed areas within 7 days of top soil placement and final grading. Silt fence shall remain in place until a healthy stand of grass has been established.

INSPECTIONS

All building, electrical, plumbing and water/sewer inspections require 24-hour notice. To schedule any of these inspections, contact the Building Department by 3:00 pm the day before the inspection. Please have the BUILDING PERMIT number, address, and type of inspection when you call. 630.393.9050

FOOTING/EROSION CONTROL

Before concrete is poured and after excavation and forming have been completed soil erosion control must be installed. Gravel drive must be in place.

FOUNDATION/BACKFILL

Before backfilling and after footing drain tile has been placed and damp proofing completed.

***NOTE* FOUNDATION ELEVATION (SPOT SURVEY):** Immediately (no longer than 15 days) after the foundation has been poured prior to framing, submit three copies of an on-site location of the structure showing the depth of excavation and all top of foundation elevations in USGA Datum, prepared by a registered land surveyor.

ELECTRIC SERVICE

After electric panel, meter enclosure, and temporary ground have been installed.

UNDERGROUND PLUMBING

Before concrete is poured in a basement or floor slab and after, underground plumbing work has been completed.

SLAB:

Prior to pouring garage/basement slabs.

ROUGH FRAMING

Before any insulation and vapor barrier is installed, after the rough framing is completed and AFTER rough plumbing and rough electric have been installed.

ROUGH PLUMBING

Before any insulation and vapor barrier is installed and after the rough plumbing is completed.

ROUGH ELECTRIC

Before any insulation and vapor barrier is installed or any underground electrical work is covered by concrete and after the rough electric work is completed.

VAPOR BARRIER & INSULATION

Before any interior wall finish is applied and after the insulation and vapor barrier is installed. Fire-stop all penetrations between floors.

FINAL WATER

The water meter and remote reader must also be installed at the time of the final inspection so it can be sealed.

FINAL BUILDING

All construction must be completed before issuance of Occupancy Certificate

FINAL ELECTRIC

All electrical work must be completed before issuance of Occupancy Certificate

FINAL PLUMBING

All plumbing work must be completed before issuance of Occupancy Certificate

SITE / GRADING FINAL

Final grading must be completed and final "As Built" survey is needed before issuance of Occupancy Certificate.

Table 10B: Permitted Obstructions of Required Yards^[b]

Projection or Accessory Use	Front Yard	Rear Yard	Interior Side Yard	Corner Side Yard	Court Yard	Maximum Encroachment in Feet ^[c]
Heating, ventilation & air conditioning:						
Window units	X	X	-	X	X	2
Central units	X	X	-	X	X	6
Arbors & trellises	X	X	X	X	X	-
Awnings & canopies	X	X	X	X	X	3
Balconies, open	X	X	-	-	X	4
Bay windows	X	X	-	-	X	3
Cable TV headends	-	X	-	-	-	-
Chicken Coop/Chicken Run		X				
Chimneys, attached	X	X	X	X	X	2
Cornices, sills	X	X	X	X	X	1.5
Deck/patio, enclosed and attached to principal building	-	X	-	-	-	10
Deck/patio, open and detached from principal building ^[d]	-	X	-	-	-	-
Deck/patio/gazebo, enclosed and detached from principal building	-	X	-	-	-	15
Deck/patio/porch/breezeway, open and attached to principal building	X	X	-	X	-	10
Devel. entr. structures ^{[a][b]}	X	-	-	X	-	-
Dish antennas	-	X	-	-	X	-
Dog runs, enclosed ^[a]	-	X	-	-	-	-
Drives, internal circulation	X	X	X	X	X	-
Eaves & gutters	X	X	X	X	X	2
Emergency backup generators	-	-	-	-	X	-
Fences, hedges, walls	X	X	X	X	X	-
Fire escapes	X	X	X	X	X	3
Fireplaces, outdoor	-	X	-	-	-	-
Flagpoles ^[b]	X	X	X	-	X	-
Garages or carports ^[b]	-	X	X	-	-	-
Gardens, vegetable	-	X	X	X	X	-
Greenhouses	-	X	X	-	-	-
Laundry drying equipment	-	X	-	-	-	-
Lawn furniture	X	X	X	X	X	-
Light standards, ornamental	X	X	X	X	X	-
Loading, off-street, open ^[a]	-	X	-	-	-	-
Non-single family residential refuse/dumpster enclosures	-	-	-	-	X	-
Other accessory uses	-	X	-	-	-	-
Parking, off-street, open ^[a]	X	X	X	X	X	-
Patios, enclosed ^[a]	-	X	-	-	-	15
Porches/breezeways, open ^{[a][d]}	X	X	-	X	-	10
Privately owned ground mounted electrical switch gear/transformer	-	-	-	-	X	-
Recreational equipment	X	X	X	X	X	-
Sheds & storage buildings ^[b]	-	X	-	-	-	-
Signs ^[a]	X	X	X	X	X	X
Stables for horses/llama shelters ^[b]	-	X	-	-	-	-
Stairways, steps, stoops	X	X	X	X	X	3
Stands, roadside ^[b]	X	-	-	X	X	X
Swimming pools, private ^[b]	-	X	-	-	-	-
TV/radio towers, antennas	-	X	X	X	-	-
Tennis courts, private	-	X	-	-	-	-
Trees, shrubs, & flowers	X	X	X	X	X	-
Window wells	X	X	X	X	X	3

X = Permitted

[a] See separate regulations herein

[b] Subject to requirements of Table 10A

[c] Maximum allowable encroachment or projection into yards indicated herein

[d] No encroachment is allowed within a corner side building setback in R-5 in case where therequired corner side setback is reduced to 15 feet per footnote [1] of Table 4A

(Ord. 2049, 4-25-03), (Ord. 2276, 4-18-06) (Ord. 2346, 12-15-06) (Ord. 2536, 8-18-09) (Ord. 2539, 9-9-09) (Ord. 2625, 1-4-11) (Ord. 2770, 4-3-13)

	Name of Subcontractor	Address of Subcontractor	Contact Numbers of Subcontractors
EXCAVATOR			
CONCRETE			
PLUMBER			
ELECTRICIAN*			
CARPENTER			
MASON			
HVAC			
SECURITY/ALARM			
DRYWALL			
INSULATION			

* Must be registered with the city of Warrentville, see Attachment B.

Things to consider when hiring and working with contractor(s)...

When hiring a contractor it is a good idea to get a written estimate, which includes the specific work to be performed, the time frame involved and your cost.

When making a payment request a detailed receipt of the work and materials you are paying for.

It is also a good idea to request a waiver of lien in consideration for final and full payment. A final waiver of lien waives and releases the contractor’s right to claim a lien for labor, services, or materials, furnished for the project. Issuance of a permit does not exempt you from the rules and regulations of your Home Owners Association (HOA). If your HOA requires you to have their approval prior to filing for a permit and you have not done so, please contact them immediately before commencing work on this project.

*- This pamphlet is to be used as a guide only.
There may be certain specific special requirements not indicated in this pamphlet. -*



PERMIT APPLICATION FOR CONSTRUCTION OR USE

City of Warrentville Community Development Department
3S258 Manning Avenue, Warrentville, IL 60555
www.warrentville.il.us
Phone: 630-393-9050 Fax: 630-393-1531

Permit No.
Received _____
Notified _____
Issued _____

Above area for office use only

(Please print)

Site Address _____ Unit No. _____
Applicant Name _____ Email _____
Applicant Address _____ Phone _____
(The Applicant is the contact person for the proposed project. All inquires will be directed to the Applicant unless otherwise noted.)
Owner Name _____ Email _____
Owner Address _____ Owner Phone _____
Tenant Name _____ Tenant Phone _____

Description of proposed work or use:

Provide three (3) copies of supporting documents and drawings for residential projects; four (4) copies for commercial projects; or two (2) copies for sign-only permits.

<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	VALUATION (materials & labor) \$
<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> DEMOLITION	

General Contractor

Street Address _____ Email _____
City/State/Zip _____ Phone _____

Electrical Contractor

Street Address _____ Email _____
City/State/Zip _____ Phone _____

Plumbing Contractor

Street Address _____ Email _____
City/State/Zip _____ Phone _____

Roofing Contractor

Street Address _____ Email _____
City/State/Zip _____ Phone _____

CONTRACTOR REQUIREMENTS

Electrician: Warrentville registration; Plumber: copy of State license & Letter of Intent; Roofer: copy of State license.

As Applicant, I am the Owner or have obtained the Owner's permission to apply for this permit. Applicant warrants the truthfulness of the provided information. If any such information is incorrect or permit is issued wrongfully, whether based on misinformation or improper application of the Code, permit may be revoked.

SIGNATURE OF APPLICANT _____ **Date** _____
SIGNATURE OF OWNER _____ **Date** _____
(required in lieu of signed contract)

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ELECTRICAL CONTRACTORS REGISTRATION FORM

TO: ELECTRICAL CONTRACTORS

FROM: CITY OF WARRENVILLE COMMUNITY DEVELOPMENT DEPARTMENT-BUILDING
DIVISION – CHIEF ELECTRICAL INSPECTOR

Annual registration is required for electrical contractors working in the City of Warrenville. The following information must be completed and returned to the Community Development Department for approval. If an email address has been provided, you will be notified 30 days prior to the expiration of your annual registration.

1. ANNUAL (JANUARY THROUGH DECEMBER) REGISTRATION FEE OF \$35.00
2. APPLICATION FORM (ATTACHED)
3. PHOTOCOPY OF YOUR LICENSE FROM ANOTHER MUNICIPALITY IN THE STATE OF ILLINOIS. THIS LICENSE MUST BE VALID FOR THE CURRENT YEAR.
4. \$5,000.00 SURETY BOND, PROVIDED BY INSURANCE COMPANY, VALID FOR THE CURRENT YEAR.

Once all requirements have been met, copies will be provided to the Chief Electrical Inspector allowing permits to be issued and inspections on permits to be made upon request.

Thank you for your cooperation.

Peter Durst

Peter Durst
Chief Electrical Inspector



ELECTRICAL CONTRACTORS REGISTRATION FORM

The undersigned hereby makes application for registration as an Electrical Contractor in the City of Warrenville, Illinois, pursuant to the provisions of Section 8-2-5 of the City of Warrenville City Code.

DATE OF APPLICATION: _____ TELEPHONE #: _____

NAME OF APPLICANT: _____ S.S. #: _____

HOME ADDRESS: _____
STREET CITY ZIPCODE

FED TAX ID # (EIN): _____ FIRM TELEPHONE #: _____

E-MAIL ADDRESS: _____ FIRM FAX #: _____

NAME OF FIRM: _____

FIRM ADDRESS: _____
STREET CITY ZIPCODE

TYPE OF FIRM:

SOLE PROPRIETOR (Name of Owner): _____

PARTNERSHIP (Names of Partners): _____

CORPORATION (Names of Officers): _____

TYPE OF WORK TO BE PERFORMED: Residential Commercial Industrial Service

EDUCATIONAL AND TECHNICAL TRAINING OF APPLICANT: _____

TOTAL NUMBER OF YEARS EXPERIENCE IN ELECTRICAL INDUSTRY: _____

_____, hereby agrees to faithfully comply with all rules, regulations, and Ordinances of the City of Warrenville pertaining to the installation and/or alteration of electrical wiring, apparatus and equipment now or hereafter in force and effect. Signed: _____

Bond#: _____ Bonding Company: _____

License #: _____ Licensed in the Municipality of: _____

PLEASE ATTACH COPY OF CURRENT LICENSE.

City of Warrenville Policy for the Sale of DuPage County Traffic Impact Fee Credits (last revised May 14, 2007)

As of August 2, 2006, the City of Warrenville controlled \$641,625 worth of credits in the DuPage County Traffic Impact Fee Program. The City of Warrenville has established a policy to resell these traffic impact fee credits at a discounted rate to individuals and developers constructing projects within Winfield Township outside of the Cantera Project. Unless otherwise approved by the Warrenville City Council, the City will sell impact fee credits to qualifying projects for 80 cents on the dollar.

Under this program, the developer/builder of a new single-family home within Winfield Township could purchase \$1,500 in DuPage County traffic impact fee credits from the City of Warrenville for \$1,200. Under this program, the developer/builder of a 20,000 sq. ft. office building within Winfield Township could purchase \$22,000 in DuPage County traffic impact fee credits from the City of Warrenville for \$17,600.

In order to purchase traffic impact fee credits from the City of Warrenville at the discounted rate, a qualifying developer/builder must submit a complete Transportation Impact Fee Application to DuPage County. Once the DuPage County Division of Transportation calculates the required traffic impact fee for a specific project (typically within 10 working days from receipt of a complete application) the developer/builder is required to inform the City of Warrenville Community Development Department as to the amount of such fee. Upon receiving payment of 80% of the County-assessed fee, the City of Warrenville Community Development Department will authorize DuPage County in writing to use City-controlled traffic impact fee credits to satisfy the County-assessed traffic impact fee for the specific project. Detailed information on the DuPage County Traffic Impact Fee Program and Traffic Impact Fee Applications can be acquired by either contacting DuPage County directly at 630.407.6674 or by accessing the information on the County's web site at www.dupageco.org/building/generic.cfm?doc_id=97.

Unless otherwise directed by the Warrenville City Council, the proceeds from the sale of the City's Traffic Impact Fee credits shall be deposited into the City's Reserve Fund.

Policy prepared by Community Development Director Ronald Mentzer on August 2, 2006, revised May 14, 2007, and adopted by the Warrenville City Council on August 7, 2006.

