

# CONSTRUCTION GUIDE TO NEW SINGLE FAMILY DWELLINGS AND ADDITIONS



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## Introduction

The City of Warrenville stands by a well-developed zoning code to assure protection of its community character and lifestyle. Warrenville’s building codes were adopted to ensure a safely built and sustainable environment are provided to for all citizens living and working here.

This packet has been developed to assist developers, contractors, and homeowners with new single family dwelling construction and additions. By carefully reading the materials provided herein, and submitting the required forms and documents, your project should advance in a very efficient manner from time of submittal to final occupancy.

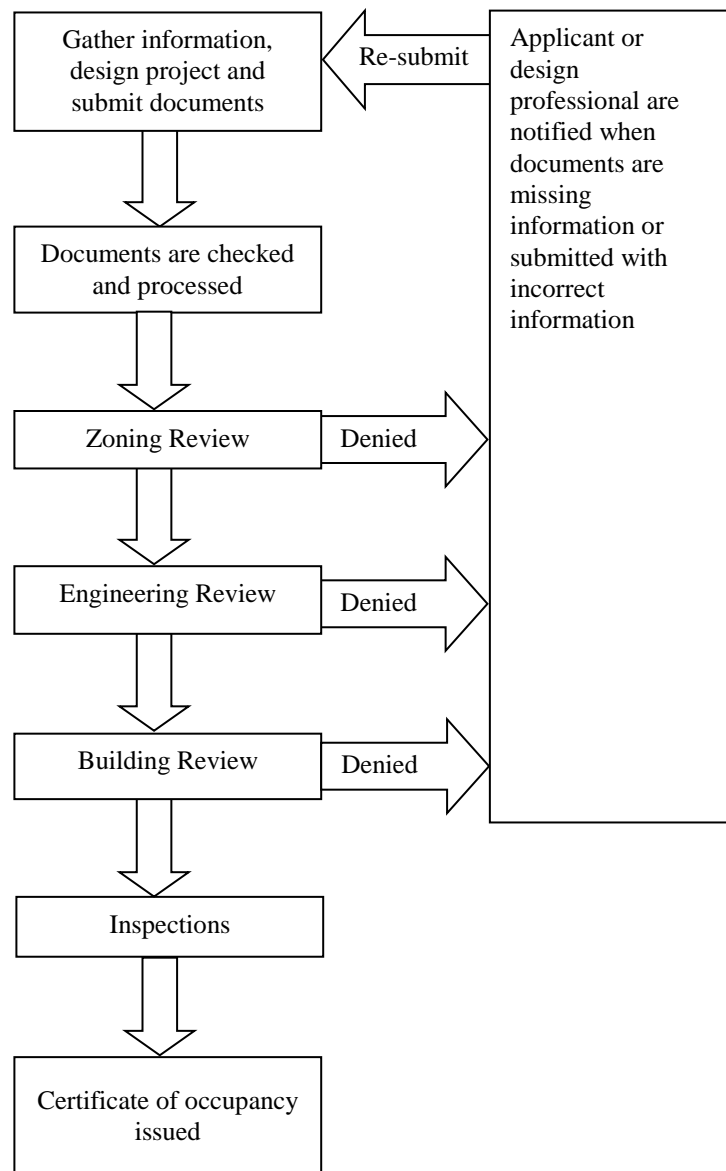
This packet only addresses single family dwelling construction, and serves as a guide to assist in the procedures and expectations of the City. It does not include subdivision or homeowner association specific requirements.

The City of Warrenville’s Building Division staff is available to assist you with questions that may arise in your project. A contact list is provided on page 19 for your reference.

## TOP 10 PERMIT REVIEW HOLD UPS

- No. 1  
Not providing a plat of survey or site plan
- No. 2  
Not providing detailed heights and locations of structures for zoning submittals
- No. 3  
Incomplete permit application
- No. 4  
Not providing a complete contractor list
- No. 5  
Not providing legible plans that are drawn to scale
- No. 6  
Incomplete plans (missing detailed electrical, plumbing, and/or ventilation submittals)
- No. 7  
Not providing detailed plans with existing conditions and/or a demolition plan
- No. 8  
Not providing complete detailed measurements on the plans
- No. 9  
Lack of drawing details for wall elevations, flashing connections, fire blocking, special connections.
- No. 10  
Not providing the manufacture's cut sheets and/or installation requirements

## Permit Application Permit Flowchart



## Planning and Zoning

Warrenville consists of six residential zoned-districts and eight commercial-zoned districts. To determine the zoning of your lot, reference the City of Warrenville zoning map available at the Community Development Department or at [warrenville.il.us](http://warrenville.il.us). Staff can also provide such information over the phone if given an address or tax property identification number (PIN).

### **R-1 Low-Density Single Family Residential District**

Purpose: To encourage the orderly transition of land from agricultural use and to provide areas well suited by virtue of location and topography to meet demand for single family detached dwellings on large lots where minimum community services may be appropriate.

### **R-1A Low Density/Semi-Urban Single Family Residential District**

Purpose: To encourage an orderly transition between larger lot, rural, septic and well residential areas and more intense urban uses by providing areas for detached single family dwellings on

larger lots where a complete range of public services (i.e., City sewer and water, sidewalk, street lights, concrete curb and gutter, etc.) may be required.

**R-2 Medium-Low-Density Single Family Residential District**

Purpose: To provide areas for a single family detached residential environment characterized by medium-large sized lots where a range of public services may be required.

**R-3 Medium-Density Single Family Residential District**

Purpose: To provide areas for a single family detached residential environment characterized by medium-sized lots where a complete range of public services is required.

**R-4 Medium-High-Density Single Family Residential District**

Purpose: To provide areas for a single family detached residential environment characterized by medium-small-sized lots where a complete range of public services is required.

**R-5 High-Density Single Family Residential District**

Purpose: To provide areas for a single family detached residential environment characterized by small-sized lots where a complete range of public services is required.

**Residential District Requirements (Based on TABLE 4A):**

	<u>R-1</u>	<u>R-1A</u>	<u>R-2</u>	<u>R-3</u>	<u>R-4</u>	<u>R-5</u>
Minimum lot area <sup>a, j</sup> per dwelling unit per square foot	40,000 sf	30,000 sf	18,000 sf	14,000 sf	10,000 sf	7,000 sf
Minimum lot width <sup>a, n, j</sup>	140'	125'	90'	75'	60'	50'
Minimum front or corner side yard <sup>m, p</sup>	40'	40'	40'	35'	35'	30'(l)
Minimum interior side yard <sup>f, o</sup>	20'	20'	12.5'	10'	7.5'	5'
Minimum rear yard	60'	60'	60'	40'	35'	30'
Minimum ground floor area per dwelling one story buildings / Multi-story buildings	1,400sf / 800 sf	1,400 sf / 800 sf	1,200 sf / 700 sf	1,200 sf / 650 sf	1,100 sf / 600 sf	1,000 sf / 550 sf
Maximum building height	35' <sup>i</sup>	35' <sup>i</sup>	34' <sup>i</sup>	33' <sup>i</sup>	32' <sup>i</sup>	32'
Maximum building height with bonus <sup>i</sup>	40'	40'	38'	35'	34'	N/A
Maximum Lot Coverage	<u>Lot Size</u>			<u>Max Lot Coverage</u>		
	≥ 30,000 sf.			18%		
	≥ 14,000 sf. and < 30,000 sf.			22%		
	≥ 10,000 sf. and < 14,000 sf.			26%		
	≥ 7,000 sf. and < 10,000 sf.			30%		
< 7,000 sf.			34%			

**Footnotes to Table 4A**

(a) For Single Family detached dwellings on newly created lots not served by public sewers, minimum lot area and width shall be 40,000 sf and 140 feet, respectively.

(f) Or 10% of the width of the lot, whichever is less.

(i) Height Bonus: An increase of both minimum required side yard setbacks (or both a side yard and a corner side yard setback on corner lots) of one foot more than the setback required under Table 4A, excluding footnote (f), allows six inches more of building height up to the maximum height as specified in Table 4A.

(j) Reserve/Flag lots, enabling access to interior areas of a parcel from a dedicated street only, may be permitted in accordance with the following:

- 1) All lots shall be a minimum of one acre, exclusive of the portion of the lot used as the reserve strip;
- 2) That each reserve strip providing access to a lot shall be not less than twenty feet in width;
- 3) That not more than three lots consisting of two reserve lots with reserve strips, each twenty feet in width, and one key lot with a frontage of not less than one hundred twenty-five feet wide along the dedicated street shall be permitted;
- 4) That all reserve lots shall be subdivided in accordance with the Subdivision Regulations; and
- 5) That where more than one reserve lot is created, the reserve strips, i.e., forty foot access to interior lots, shall be dedicated and marked as private easement or access to interior lots, with only one permitted entrance to the dedicated street for both reserve lots.

(l) If a corner lot, on a R-5 residence district cannot meet the requirements of Table 4-A corner side yard of not less than fifteen (feet, maintaining an interior side yard of five feet and a building width of no more than thirty feet is allowed.

(m) The building façade facing the Front Property Line shall contain a window(s) and/or egress doors containing a total rough opening area not less than 16 square feet.

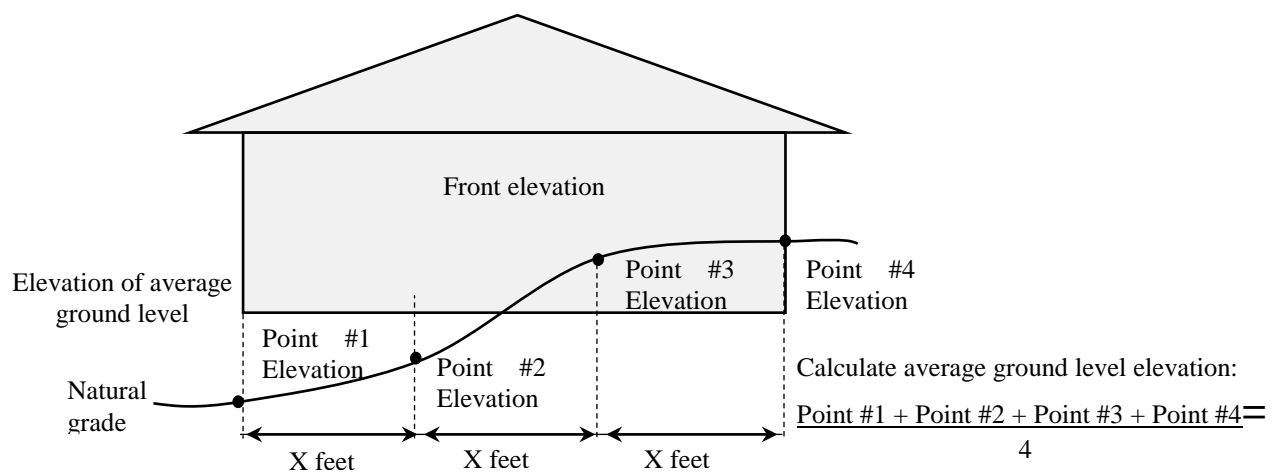
(n) Minimum lot width of corner lots in the R-3, R-4, R-5 and R-6 Districts shall be increased by 20% from the minimum dimensions outlined herein. The increase shall be required for any subdivision or re-subdivision resulting in the creation of a corner lot after September 1, 1995.

(o) Patio Door/French Door access to detached single family residential structures shall not face Interior Side Property Lines unless said door is setback a minimum of 15 feet from the Interior Side Property Line.

(p) In any Single-Family Residential District where 50 percent or more of the frontage of a block has been developed with buildings, the minimum front or corner side yard shall be the lesser of 50 feet or the mean average of the existing actual front yards on the block.

### Determining Building Height

Maximum height of building for zoning compliance indicated in Table 4A is measured from the average grade level, as illustrated below, to the highest peak of the roof.



**Permitted Obstructions of Required Yards (based on Table 10B) <sup>b</sup>**

Projection or Accessory Use	Front Yard	Rear Yard	Interior Side Yard	Corner Side Yard	Court Yard	Maximum Interior Encroachment
Arbors & trellises	P	P	P	P	P	-
Awnings & canopies	P	P	P	P	P	3 feet
Balconies, open	P	P	-	-	P	4 feet
Bay windows	P	P	-	-	P	3 feet
Chimneys, attached	P	P	P	P	P	2 feet
Cornices, sills	P	P	P	P	P	1.5 feet
Deck/patio, enclosed and attached to principal building	-	P	-	-	-	10 feet
Deck/patio/pergola, open and detached from principal building <sup>d</sup>		-	P	-	-	-
Deck/patio/gazebo, enclosed and detached from principal building	-	P	-	-	-	15 feet
Deck/patio/porch/breezeway/pergola open and attached to principal building <sup>d</sup>	P	P	-	P	-	10 feet
Drives, internal circulation	P	P	P	P	P	-
Eaves & gutters	P	P	P	P	P	2 feet
Fences, hedges, walls	P	P	P	P	P	-
Garages or carports <sup>b</sup>	-	P	P	-	-	
Air conditioning condenser	P	P	-	P	P	6 feet
Porches/breezeways, open <sup>a, d</sup>	P	P	-	P	-	10 feet
Sheds & storage buildings <sup>b</sup>	-	P	-	-	-	-
Stairways, steps, stoops <sup>e</sup>	P	P	P	P	P	3 feet
Window wells <sup>e</sup>	P	P	P	P	P	3 feet

P = Permitted

[a] See separate regulations herein

[b] Subject to requirements of Zoning Ordinance Table 10A: *Standards for Accessory Structures*

[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 cases where the required corner side setback is reduced to 15 feet per footnote [1] of Table 4A

[e] May not be located closer than ten feet to front and corner side lot lines and not closer than three feet to all other lot lines

## **Parking and Driveways**

### **Surfacing**

All open off-street parking and loading areas, and related vehicular access drives and aisles, including residential driveways and widenings thereof, shall be surfaced with either:

- A minimum of eight inches of aggregate (stone) base and two inches of bituminous (asphalt) or five inches of concrete reinforced with fiber mesh or wire mesh, or;
- Asphalt, concrete, brick, paving block, or similar dustless surface with a structural number of 2.5 in vehicular access and parking areas, and 2.8 in loading areas.

- Driveway aprons or sidewalk in the public right-of-way shall be seven inches thick Portland cement concrete with fiber mesh reinforcement, and have a minimum of two inches of aggregate base course.

### **Parking Setbacks**

The minimum setback for driveways in R-1, R-1A, R-2, and R-3 Zoning Districts is three feet from the property line, except where the access drive crosses the property line.

The minimum setback for driveways in R-4 and R-5 Zoning Districts is zero feet from the property line, except where the access drive crosses the property line.

### **Location of Parking Spaces**

Required off-street parking for all residential uses shall be provided on the same lot as the use served. Parking spaces within garages or carports and on driveways shall be counted as required spaces for such dwellings.

### **Minimum Required Number of Parking Spaces for Residential Dwellings**

1-Bedroom dwellings	Two
2-Bedroom dwellings	Three
All other dwellings	Four

### **Driveway Widths**

Minimum width measured at the property line is ten feet.

Maximum width measured at the property line: 24 feet but not more than 50% coverage of the required front yard.

Semi-circular driveways are permitted within residential zoning districts with the maximum driveway of 31 feet in cumulative width.

## **Soil and Erosion Sediment Control Requirements**

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 seven 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 use of a silt bag on the end of 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 gravel 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 seven days of top soil placement and final grading. Silt fence shall remain in place until a healthy stand of grass has been established.
9. A minimum of 4" of topsoil of final grade must be spread throughout the site and a healthy strand of grass must be established.

## **New Building Construction Site Plan/Plat of Survey Requirements**

1. **Building Permit Survey/Site Plan:** Two 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:** Two copies of a Spot/Foundation Survey shall be submitted for review and approval after the foundation has been placed, but before backfill inspection is 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. The Spot/Foundation Survey shall also indicate distance of foundation from front, rear, and side lot lines.
3. **Final As-Built/Grading Survey:** Two 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 a 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.

## **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 provided as a guide to aid in the development of a lot grading plan; however, it 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. The following general items are required:
  - 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
2. Tributary area map to the site (DuPage County two-foot topography) with runoff calculations are required to demonstrate there is adequate conveyance through site.
  3. Proposed building location, with distances from the building to the front, side, and rear property lines.
  4. 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 and must maintain a minimum of ten feet setback from front/corner side lot lines and three feet from other lot lines.
  5. Proposed top of foundation elevations. All foundation steps shall be shown, with the elevation and length of each section clearly stated.
  6. 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.
  7. Finished grade around the proposed building.
  8. Existing and proposed contours on the property and extending for 50 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.
  9. 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 = five inches 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.
  10. 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.
  11. 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.
  12. **The base flood elevation and distance to the nearest regulatory flood plain to which the site is tributary.** Reference shall be made to the Regulatory Flood Map number and effective date. All existing wetlands on or within one hundred feet of the property shall be shown. The Stormwater submittal for any development impacting the regulatory flood plain, wetlands, or the fifty foot wetland buffer (one hundred foot buffer for critical wetlands) shall be in the DuPage County tabular submittal format.



13. **The location and direction of downspouts.** Downspouts shall point to the front or rear of the lot, not towards the side yard, and the outlet shall be five feet from the property line.
14. **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 stone and shall be at least thirty feet from all buildings. The connection pipe shall be three-inch PVC.
15. **The proposed driveway location and width.** The typical pavement section of the driveway shall be shown on the plan. See Parking and Driveways on page 5 for pavement requirements.
16. **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.
17. **The location of and construction details for any proposed retaining walls.** Retaining walls over three feet 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.
18. Execution of a *Declaration of Stormwater Facility Maintenance Agreement and Covenant* 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, and must be recorded at the DuPage County Recorder's Office.

## **Water and Sewer Requirements**

### **Potable Water**

The water distribution system for any building intended or used for human habitation or occupancy shall contain and be supplied by potable water. For the purposes of this section all such buildings shall be deemed to have only one such water distribution system.

### **New Service Connections**

Before commencing the installation of any service pipe, the contractor or owner of the premises shall notify the Public Work Department (630-393-5753) at least twenty-four hours in advance of commencing such work.

No excavation performed in connection with such work shall be backfilled before the installation has been inspected and approved by a representative from the Public Works Department.

### **Tapping Water Mains**

Where a new service pipe requires the tapping of the water main, it shall be the responsibility of the person obtaining water service, and at their own expense, to provide proper excavation to the water main, make the tap-on, backfill and restore the street area to its original condition, install the shutoff box, and furnish all materials. If any of the aforesaid work does not conform to the standards of the City, the City may complete the work and bill the owner of the premises for the cost of completing the work.

1. The tapping saddle, at minimum, shall be epoxy coated ductile with two stainless steel bands. All stainless steel saddles are acceptable.
2. All repair clamps shall be full circle stainless steel.

3. Water services shall be Type “K” copper only with a minimum size of one-inch diameter.
4. Depth of bury for water services to be 5 feet, 6 inches (minimum) to 6 feet, 6 inches (maximum).

### **Shut-Off Boxes**

A water shut-off box (B-Box) is required for every service pipe by the City. The shut-off is required to be located in the public right-of-way and not within a driveway or sidewalk.

B-Boxes shall be of the arch pattern design with a telescoping one and one quarter-inch iron pipe upper section, pentagon nut access, enlarged base for one and one half inch roundways and larger.

### **Water Meters**

No water shall be supplied from the City system until a meter installed and ready for use. The water meter is provided to the permit holder upon procurement of the building permit.

1. Unless approved by the Deputy Director of Public Works all water meters shall be sized with a 5/8 inch orifice regardless of water service size. The contractor is responsible for installing the water meter and the wire for the outside register, which are supplied by the City. The water meter shall be installed **prior to rough in inspection and shall not be removed thereafter.**
2. The contractor is responsible for theft, loss, or other damage to the meter and wire from the day of pick-up to the day of final water inspection.
3. The water meter shall be installed in a location that is accessible for change out, and 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.
4. The water meter has an arrow indicating direction of flow. Do not install the meter backwards.
5. A ball valve shall be installed **before and after** the water meter.
6. A grounding strap shall be installed across the meter spread.
7. The wire for the outside register shall be run in conduit, the location of which is to be determined by the Water Department by calling 630-393-5753.
8. The contractor is responsible for the wire to have continuity.
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.

### **Cross-Connection Prohibited**

Connections between potable water systems and other systems or equipment containing water or other substances which may constitute a health hazard or source of pollution are prohibited except when and where approved cross-connection control devices are installed, tested and maintained to ensure proper operation on a continuing basis.

### **Turning Water On**

Prior to having the water supply turned on for the rough plumbing inspection, the permit holder or property owner is required to set up a water billing account with the City of Warrenville (630-393-5753).

### **Sewers**

Sanitary Sewer Engineering Standards

1. All sanitary sewer service pipe shall be SDR 26 ASTM D-2241 and fittings shall meet the requirements of ASTM D-3212 or equivalent.
2. Sanitary sewer services shall be a minimum of six inches in diameter.

3. When connecting to an existing manhole, the hole must be cored and a rubber gasketed coupling (boot) with stainless steel bands/retainers shall be per ASTM C-923. The bench shall be removed and re-poured, if necessary.
4. When connecting a new sanitary service to an existing sanitary sewer main without an existing wye, contact the Public Works Department (630-393-5753) to determine which one of the two following methods shall be used:
  - a. A section of the main shall be cut out to install a new wye. Connection between the existing sanitary sewer and the new wye shall be made with non-shear mission couplings with two stainless steel bands to a point where the coupling cannot shift.
  - b. Core the existing main and make the connection with an INSERTA TEE<sup>®</sup> connection or an approved equal.
5. No ground water will be allowed to enter the sanitary sewer during or after construction.

### **Separate Sewers**

A separate and independent building sewer shall be provided for every building.

### **Sewer Elevation**

All buildings shall be served by overhead sewer connections.

### **Conformance to Code**

The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench, shall all conform to the requirements of the Building and Plumbing Codes.

### **Tapping Sanitary Sewer Mains**

Where sanitary sewer service requires the tapping of sanitary sewers, it shall be the responsibility and expense of the person obtaining sanitary sewer service to provide proper excavating to the sanitary sewer, to backfill same, make the necessary connection to the sanitary sewer, and to restore the street area to its original condition, including repaving or any other restoration where necessary. When the sanitary sewer connection is made to the public sewer system of the City, the connection shall be made under the supervision of a representative from the Public Works Department.

### **Expenses Borne by Owner**

All costs and expenses incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

In the event the City incurs extraordinary or additional facilities costs beyond those normally and customarily required to provide sewerage service to the customer (e.g., oversized sewer mains, lift stations, additional treatment capacity, etc.), a tap-on surcharge shall be added to the minimum sewer connection charge and local facilities charge (see page 16 for surcharge fees). The City Engineer and City Council shall determine the appropriate amount of the tap-on surcharge to be charged the customer based upon: 1) the total amount of extraordinary or additional costs incurred by the city, and 2) an allocation of the extraordinary or additional City costs to each benefited customer property. The determination of the tap-on surcharge shall be recorded with the DuPage County recorder of deeds and shall identify the customer properties subject to the tap-on surcharge and the amount of the tap-on surcharge applicable to each such property.

### **Connections of Surface Runoff Water**

Roof downspouts, exterior foundation drains (sump-pump), and other sources of surface runoff or ground water are not allowed to be connected into a building sewer or building drain that is connected to a public sanitary sewer.

**Excavations and Restoration**

All excavations for water and building sewer installations shall be adequately guarded with barricades and lights so as to protect the public hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the City. If such work does not conform to the Building Code or this chapter, the city may complete the work and bill the occupant or owner of the premises, and the amount thereof shall be a lien against the premises to the same extent and with the same effect as delinquent water and sewer charges.

**Building Codes**

The City of Warrenville has adopted the following building codes, with amendments, for single family dwelling construction:

2015 International Energy Conservation Code®; available at: [codes.iccsafe.org/public/document/toc/545/](http://codes.iccsafe.org/public/document/toc/545/)

2015 International Residential Code®; available at: [codes.iccsafe.org/public/document/details/toc/553](http://codes.iccsafe.org/public/document/details/toc/553)

2014 National Electrical Code available at [www.nfpa.org/freeaccess](http://www.nfpa.org/freeaccess). Registration with NFPA is required.

2014 Illinois State Plumbing Code; available at: [ilga.gov/JCAR/Admin Code/077/07700890sections.html](http://ilga.gov/JCAR/Admin Code/077/07700890sections.html)

**Climatic and geographic design criteria based on IRC Table 301.2 (1)**

Ground Snow Load	Wind Design				Seismic Design Category
	Speed	Topographic effects	Special region	Wind-borne debris zone	
25 lbs./sq. ft.	115 mph	No	No	None	A

Subject To Damage From			Winter Design Temp	Ice Barrier Underlayment	Air Freeze Index	Mean Annual Temp
Weathering	Frost Line Depth	Termite				
Severe	42 inches	Moderate/Heavy	-4 F	Yes	2000	52 F

Flood hazard design requirements: Contact City Engineer for specific lot flood hazard

- Wood footings and foundation systems are not allowed.
- The use of concrete pier foundations for open porches and screen rooms that are covered by roof structures attached to the principal building are permitted only when such structure has been signed, sealed, and certified by a licensed Illinois architect or structural engineer as being sufficient to meet or exceed all applicable loading requirements of the residential building code.
- Concrete pier footing and foundation systems for conversion of open porches and screen rooms into habitable spaces is not permitted.

**Electrical Contractor Registration and Code Amendments**

An annual registration is required for electrical contractors working in the City of Warrenville. Contractors are required to submit a completed application form (page 25), a photocopy of an electrical license/registration from another Illinois municipality that proctors an electrical exam or an electrical contractor certification from the International Code Council, a \$5,000 surety bond, and a

registration fee of \$35.00. The above noted items must be submitted to the Community Development Department for approval.

The City of Warrenville adopted and enforces the 2014 National Electric Code® with the following amendments for residential electrical systems:

- Conductors shall be installed completely in EMT.
- All conductors for wiring shall be copper.
- 15 amp receptacles shall only be supplied by 14 AWG copper and 20 amp receptacles shall only be supplied by 12 AWG copper.
- Service entrance conductors are to be installed in rigid metal conduit or intermediate metal conduit. PVC is allowed for underground services provided no portion of the PVC is exposed or subject to physical damage.
- The service disconnecting means shall be installed in a *readily accessible* location at the utility meter or at a point not more than five feet from the utility meter.
- Conductors shall not be dependent device connections such as lamp-holders, receptacles, etc. wherein removal would interrupt the continuity. Conductor shall be looped or have a pigtail wiring connection to the device.
- Conductors terminated at receptacles or switches shall be under the screw of the device per the manufacturer's directions. Use of pressure connectors (backstabbing) is not be permitted.

## **Construction Site Requirements**

### **Construction Site Sign**

A temporary construction sign shall be posted not closer than one foot behind the property line where a new building is being constructed. The sign shall not exceed six square feet in area, nor five feet in height. The sign shall display the construction company name and telephone number, and the site address in at least three-inch letters and numbers. In addition, the sign shall also display the Building Permit.

### **Site Protection Required**

All demolition and construction, which involve trenching, excavation, and any other types of construction as deemed necessary by the Chief Code Official, shall have fencing installed around the entire perimeter of the construction site. All fencing shall be not less than four-foot high chain-link fence attached to driven posts, or installed on pedestals or stands fortified to resist wind loads. Fencing shall be installed at the start of any excavation or demolition, and be maintained and shall be removed when the structure(s) are completed and secured.

### **Waste Container**

All demolition, new construction, room additions and remodeling projects must have a dumpster or containers on site that are adequate in size for the containment and disposal of all job site refuse.

### **Temporary Access Drive**

A temporary access drive is required from the start of any excavation or demolition until prior to final grading. The access drive shall be placed anywhere vehicles drive upon the construction site or parkway. The access drive shall be constructed of a material such as gravel or woodchips that will provide a sufficient barrier to prevent soil from embedding into vehicle tires. In addition, the access drive shall provide a safe, clear and unobstructed pathway from the public property to the structure under construction in order to allow access for inspections.

### **Toilet Facilities Required**

At least one portable toilet facility complying with ANSI Z4.3 shall be provided at a new construction project site.

### **Construction Hours**

7:00 a.m. to 7:00 p.m. Monday through Friday

8:00 a.m. to 6:00 p.m. Saturday, Sunday, and Federal Holidays

### **Cargo Container Placement Permit**

Temporary membrane structures and cargo containers used to store construction equipment, materials, or relocated personal possessions may be placed on a private property not more than 30 days in a calendar year. The chief code official may extend the length of this time up to a maximum of 120 days for major construction projects. Temporary structures and containers cannot be located in required interior side or rear yard setbacks. A separate permit is required for temporary structures and containers.

### **Overweight / Oversize Vehicle Permit (Oxcart Permit System)**

The City requires overweight/oversize vehicles to secure a permit for the transport of these vehicles on city streets. The fee schedule for these permits is listed on page 17. Complete details can be found at: <http://il-warrenville.civicplus.com/DocumentCenter/View/4992>. Apply for this permit on line at [www.oxcartpermits.com](http://www.oxcartpermits.com).

### **Requirements for Final Certificate of Occupancy**

- The complete address, letters/numbers (example: 3S333 or 28W282) must be installed on the front of the house in minimum four-inch high letters/numbers of a contrasting color visible from the street.
- All carbon monoxide/smoke detectors must be installed and operational.
- All electrical systems must be completed and operational.
- All plumbing systems must be completed and operational.
- All HVAC systems must be completed and operational.
- Water meter and remote reader unit must be installed and operational.
- Sump pump must be installed and operational.
- Means of egress must be completed and comply with the applicable codes.
- Final approved "As Built" survey must be submitted in PDF or compatible digital format.
- Final grading, including established ground cover, must be approved before bond release.
- The property owner is required to execute and submit to the City of Warrenville a Declaration of Stormwater Facility Maintenance Agreement and Covenant for recording at the DuPage County Recorder of Deeds at the owner's expense. The agreement/covenant shall be recorded prior to issuance of a full, unconditional, Certificate of Occupancy. A copy of the standard Declaration of Stormwater Facility Maintenance Agreement and Covenant is available at [warrenville.il.us/DocumentCenter/View/6377](http://warrenville.il.us/DocumentCenter/View/6377) or at the Community Development Department.

### **Temporary Certificate of Occupancy**

Temporary Certificates of Occupancy are generally only issued for incomplete exterior requirements including landscaping or pavements due to cold weather conditions. In no event will a Temporary Certificate of Occupancy be issued until all life safety conditions are inspected and determined acceptable.

A \$1,200 grading bond will be required before issuance of a Temporary Certificate of Occupancy.

## **Inspections**

All building, electrical, plumbing and water/sewer inspections require 24-hour notice. To schedule any of these inspections, contact the Building Department at 630-393-9050 by 3:00 p.m. the day before the inspection. Please have the Building Permit number, address, and type of inspection when you call. Proposed order of inspections are as set forth below.

### **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 has been completed.

### **Foundation Elevation (Spot Survey)**

Immediately (no longer than 15 days) after the foundation has been poured, prior to framing, submit two 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.

### **Dry Well/Rain Garden/Best Management Practice (BMP)**

Before stone and soil have been placed.

### **Sewer and Water Service**

After pipes are laid, and tapped to the main, prior to backfill.

### **Slab**

Prior to pouring garage and basement floors.

### **Rough Framing**

Prior to installing any insulation and vapor barrier, after the rough framing is completed.

### **Rough Plumbing**

Prior to installing any insulation and vapor barrier, after the rough plumbing is completed. **City water meter must be installed for rough plumbing inspection.**

### **Rough Electric**

Prior to installing any insulation and vapor barrier, after the rough electric work is completed.

### **Vapor Barrier and Insulation**

After completion of fire-stop to all penetrations between floors and installing the insulation/vapor barrier, but prior to covering any interior ceiling and walls with gypsum board.

### **Driveway Base**

After gravel is compacted and forms are in place (for concrete) or edges are marked (for asphalt).

### **Blower Door Test**

Provide copy of blower door test results from a third party to the Building Department.

**Final Water**

The water meter must be installed, wire run from meter through conduit to outside of house so remote reader can be installed and sealed at time of the final inspection by inspector.

**Final Building, Electric, Plumbing**

All construction, electrical systems, and plumbing work must be completed and approved before issuance of Final Certificate of Occupancy.

**Site / Grading Final**

Final grading, "As Built" survey, and Stormwater Covenant Agreement must be submitted and approved before Final Certificate of Occupancy can be issued.

**Permit Fees**

<b>Plan Review Fee</b>	Area of Structure		Fee
	0 to 400 Square feet		\$ 30.00
	401 to 1,000 square feet		\$ 40.00
	1001 to 1599 square feet		\$ 50.00
	1600 to 2399 square feet		\$ 60.00
	2,400 to 3,000 square feet		\$ 70.00
	For each additional 1,000 square feet (or fraction thereof) of area 3,000 square feet, an additional \$2.00 shall be charged		
<b>Building Permit Fee</b>	\$6.00 per \$1000 (or fraction thereof) of total valuation with a minimum fee of \$30.00.		
<b>Electrical Permit Fee</b>	Permit issuance fee, required in addition to fees below		\$ 22.00
	New construction only		\$.05/sq.ft.
	Additions to existing structures are assessed as follows:		
	First 20 receptacle, switch, light or other outlets, each		\$ 1.00
	Each switch, light or other outlets over 20		\$ .65
	First 20 lighting fixtures or other lamp-holding devices		\$ 1.00
	Each lighting fixtures or other lamp-holding devices over 20		\$ .65
<b>Plumbing Permit Fee</b>	Permit issuance fee, required in addition to fees below		\$ 22.00
	Per each plumbing fixture or trap		\$ 8.75
	Per each water heater		\$ 11.00
	Per each gas outlet		\$ 5.50
	5/8-inch meter water meter		\$ 307.20
<b>Tapping Fees</b>	Diameter Of Domestic Water Service Pipe	Water Service Charges	Sanitary Sewer Service Charges
	1 inch service	\$1,000.00	\$1,000.00
	Water and Sewer Surcharge <sup>1</sup>	\$4,333.62	\$3,707.84
	<sup>1</sup> Fee shown is for 2017 and is subject to an annual price adjustment.		



<b>Stormwater Management fee</b>	1. For single-family residential developments not involving or impacting floodplain or wetland areas and exempt from best management practices and detention requirements	\$ 600.00		
	2. For single-family residential developments requiring detention or impacting floodplain or wetland areas up to one acre in size <b>plus</b> per acre for each additional acre or portion thereof	\$ 950.00		
		\$ 600.00		
	Recording fee charged when the City's stormwater management certification requires a declaration of stormwater facility maintenance agreement and covenant to be recorded against the applicant's property	\$ 50.00		
<b>Misc. Fees</b>	Cash bond, refunded upon approved final building inspection	\$ 400.00		
	Certificate of Occupancy	\$ 50.00		
	Cash bond, refunded upon final grading	\$1200.00		
<b>PERMITS FEES FOR OVERWEIGHT AND/OR OVER-DIMENSION VEHICLES</b>				
<b>Permit size</b>	<b>Size/Weight</b>	<b>Single Trip</b>	<b>Round Trip</b>	<b>Multiple</b>
<b>Weight (with load)</b>	Up to 100,000 pounds	\$50	\$75	\$150
	100,001 – 120,000	\$75	\$100	\$200
	120,001 – 150,000	\$100	\$125	\$200
	Over 150,000	\$100*	\$200*	\$200
<b>Width (with load)</b>	Up to 12'	\$25	\$40	\$75
	12'1" to 13'6"	\$50	\$75	\$100
	Over 13'6" wide	\$50*	\$75*	\$100
<b>Height (with load)</b>	13'6" to 14'6"	\$25	\$40	\$75
	Over 14'6"	\$50*	\$75	\$75
<b>Length (with load)</b>	Up to 100'	\$25	\$40	\$75
	Over 100'	\$50*	\$75*	\$75
*Plus necessary and appropriate administrative, engineering and road damage fees.				

## City Of Warrenville Policy for Sale of DuPage County Traffic Impact Fee Credits

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 area. Unless otherwise approved by the Warrenville City Council, the City will sell impact fee credits to qualifying projects for 80 cents on the dollar.

For example; 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 square foot 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 Division of Transportation. Once the DuPage County Division of Transportation calculates the required traffic impact fee for a specific project (typically within ten (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 Division of Transportation, 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:

[http://www.dupageco.org/edp/regulatory\\_services/1665/](http://www.dupageco.org/edp/regulatory_services/1665/).

### **Permit Submittal List**

To help us service you more efficiently, please submit the following items necessary for your permit:

1. Building Permit Application - completed, signed, and dated (page 27).
2. Approval letter from your local homeowners association, when applicable.
3. Electrical Contractors Registration – \$35.00 annual fee if not already paid, license, and bond (Page 24).
4. Plumbing Contractors current License and Letter of Intent (LOI).
5. Stormwater Management Certification Application - completed and signed (required for all single family dwellings and additions adding more than 2,500 square feet of new net impervious surface or disturbing more than 5,000 square feet of the site) (page 20).
6. DuPage County Traffic Impact Fee (page 17 for further information and fees).
7. Water Usage Billing Responsibility Form - completed and signed by both builder and owner (page 26).
8. DuPage County Health Department Form – for well sealing and septic crushing, if applicable Contact DuPage County for further information at 630-682-7979 or online [dupagehealth.org/water-sewage](http://dupagehealth.org/water-sewage).
9. Not less than three sets of plans stamped by an Illinois licensed design professional. Plans should be not less than 21 x 30 inches for new construction and 11x 17 for additions.

Submitted plans shall scale to ¼ inch = 1 foot and include:

- a) A coversheet with design professional's name, contact information, stamp, sheet index, revision box, site address, and space for not less than five 3"x 2" approval stamps.
- b) Project location map with north arrow.
- c) Plat of survey from an Illinois licensed surveyor.
- d) Site map drawn to scale with dimensions, including all proposed improvements (driveways, sidewalks, patios, window wells, air conditioning condenser, generator, etc.).
- e) Abbreviation and symbol key.
- f) Label the intended use of each room.
- g) Square footage of each floor, basement and garage.
- h) Foundation Plan and sectional elevations.
- i) Plan view of each floor and the roof, indicating load paths, joist, beam, and rafter orientation and dimensions. Indicate braced wall lines.
- j) Exterior elevation drawing of each side, indicating safety glazing where required per code.
- k) Architecture renderings must indicate top of foundation.
- l) Interior and exterior wall detail sections including frame, insulation, sheathing, moisture and air membrane, interior and exterior covering. Include portal wall bracing detail for garage door openings.
- m) Stair section for all stairs, including overhead clearances, hand rail locations, and return method.
- n) Electrical plan (may be included with floor plans). Provide bonding and grounding detail.

- o) Plumbing plans on separate sheet, including supply and waste/vent riser diagrams, material list, and fixture/drain waste unit calculations.
- p) Mechanical (HVAC) system drawing, including supply and return air vent location/sizes.
- q) Schedule sheet, including electrical load calculations, door and window schedule, and Manual J calculations.

## **Community Development Department Directory**

Phone 630-393-9050      Fax 630-393-1531

Community Development Director, Ronald Mentzer.....	630-393-9050
Senior Civil Engineer, Kristine Hocking.....	630-836-3066
Senior Planner, Natalia Domovessova.....	630-393-9050
Chief Code Official, Dale Engebretson.....	630-836-3026
Building Inspector, Eric Zimmerman.....	630-836-3034
Electrical Inspector, Peter Durst.....	630-393-9050
Electrical Inspector, Joe Ulaszek.....	630-393-9050
Plumbing Inspector, Joe Butler.....	630-393-9050
GIS Technician/Planner, Ginny McIntosh.....	630-393-9050
Building Department Administrative Assistant, Debra Swinden.....	630-393-9050

### **Warrenville Fire Protection District**

Fire Marshal.....	630-393-2175
Fire Administration.....	630-393-1381

### **Townships**

Winfield Township.....	630-231-3591
Naperville Township.....	630-355-2786

### **Du Page County Agencies**

Health Department.....	630-682-7400
Transportation Department.....	630-407-6900

### **Utilities and Other Services**

AT&T.....	800-244-4444
Comcast.....	866-594-1234
Commonwealth Edison.....	800-334-7661
JULIE.....	811
Nicor.....	800-642-6748
Waste Management.....	800-796-9696



	Name of Subcontractor	Address of Subcontractor	Contact Numbers of Subcontractors
<b>EXCAVATOR</b>			
Email address			
<b>CONCRETE</b>			
Email address			
<b>PLUMBER</b>			
Email address			
<b>ELECTRICIAN*</b>			
Email address			
<b>CARPENTER</b>			
Email address			
<b>MASON</b>			
Email address			
<b>HVAC</b>			
Email address			
<b>DRYWALL</b>			
Email address			
<b>INSULATION</b>			
Email address			
<b>LANDSCAPE</b>			
Email address			

\* Must be registered with the City of Warrenville. See attached registration form.





**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 8-8-3 of the City of Warrenville City Code.

DATE OF APPLICATION \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

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

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 \_\_\_\_\_

**PLEASE ATTACH COPY OF CURRENT LICENSE and SURETY BOND.**





**NEW CONSTRUCTION WATER USAGE BILLING RESPONSIBILITY**

Builder (Company Name) \_\_\_\_\_

Name (Company Representative) \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address \_\_\_\_\_

Address of New Construction \_\_\_\_\_

Owner Name \_\_\_\_\_

Phone # \_\_\_\_\_ Cell# \_\_\_\_\_

I \_\_\_\_\_ will be responsible for any water/sewer charges until:  
Print Full Name

Certificate of Occupancy

Closing Date

Both parties agree to billing. (Please initial) \_\_\_\_\_  
Builder Owner

Name, Address, and Phone Number for billing of permanent occupant.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address \_\_\_\_\_

**FAILURE TO COMPLETE ENTIRE FORM MAY RESULT IN PROCESSING DELAYS. FOR QUESTIONS PLEASE CALL 630-393-5753.**



# PERMIT APPLICATION FOR CONSTRUCTION OR USE



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

Permit No.   
 Received \_\_\_\_\_  
 Notified \_\_\_\_\_  
 Issued \_\_\_\_\_

Site Address including Unit # (Please Print) \_\_\_\_\_  
 \_\_\_\_\_

*Above area for office use only*

**Contact info, required for permit inquires**

Phone \_\_\_\_\_

Applicant Name \_\_\_\_\_ Text \_\_\_\_\_  
 Applicant Address \_\_\_\_\_ Email \_\_\_\_\_  
*(The Applicant is the contact person for the proposed project. All inquiries will be directed to the Applicant unless otherwise noted.)*

Property Owner Name \_\_\_\_\_ Email \_\_\_\_\_  
 Property Owner Address \_\_\_\_\_ Owner Phone \_\_\_\_\_  
 Tenant Name \_\_\_\_\_ Tenant Phone \_\_\_\_\_

**Description of 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	<b>VALUATION</b> (materials and labor) \$ _____
<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> DEMOLITION	

<b>General Contractor</b>	
Street Address _____	Email _____
City/State/Zip _____	Phone _____
<b>Electrical Contractor</b>	
Street Address _____	Email _____
City/State/Zip _____	Phone _____
<b>Plumbing Contractor</b>	
Street Address _____	Email _____
City/State/Zip _____	Phone _____
<b>Roofing Contractor</b>	
Street Address _____	Email _____
City/State/Zip _____	Phone _____

**CONTRACTOR REQUIREMENTS** Electrician: Warrenville 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.

<b>SIGNATURE OF APPLICANT</b>		<b>DATE</b>	
<b>PROPERTY OWNER SIGNATURE</b>		<b>DATE</b>	

*(required in lieu of signed contract)*

