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Willowbrook

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**NEW SINGLE FAMILY RESIDENTIAL CONSTRUCTION
(INCLUDES ADDITIONS)
INFORMATION AND CHECKLIST FOR BUILDING PERMIT**

(Revised 04/04/16)

When applying for a Building Permit for new construction of a Single Family home or an Addition to an existing single family home, please refer to the checklist itemized below for information regarding requirements and materials that must be submitted. In some cases, not all the materials listed below are required. If you are not sure, or if you have questions regarding any of the items listed, please call the Municipal Services Department, Building & Zoning Division at (630) 920-2240.

1. Submit Five (5) original copies of Architectural Plans Signed & Sealed by a State of Illinois Licensed Design Professional (e.g. Architect, Professional Engineer, etc.). (Number of plans applies to both initial and subsequent re-reviews.)
 - a) Drawings must include sufficient detail to verify full compliance with the following construction codes:
 - 2009 International Residential Code (W/ Local Amendments)
 - 2009 International Mechanical Code (W/ Local Amendments)
 - 2009 International Fuel Gas Code (W/ Local Amendments)
 - 2008 National Electric Code (NEC) (W/ Local Amendments)
 - 2014 Illinois State Plumbing Code (W/ Local Amendments)
 - 2015 Illinois Energy Conservation Code
 - b) Please refer to Title 4, Chapter 2 of the Village Code of the Village of Willowbrook for Amendments to these construction codes and other requirements. The Design Professional should be familiar with these Codes & Amendments. (<http://www.willowbrookil.org/>)
2. Submit Four (4) copies of the current Plat-of-Survey of the property for which the Permit Application is be submitted.
 - a) Survey must be prepared by a Land Surveyor Licensed by the State of Illinois;
 - b) Survey must include the existing principal structure, all accessory buildings and easements;
 - c) Survey must show the location of proposed building or addition and include dimensions from the proposed buildings to all lot lines;
 - d) For a new single family home, the proposed foundation location must be shown on the survey and the proposed top of foundation elevation indicated.

The Plat or Survey is important to determine that the proposed structure, or addition, will comply with all the applicable Title 9 Zoning Regulations.



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3. For new single family home construction, or an addition larger than 500 square feet, please refer to the Grading and Utility Plan Checklist for submittal of a grading plan. Four (4) copies of a Grading and Utility Plan that contains all of the information outlined in the attached checklist must be submitted. Note, if an "Easement" is required to be granted on this project, it shall be noted in the initial Plan Review, instructions for this process will be forwarded at your request.
4. Complete and submit the following Permit Application forms and information (available on our Website, <http://www.willowbrookil.org/>):
 - a. General Building Permit Application (can be completed by General Contractor or Property Owner) PLEASE NOTE: Property Owner's Signature is required.
 - b. Electrical Permit Application, including:
 - i. The Supervising Electrician's Signature required;
 - ii. Municipal Electrical license;
 - iii. *Certificate of Insurance (COI);
 - iv. \$10,000 Surety Bond
 - c. Plumbing Permit Application, including:
 - v. The Supervising Plumber's Signature required;
 - vi. A State of Illinois Plumbing License;
 - vii. A Notarized Letter of Intent
5. Any contractor listed on the Permit Application are required to submit a *COI which includes minimum coverage's as follows:
 - a. Public liability insurance for each person in the sum of \$100,000.00 and for each accident in the sum of \$300,000.00;
 - b. Property damage insurance in the amount of \$50,000.00 limited to not less than \$10,000.00 for each accident.

*** All COI's shall name "The Village of Willowbrook" at our current address as the Certificate holder.**
6. Sanitary Impact Fee: Submit copy of Sanitary Sewer Connection Permit from either the 'Flagg Creek Water Reclamation District' or the 'DuPage County Department of Public Works' for new construction or an addition larger than 500 square feet, indicating all applicable fees have be paid in full.
7. Roadway Impact Fee:
 - a. Submit copy of Illinois Department of Transportation (IDOT) or DuPage County Division of Transportation (DuDOT) Driveway Permit if roadway access is required to a state or county highway.
 - b. Submittal of a receipt verifying that the IDOT or DuDOT Roadway Impact Fee indicating all applicable fees have be paid in full for new construction is required.
8. Submit written verification of Approval by the DuPage County Health Department if a well and/or septic field is proposed or being eliminated from the property.
9. Submit DuPage County Stormwater Permit Application for new construction or an addition larger than 500 square feet of area on grade (copies of this application can be obtained from the Village of Willowbrook Municipal Services Department).
10. For all new SFR homes, a \$750.00 Plan Review deposit fee is required at time of submittal.
11. Note: This checklist is not all inclusive, other site specific requirements may apply.