

# VILLAGE OF DOWNERS GROVE

801 Burlington Avenue  
Downers Grove, IL 60515

## Submission For Project Review – General Information

### ACCESSORY STRUCTURES

The Permit Application Form is provided as the last page of this packet, please keep the other documents for your records. In certain cases there may be supplemental forms in this packet, which must also be completed and submitted.

If you have any questions call **(630) 434-5515**.

As part of the permit approval, your assigned project manager will identify which inspections are required. Please note that some documents may not be applicable to your project.

The Village's Current Building Codes sheet (Commercial or Residential) for an Accessory Structure are also attached. Codes must be listed on your drawings.

The Downers Grove Municipal Code will provide you with information for stormwater, water installs, right-of-ways, streets and amendments to the above list of codes. The easiest way to find this information is to go to the Downers Grove website at [www.downers.us](http://www.downers.us).

**When setting up all required inspections you may call 630-434-5529. Call this number ONLY for inspections.**

Other Agencies you may need to deal with are:

- |   |              |
|---|--------------|
| 1. Downers Grove Sanitary District                        | 630-969-0664 |
| 2. DuPage County Health Department                        | 630-969-7030 |
| 3. DuPage County Division of Transportation (Impact Fees) | 630-407-6674 |



**VILLAGE OF DOWNERS GROVE**  
**COMMUNITY DEVELOPMENT**  
801 Burlington Avenue  
Downers Grove, IL 60515  
630-434-5515  
[www.downers.us/permits](http://www.downers.us/permits)

## **CURRENT BUILDING CODES – EFFECTIVE as of 07/01/2019**

The Village of Downers Grove has adopted the following codes, and these codes, depending on whether project is commercial or residential, must be listed on your plans/drawings that you are submitting for permit:

### **Commercial and Multi-Family Construction**

- Current Downers Grove Zoning Ordinance
- Current Downers Grove Stormwater and Flood Plain Ordinance
- 2015 International Building Code with D.G. amendments
- 2014 National Electric Code with D.G. amendments
- Current State of Illinois Plumbing Code with D.G. amendments
- 2015 International Mechanical Code with D.G. amendments
- 2015 International Fuel Gas Code with D.G. amendments
- 2018 International Energy Conservation Code with D.G. amendments & State of Illinois amendments
- 2015 International Property Maintenance Code with D.G. amendments
- 2015 International Fire Code with D.G. amendments
- 2015 International Swimming Pool and Spa Code with D.G. amendments
- 2003 Life Safety Code – NFPA 101
- Current State of Illinois Accessibility Code

---

### **Residential Construction**

- Current Downers Grove Zoning Ordinance
- Current Downers Grove Stormwater and Flood Plain Ordinance
- 2015 International Residential Code with D.G. amendments
- 2014 National Electric Code with D.G. amendments
- Current State of Illinois Plumbing Code with DG amendments
- 2018 International Energy Conservation Code with D.G. amendments & State of Illinois amendments
- 2015 International Property Maintenance Code with D.G. amendments
- 2015 International Swimming Pool and Spa Code with D.G. amendments
- The Downers Grove Municipal Code will provide you with information for stormwater, water installs, right-of-ways, streets and amendments to the above list of codes. The easiest way to find this information is to go to the Downers Grove website at [www.downers.us](http://www.downers.us). Under the heading of Municipal Code, find the chapter you are looking for, i.e. Chapter 10 is Electrical. Click on the chapter heading, and you can find the amendments to the 2014 National Electrical Code.



**VILLAGE OF DOWNERS GROVE**  
**COMMUNITY DEVELOPMENT**  
 801 Burlington Avenue  
 Downers Grove, IL 60515  
 630-434-5515  
[www.downers.us/permits](http://www.downers.us/permits)

**DOCUMENT SUBMITTAL REQUIREMENTS FOR PERMIT REVIEWS**

This sheet is a helpful tool for your preparation of a permit submission. The list indicates the documents and number of copies needed for permit submission. Submitting all the requested documents as noted below will assist the Village in reviewing your submittal in a timely manner. Project Managers review your submittal, and will create, if needed, a separate review letter regarding outstanding documents/information needed to issue your permit. The Village is ready to help and answer your questions. So call us any time at the number above.

Description of Item	Residential			Commerical	
	New Single Family Home or Addition	Interior Residential Remodel	Detached Accessory (i.e. garage)	New Commerical or Addition	Interior Commercial
	<i>Number of sets, copies or plans required for submittal</i>				
Building Application Permit with Signatures (Owner & Applicant)	1	1	1	1	1
All Building drawings with: Appropriate building codes listed Title/Index page Structural Electrical Plumbing Carpentry Elevations Details & Specs Other	4	3	4	5	4
Mechanical Residential Manual J/S/duct layout Residential Whole House Mechanical Ventilation	2				
Energy Commercial Com-Check Residential (4 possible paths) Prescriptive UA Trade Off - ResCheck Simulated Performance - Compliance Report Energy Rating Index - Compliance Report	2 2 2			2	2
Plat of Survey	4		4	4	
Site Engineering Plans with Topography (required if over 1,500 square feet of disturbance)	5		5	5	
Alarm Plans (Separate permit application required)				4	4
Sprinkler Plans (Separate permit application required)				4	4
Hood & Duct Drawings (Separate permit application required)				4	4
Parking Plan (required for projects over 600 SF) (no larger than 11x17, plan should locate construction fencing, gate opening, silt fencing, tree protection, sidewalk barricades, contractor street parking, dumpster, and portable toilet)	1		2	2	
Certificate of Personal Notification to Adjacent Property Owners (Signatures required or copy of certified mailing receipts)	1		1	1	
Receipt of Rules Certificate (Signature required)	1		1	1	
Certificate of Insurance (General Contractor)	1		1	1	1
Current License (copy) for Electrician, Plumber & Roofer (may be submitted at a later date but before issuance of permit)	1	1	1	1	1

[All new single family homes, additions/remodels and accessory projects proposing 600 SF or more of gross floor area will require compliance with the Downers Grove Demolition / Site Maintenance Ordinance. \(Site Management Guidelines\)](#)

**THIS PAGE IS INTENTIONALLY BLANK**



VILLAGE OF DOWNERS GROVE  
 COMMUNITY DEVELOPMENT  
 801 Burlington Avenue  
 Downers Grove, IL 60515  
 Telephone: 630.434.5515 Fax: 630.434.6873

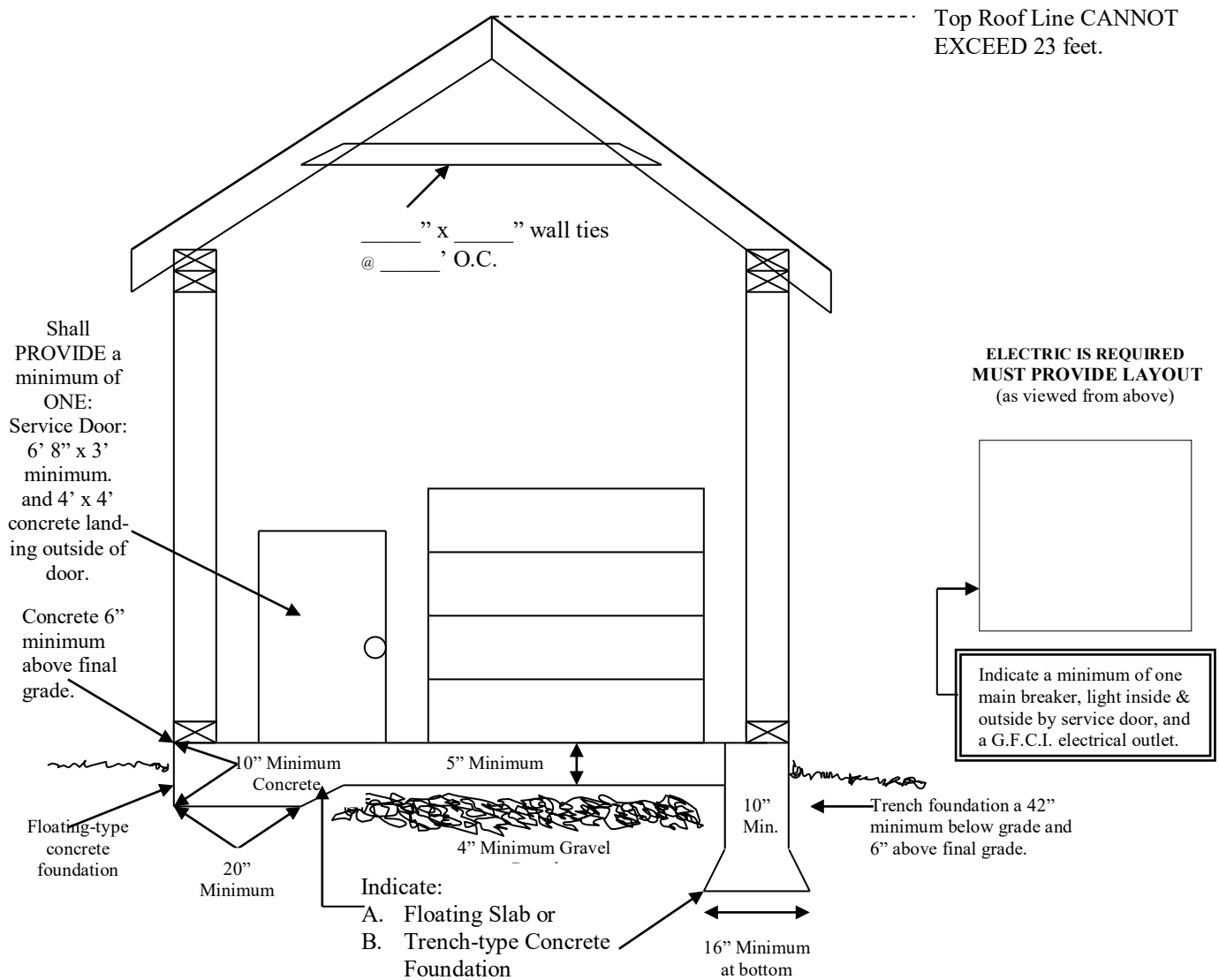
**One-Story Frame DETACHED GARAGE with  
 NO Second Floor or Storage Above**

(DO NOT USED THIS FORM IF STORAGE ABOVE – MUST SUBMIT COMPLETE PLANS.)

Address: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Building Size:</b>	<b>Length:</b>	<b>Type of Roof:</b>	<b>Hip</b>
	<b>Width:</b>		<b>Gable</b>
	<b>Height:</b>		<b>Other</b>
<b>Weight of Roofing:</b>		<b>If using TRUSS: Need two copies of the shop drawings supplied by the truss manufacturer. It shall be signed and sealed by a structural engineer or architect in the State of Illinois.</b>	
<b>Material:</b>			
<b>Roof underlayment:</b>			
<b>Roof rafters size:</b>	<b>X</b>		
<b>CIRCLE ONE:</b>	<b>16"O.C. 24"O.C.</b>		
<b>Grade &amp; Type:</b>			
<b>WALL FRAMING:</b>	<b>in. x in.</b>		
<b>CIRCLE ONE:</b>	<b>16"O.C. 24"O.C.</b>		
<b>TYPE OF WALL:</b>			
<b>Sheathing Optional:</b>		<b>Siding Type:</b>	
<b>Width of Garage Door Opening:</b>			
<b>Width of Main Entrance Door Opening:</b>			(Minimum 3'x6'8" in height)
<b>Also need 4'x4' minimum landing outside exit door.</b>			
<b>Size of garage door header:</b>	<b>in. x in.</b>		
<b>CIRCLE ONE:</b>			
<b>Grade &amp; type of door header:</b>	<b>Single</b>	<b>Double</b>	
<b>If STEEL, fitch plate to be used – SIZE:</b>			
<b>Size of WALL ties:</b>	<b>in. x in.</b>	<b>Circle one: 24"O.C. 36"O.C. 48"O.C.</b>	
<b>If existing house has main overhead power wires and the roof of garage is sloped at not less than 4" in 12", the minimum wire clearance for over the garage roof is 3 feet NO LESS.</b>			
<b>Type of Corner Bracing (circle one)</b>		<b>1"x4" @45 degrees</b>	<b>4"x8"x1/2" plywood at all corners</b>
<b>Note: ALL shaded areas must be filled in or circled by applicant. Make seven copies of this detail page and the diagram page. Please return for permit processing all forms and designated copies from the permit check list.</b>			
Page 1 of 2 (02/07) (Detached Garage (One-story with NO 2 <sup>nd</sup> Floor))			

# One-Story Frame DETACHED GARAGE with NO Second Floor or Storage Above



**MUST CIRCLE ONE OF THE LISTED TYPES (A) or (B) OF FOUNDATION TO BE USED:**

- A. Grade beam-floating slab construction permitted – consisting of a 5" CONCRETE floor on a minimum 4" of compacted crushed stone-sand and gravel poured monolithically with a minimum 10" tacked outer edge a width of 20" around perimeter of building, said 20" grade beam to be of equal depth and on undisturbed soil.**
- B. Trench foundation-combined foundation wall and footing is allowed provided it goes down a minimum of 3'-6" below grade and the bottom is flared to a minimum of 1'4". Wall width shall be wide enough to support wall above, but in no event less than 8" minimum width.**

August 2020

**Re: Electronic Construction Documents – Revision of Submission Requirements**

Dear Design Professional:

The Village of Downers Grove requires that all construction documents that are sealed by a licensed design professional be submitted in an electronic format in addition to a hard copy submission.

- **As of August 2020 electronic plans submitted to the Village MUST be in multi-page TIF format.** To comply with the State of Illinois document storage requirements, the drawings must be provided in a non-proprietary format (e.g., .proprietary formats include pdf, dwg and other file types specific to a vendor or software).
- In addition, the Village is also requesting that the revised version of the architectural and engineering plans incorporate all changes which occurred during the course of construction, be submitted **prior to the issuance of a Final Certificate of Occupancy**. A submission prior to the issuance of a permit will no longer be required. At this time, electronic submittals must be made by CD or DVD. *As-built engineering plans must still be submitted prior to the final inspection.*

Sincerely,

The Village of Downers Grove  
Community Development Department

**THIS PAGE IS INTENTIONALLY BLANK**





801 Burlington Avenue  
Downers Grove, IL  
60515

**PERMIT APPLICATION**  
Community Development Department  
630-434-5515  
www.downers.us/permits

Permit # \_\_\_\_\_  
office use only

**SELECT ALL TYPES OF PERMITS THAT APPLY FROM ONE OF THE FOLLOWING COLUMNS:**

**RESIDENTIAL:**

- Detached Garage
- Shed
- Gazebo / Pergola
- New Single Family Building
- Addition (increase in floor area)
- Remodel (interior work only)
- Demolition of Main Structure
- Deck/Porch
- Pool, Hot Tub, Spa
- Plumbing Only
- HVAC Only
- Home Elevator, Dumbwaiter
- Miscellaneous
  - Foundation Repair
  - Waterproofing
- Other

**COMMERCIAL:**

- Accessory Structure
- New Commercial Building
- Addition (increase in floor area)
- Remodel (interior work only)
- Demolition of Main Structure
- Demolition of Interior Only
- Deck/Porch/Balconies
- Plumbing Only
- HVAC Only
- Roof Only
- Elevator
- Cell Tower
- Permanent Sign
- Fire Alarm
- Sprinkler
- Hood/Duct - Suppression
- Hood/Duct - Construction

Name of Business Occupying the Space:

**SITE WORK:**

- Parking lot
- Lawn Irrigation
- Flatwork (check ALL projects)
  - Patio
  - Firepits/Outdoor Fireplaces
  - Steps
  - Stoops
  - Sport Courts
  - Private Sidewalks
- Site Work (check ALL projects)
  - Landscaping
  - Grading
  - Retaining / Seat Walls
  - Drywell
  - Underdrains
  - Rain Garden
  - Connection of sump pump to storm sewer
- Stormwater
- Public Improvements/Utilities

**SITE ADDRESS:** \_\_\_\_\_ **SUITE:** \_\_\_\_\_

Estimated Value of Work: \$ \_\_\_\_\_ Area: \_\_\_\_\_ s.f. of construction

Description of Work: \_\_\_\_\_  
\_\_\_\_\_

**PROPERTY OWNER INFORMATION (REQUIRED)**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**APPLICANT (CHECK ONE)**

- PROPERTY OWNER
- CONTRACTOR
- OTHER (i.e. Architect, Engineer, Tenant)

**Contractor /Sub Contractors Information Copy of current license required for all except General Contractor**

**GENERAL CONTRACTOR OR OTHER - Email required for inspection reports**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ELECTRICIAN**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PLUMBER**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ROOFER**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**FIRE ALARM**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SPRINKLER**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**REQUIRED SIGNATURES**

*Under Penalty of Intentional Misrepresentation and/or Perjury, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement(s) in compliance with all provisions of the applicable ordinances, rules and regulations of the Village and any other applicable governing bodies. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit(s) herein applied for. I hereby grant the Village, its employees and agents the temporary right to enter the property subject to this permit throughout the duration of the permit to complete any inspections as necessary to confirm compliance with all applicable ordinances, rules and regulations of the Village and other governing bodies. I hereby agree to hold the Village, its officers, employees, and agents harmless from any and all costs, damages, liabilities and attorney's fees which may occur or be claimed to occur by reasons of any work performed under this permit.*

*I agree to pay:*

- 1. Any and all fees, as referenced in the User Fee, License and Fine Schedule, latest edition.*
- 2. I agree to pay Run-off Storage Fees based upon the permitted project(s) watershed at the rate per square foot of new impervious as outlined below: Sawmill Creek \$0.464/sq ft, East Branch DuPage River \$0.565/sq ft, and Salt Creek \$0.71/ sq ft.*
- 3. Fees for outside consultants that the Village may elect to utilize to perform all or portions of the stormwater management review. These fees will be collected regardless if the permit is issued or canceled.*

\_\_\_\_\_  
Applicant Signature (if other than Property Owner)

\_\_\_\_\_  
Applicant Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (REQUIRED)

\_\_\_\_\_  
Property Owner Name (printed)

\_\_\_\_\_  
Date