

VILLAGE OF DOWNERS GROVE

801 Burlington Avenue
Downers Grove, IL 60515

Submission For Project Review – General Information

FLATWORK

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.

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.

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 |
| 4. Downers Grove Fire Prevention | 630-434-5983 |



www.downers.us

FLATWORK CHECKLIST

*Includes: patios, firepits, steps, stoops,
sport courts, & private sidewalks*

Village of Downers Grove
Community Development
801 Burlington Avenue
Downers Grove, IL 60515
630-434-5515

FLATWORK SUBMITTAL REQUIREMENTS:

1. Completed Permit Application
2. Two (2) Copies of Plat of Survey Showing the Following:
 - Existing Conditions - Show current conditions of site, including dimensions of relevant items to be modified as part of permit application.
 - Proposed conditions – Show proposed improvements on site including:
 - Location of proposed improvements
 - Dimensions of proposed improvements (length, width)
 - Material of proposed improvements (brick pavers, concrete, stamped concrete, etc.)
 - Setbacks - distance from property line(s) (*See Zoning Code Chapter 28 for requirements.*)
 - Change in impervious
 - Estimate the increase or decrease in impervious (paved surface). If the increase in impervious is over 700 square feet, refer to POST CONSTRUCTION BEST MANAGEMENT PRACTICES GUIDELINES handout. Change in impervious can done in one of two ways:
 1. Compare the overall site impervious before and after the project.
 - o Existing site impervious entire site = 1,500 square feet
 - o Proposed site impervious entire site = 1,650 square feet

Or

 2. Compare the project limits only. For example, a small patio exists, a larger patio is proposed.
 - o Existing patio = 110 square feet
 - o Proposed patio = 950 square feet
 - Note both existing and proposed impervious areas on your plat.

Additional Information, if Applicable, for Firepits, Steps & Stoops Below:

- Firepit
 - Fire pits must be at grade or above, no permanent recessed fire pits are permitted
 - Indicate setbacks from all structures including fences, buildings, or dense brush
- Steps/Stoops
 - Note number of risers, riser height, tread depth, width of steps
 - Note size of landing
 - Indicate which direction door swings, if applicable
 - Indicate handrail, if applicable
- Electrical work
 - Refer to ELECTRIC handout

INSPECTIONS REQUIRED:

1. Pre-pour inspection: If a new stoop or steps are being constructed, a pre-pour inspection is required. Call 630-434-5529 at least 24 hours in advance to schedule.
2. Final Inspection: Upon completion of work and restoration, including grass growing to 70% coverage and sod placement for all areas in the right of way, schedule on-line at <http://www.downers.us/forms/schedule-inspection>.

VILLAGE OF DOWNERS GROVE
801 Burlington Avenue, Downers Grove, IL 60515
630-434-5515
- ELECTRICAL APPLICATION -

Date: _____

Permit Number: _____ - _____ - _____
(Office Use Only)

PRINT CLEARLY

PRINT CLEARLY

Site Address:	Pin #
Applicant:	Estimated Value of Construction: \$ _____
Applicant Address:	Phone: Fax:
Owner of Property (If different from Applicant):	Phone Day: () Evening: ()
Owner Address (Post office boxes not accepted):	Applicant Email for review submission:

DESCRIPTION OF PROPOSED DEVELOPMENT: _____

Electrician: [A copy of Electric License is required]

Last Name _____, First Name _____
 Business Name _____
 Business Phone _____, Business Fax _____
 Business Address _____ City _____ State _____ Zip Code _____

Electrical Schedule: All Services and Branch Circuits to be Copper

Capacity: _____ Type: _____
 Amps: _____ Phases: _____ Wire: _____ Volts: _____
 With Service Wire Size(s): _____ Number of Sets: _____

(Only indicate on the chart below NEW devices to be installed or relocated.)

	Light Fixtures	Duplex & Other Outlets	Switches	Furnaces / Heaters	Motors*		
					Number	H.P.	Total H.P.
Basement							
Grade Level							
Level							
Level							
Level							
Level							

* Given total horsepower, if several motors on the same level.

Electrical Fee (0101) _____

Signature: _____

Plan Review Fee (0116) _____

Date: _____

TOTAL \$ _____

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Summary of Major Stormwater Ordinance Changes Effective January 1, 2019

Residential Stormwater Storage

In addition to all other requirements, all New Single Family Residential Developments and Major Residential Additions shall provide residential stormwater storage according to the following table:

<u>NET NEW IMPERVIOUS AREA</u>	<u>STORAGE VOLUME REQUIRED</u>	<u>SUMP PUMP STORAGE VOLUME REQUIRED</u>
No change or reduction	0 cubic feet	50 cubic feet
1 to 699 square feet	100 cubic feet	50 cubic feet
700 to 999 square feet	150 cubic feet + required PCBMP storage volume	50 cubic feet
1,000 to 1,999 square feet	200 cubic feet + required PCBMP storage volume	50 cubic feet
2,000 square feet or more	250 cubic feet + required PCBMP storage volume	50 cubic feet

General Development Changes:

- All piped discharge (sump pumps and downspouts) shall be directed towards the right-of-way to the extent site topography allows, unless otherwise approved by the Stormwater Administrator.
- The surface of stripped areas shall be permanently or temporarily protected from soil erosion within seven (7) days after final grade is reached. Stripped areas that will remain undisturbed for more than seven (7) days after initial disturbance shall be protected from erosion.
- Any discharge that results in standing water for a period of more than seventy-two (72) hours, causes the formation of ice and/or the creation of any other hazardous or unsafe condition will require mitigation. If mitigation includes connection to a stormwater system, storage will be required in the amount of twenty-five percent (25%) of the volume required in Section 26.1001 for the impervious footprint of the home. It shall also meet all other requirements contained in Section 26.1001, except for the required pollutant control.

Post Construction Best Management Practices (PCBMP) Changes:

- Prior to any other on-site construction or demolition, a construction fence must be installed around the perimeter of the PCBMP and shown on the site plan.
- PCMPs must:
 - Be located at least 10 feet from all buildings that include a basement or crawl space, including those on adjacent properties
 - Be located at least 5 feet from all property lines
 - Include a piped overflow connection to the Village’s stormwater management system (ditch or storm sewer), unless otherwise approved by the Stormwater Administrator

New Definitions:

- *Major Residential Addition:* An addition to an existing detached or attached dwelling unit that expands the footprint of the dwelling by 400 sq. ft or more, excluding front porches, stoops, decks and patios.
- *New Single Family Residential Development:* A development of an attached or detached dwelling unit.
- *Residential Stormwater Storage:* A system constructed to temporarily store stormwater for New Single Family Residential Developments and Major Residential Additions.

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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