



**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:<br>Appropriate building codes listed<br>Title/Index page<br>Structural<br>Electrical<br>Plumbing<br>Carpentry<br>Elevations<br>Details & Specs<br>Other                                                             | 4                                                             | 3                            | 4                                | 5                          | 4                   |
| Mechanical<br>Residential Manual J/S/duct layout<br>Residential Whole House Mechanical Ventilation                                                                                                                                              | 2                                                             |                              |                                  |                            |                     |
| Energy<br>Commercial Com-Check<br>Residential (4 possible paths)<br>Prescriptive<br>UA Trade Off - ResCheck<br>Simulated Performance - Compliance Report<br>Energy Rating Index - Compliance Report                                             | 2<br>2<br>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)<br>(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. \(Site Management Guidelines\)](#)