



R E S I D E N T I A L

PERMIT APPLICATION CHECKLIST

NEW CONSTRUCTION

- Building Permit Application
- Contractor Sheet (all information must be completed prior to issuance of the permit)
- Right-of-Way Permit Application
- 2 copies of Plat of Survey – existing conditions
- Plan Review Fee
- 2 copies Plat of Survey showing proposed bldg footprint and all setbacks with all dimensions to scale (on Plat)
- 4 Sets of Stamped and Sealed Architectural Construction Plans
- 6 Sets of Engineering Plans
- Engineer's cost estimate of public improvements
- 3 copies of topographic survey – existing conditions
- Soil Analysis (minimum of 2 borings per lot)
- Salt Creek Sanitary District Permit – copy of paid receipt
- DuPage County Impact Fee – copy of paid receipt
- If property was on well / septic provide signoff from DuPage County Health Department

For Office Use Only
For New Construction

- See Building Dept. for Address
- Is there a recapture fee?
- Has the address letter been mailed?
- Is this a subdivision? If so see the Community Development Director for Plan to Subdivision and Ordinance

Plan Review Valuations:	Fee:
\$50 to \$5,000	\$30.00
\$5,001 to \$25,000	\$45.00
\$25,001 to \$50,000	\$80.00
\$50,001 to \$75,000	\$100.00
\$75,001 to \$100,000	\$125.00
\$100,001 to \$200,000	\$210.00
\$200,001 to \$300,000	\$380.00
\$300,001 to \$500,000	\$470.00
\$500,001 and up	\$470.00 plus \$2.50 per 1000

For more information,
 please scan the QR Code below:



FOR ENGINEERING REQUIREMENTS
Contact the Engineering Division at
630-834-8505