



25 East State Street, North Aurora, IL 60542  
P: 630.897.1457 F: 630.897.0269  
www.northaurora.org

## SINGLE-FAMILY HOME PACKET

**Please note:** Building permits will not be processed and issued if the submittals are not complete and accompanied with the required paperwork. Please check for the following items - prior to submittal and application for permit.

### Submittal Documents:

- Permit Application
- Plat of Survey (with site plan included)
- Two (2) sets of house plans
- Two (2) sets of truss certifications / truss layout (if applicable)
- Two (2) energy compliance reports (prescriptive or performance)
- "Letter of Intent" for plumbing work
- FOX METRO W.R.D. – Permit (paid receipt)
- K.D.O.T. – Road Improvement Impact Fee (paid receipt)
- Deposit Payment (\$100)

### **ALL PLUMBING WORK MUST BE COMPLETED BY A LICENSED PLUMBER:**

Public Act 094-0132;225 ILCS 320/37 from Ch. 111, par. 1135.

A letter of intent shall be included with all permit applications including plumbing. The letter of intent shall be written on the licensed plumber of record's business stationary and shall include the license holder's signature. If the license holder is incorporated, the license holder's corporate seal must be included. If the license holder is not incorporated, the signature on the letter must be notarized.

### **EXCEPTION:**

If plumbing is part of your project; as a new homeowner, you may do it yourself if it is your permanent residence. However, you are still required to submit a letter of intent stating that you "the homeowner" will be installing the plumbing for this new home. Please be sure the plumbing work complies with State of Illinois code requirements prior to contacting us for any plumbing inspections.



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## APPLICATION FOR BUILDING PERMIT

**Please Note: All new construction and commercial remodeling/build-outs must have a Fox Metro Sanitary Connection Permit.**

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

Applicant: \_\_\_\_\_ Phone No: \_\_\_\_\_

Job Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Phase: \_\_\_\_\_ Unit: \_\_\_\_\_

Lot No. \_\_\_\_\_ Tax Parcel Number: \_\_\_\_\_

Township: Aurora \_\_\_\_\_ Batavia \_\_\_\_\_ Blackberry \_\_\_\_\_ Sugar Grove \_\_\_\_\_

Improvement Type: (below) \_\_\_\_\_ Property Use: \_\_\_\_\_

- |                         |                        |                          |                |
|-------------------------|------------------------|--------------------------|----------------|
| 1 - New Residential     | 2 - New Commercial     | 3 - New Multi-Family     | 4 - Demolition |
| 5 - Remodel Residential | 6 - Remodel Commercial | 7 - Remodel Multi-Family |                |
| 8 - Basement Remodel    | 9 - Deck/Gazebo        | 10 - Driveway            | 11 - Fence     |
| 12 - Garage             | 13 - Lawn Sprinklers   | 14 - Patio               | 15 - Shed      |
| 16 - Swimming Pool      | 17 - Re-Roof           | 18 - Siding              | 19 - Windows   |
| 20 - Other _____        |                        |                          |                |

Square Feet: \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ # of Bathrooms \_\_\_\_\_ Stories: \_\_\_\_\_ Garage \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

(Over)

\* Plumber's License # \_\_\_\_\_ Expiration Date \_\_\_\_\_  
(Required by the State of Illinois)

\* Electrician's License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

\* Roofers License # \_\_\_\_\_ Expiration Date \_\_\_\_\_  
(Required by the State of Illinois)

**Please Note: Copy of Electrician's, State Plumber's and Roofer's License required with ALL Applications doing plumbing, electrical or roofing work.**

Model: \_\_\_\_\_ Elevation: \_\_\_\_\_

Project Cost: \_\_\_\_\_ Retail Value at Completion: \_\_\_\_\_

\*\*\*\*Applicant must submit with this application, **2 copies** of the current plat of survey showing all existing improvements and showing the location of the proposed work drawn to scale. Unless reviewed by the Community Department.

Applicants must submit **2 copies** of the building plans, **4 copies** if commercial. Plans should include all views of the proposed work, including size, top view of all floors, foundation plan, electric and plumbing locations, cross sections, elevations, etc. We require **2 copies** of a site plan and **4 copies** of a site plan if commercial. Please include any additional drawings or details that may be necessary to show work.

Architects Seal (Illinois) required on all commercial, industrial, multi-family structures and on homes of 2000 square feet or more. **(Required by State of Illinois, Department of Professional Regulations).**

**Provide if applicable:** Flood plain, curb cut permit, parking plan, KDOT and IDOT permit and permits from Fox Metro Water Reclamation District and Kane County Department of Transportation Impact Fee.

I hereby certify that: I am the owner of record or the owner of record authorizes the proposed work, and I have been authorized to act in his/her behalf as the agent, I agree to conform to all the laws and Ordinances of the Village of North Aurora, Illinois.

Owner's **Printed** Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE**

Date Received/Submitted: \_\_\_\_\_ **Fox Metro** \_\_\_\_\_

Approved by: \_\_\_\_\_ Rejected by: \_\_\_\_\_

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

Fee: \_\_\_\_\_ Total: \_\_\_\_\_