
SINGLE-FAMILY HOME - PACKET

Please Note: Building permits will not be processed and issued if the submittal is incomplete. All required paperwork and documents shall be included at the time of permit submittal or the submittal will be rejected.

Please check for the following items - prior to submittal and application for permit.

Submittal Documents:

- Permit Application (including this checklist)
- List of Contractors working on the project
- Two (2) Plats of Survey, including the site plan
- Three (3) complete sets of house plans
- Three (3) complete sets of truss certifications & truss layout
- Three (3) energy compliance reports (prescriptive or performance)
- “Letter of Intent” for all plumbing work
- FOX METRO W.R.D. – Permit (paid receipt)
- K.D.O.T. – Kane County, Road Impact Fee (paid receipt)
- Deposit Payment - \$500.00 (the deposit will apply to the permit fee)

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 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. It is the homeowner’s responsibility to verify and confirm that all plumbing work is in strict compliance with the State of Illinois plumbing code requirements prior to contacting us for any plumbing inspections.



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

APPLICATION FOR PERMIT - SINGLE-FAMILY HOME

Permit Applicant: _____ Phone #: _____ E-Mail: _____

Job Address: _____ Subdivision: _____
 Parcel Index Number: _____ - _____ - _____ - _____ Lot #: _____
 Type of Building (circle one): Single-Family Home Two-Family Home (2 units) Townhome (3 or more units)
 Township (circle one): Aurora Batavia Blackberry Sugar Grove

Property Owner: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax #: _____ E-Mail: _____

of Garages: _____ # of Bedrooms: _____ # of Bathrooms: _____ # of Stories: _____

Project Cost: _____ Retail Value at Completion: _____ Square Feet: _____

Plumber's License # _____ Expiration Date: _____

Roofing License # _____ Expiration Date: _____

I hereby certify that the owner of record authorized the proposed work. I have been authorized to act on his / her behalf as the agent for this project. I agree to conform to all laws and Ordinances of the Village of North Aurora. It is the responsibility of the property owner to ensure that the proposed improvements are in accordance with all homeowner's association by-laws and property covenants.

Print Name: _____ **Company Name:** _____

Signed: _____ Date: _____

FOR OFFICE USE

Approved: _____ Denied: _____ Fox Metro Approval? YES or NO
 Date: _____ Date: _____ K.D.O.T. Approval? YES or NO
 Permit Fee: _____