



25 East State Street, North Aurora, IL 60542  
P: 630.897.1457 F: 630.897.0269  
Website: [www.northaurora.org/forms/](http://www.northaurora.org/forms/)  
Email: [cdinfo@northaurora.org](mailto:cdinfo@northaurora.org)

## NEW SINGLE-FAMILY HOME – APPLICATION

<b>Job Address:</b> _____	<b>Subdivision:</b> _____
<b>Parcel Index Number:</b> _____ - _____ - _____ - _____	<b>Lot #:</b> _____
<b>Type of Building (circle one):</b> Single-Family Home    Two-Family Home (2 units)    Townhome (3 or more units)	

**Permit Applicant:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

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

**Contractor:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

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

**E-Mail:** \_\_\_\_\_

<b># of Stories:</b> _____	<b># of Bedrooms:</b> _____	<b># of Bathrooms:</b> _____	<b># of Garages:</b> _____
<b>Project Cost:</b> _____	<b>Retail Value at Completion:</b> _____	<b>Square Feet:</b> _____	

**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:** \_\_\_\_\_

<b><u>FOR OFFICE USE</u></b>			
<i>Approved:</i> _____	<i>Denied:</i> _____	<i>Fox Metro Approval?</i>	<i>YES or NO</i>
<i>Date:</i> _____	<i>Date:</i> _____	<i>K.D.O.T. Approval?</i>	<i>YES or NO</i>
<b>Permit Fee:</b> _____			



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## NEW SINGLE-FAMILY HOME - SUBMITTAL CHECKLIST

**Please Note:**

Building permits will not be sent out for review until all documents required at the time of submittal are received. Building permits will not be issued until all items required before issuance are received.

**REQUIRED AT SUBMITTAL:**

- Permit Application (including this checklist)
- Two (2) copies of the site plan, including the plat of survey (to scale)
- Two (2) complete sets of house plans
- Two (2) complete sets of truss certifications & truss layout
- Two (2) energy compliance reports (performance)
- PDF of all submittal documents
- Deposit Payment - \$500.00 (the deposit will apply to the permit fee)

**REQUIRED BEFORE ISSUANCE:**

- List of Contractors working on the project
- Original “Letter of Intent” for all plumbing work (see below)
- FOX METRO W.R.D. – Permit (paid receipt)
- K.D.O.T. – Kane County, Road Impact Fee (paid receipt)

**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.