



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

## RESIDENTIAL BUILDING PERMIT APPLICATION

**Job Address:** \_\_\_\_\_

IMPROVEMENT TYPE (circle all that apply):			
Deck	Driveway	Electrical	Gazebo/Pergola
Patio	Plumbing	Pool/Hot Tub/Spa	Roofing
RPZ/Lawn Sprinklers	Siding	Shed	Solar Panels
Vehicle Charger	Walkway	Windows	Other _____

**Total Cost of Project (estimated):** \$ \_\_\_\_\_

### CONTACT INFORMATION:

**Permit Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Property Owner:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

### CONTRACTOR(S):

**General Contractor:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

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

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

**Plumbing Contractor:** \_\_\_\_\_ **Plumber's License #** \_\_\_\_\_

**Roofing Contractor:** \_\_\_\_\_ **Roofing License #** \_\_\_\_\_



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)

**Please Note:** The following items are required at the time of permit submittal. All required paperwork and documents must be included at the time of submittal or the submittal will not be accepted.

- ✓ Please submit **two (2) copies of the current plat of survey** showing the following:
  - All existing improvements
  - The location of the proposed work drawn to scale
  - The distance from the lot line(s) to the proposed building(s) and/or structure(s)
  - No building(s) or structure(s) are allowed in any easements (fences are allowed in some easements)
  
- ✓ Please also submit the following:
  - **Location worksheet** - must match the proposed distances and dimensions shown on plat of survey
  - **One (1) copy of the contract/proposal** - from the contractor performing the work
  - **Scope of work** – with construction details
  
- ✓ **Plumbing and Roofing Permits** require the following:
  - Copy of the State of Illinois plumbing or roofing license
  - Letter of Intent from the plumbing contractor (for all plumbing permits)
  - Letter of Intent from a licensed roofer (solar panel permits only)

*\*Homeowner Association:* 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.

\*\*If you are working on a structure built before 1978, contractors must be EPA Lead-Safe Certified. The Lead-Based Paint Renovation, Repair and Painting (RRP) rule is a federal regulatory program affecting anyone who disturbs painted surfaces where lead may be present. For more information about the program and certification, please visit [www.epa.gov/lead](http://www.epa.gov/lead) or contact the [Kane County Office of Community Reinvestment](http://www.kane-county.org) at 630.444.3027.

**Permit Review Time:** Please allow ten (10) working days for the permit applications to be reviewed and approved. The review time does not start until **all** required paperwork and documents are submitted.

**Permit Issuance:** A staff member will notify you when your permit is ready to be picked up and paid for.

**Fees:** Each permit fee is dependent on the type of project and is outlined in the project’s permit information sheet.

**Inspections:** The applicant is responsible for scheduling all required inspections, which are shown on the permit job card. The permit job card must be visible from the street during construction. Should an inspection fail, a \$100.00 re-inspection fee may apply and must be paid prior to scheduling the re-inspection.

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 on his/her behalf as the agent. I agree to conform to all applicable laws and ordinances of the Village of North Aurora.

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**FOR OFFICE USE**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

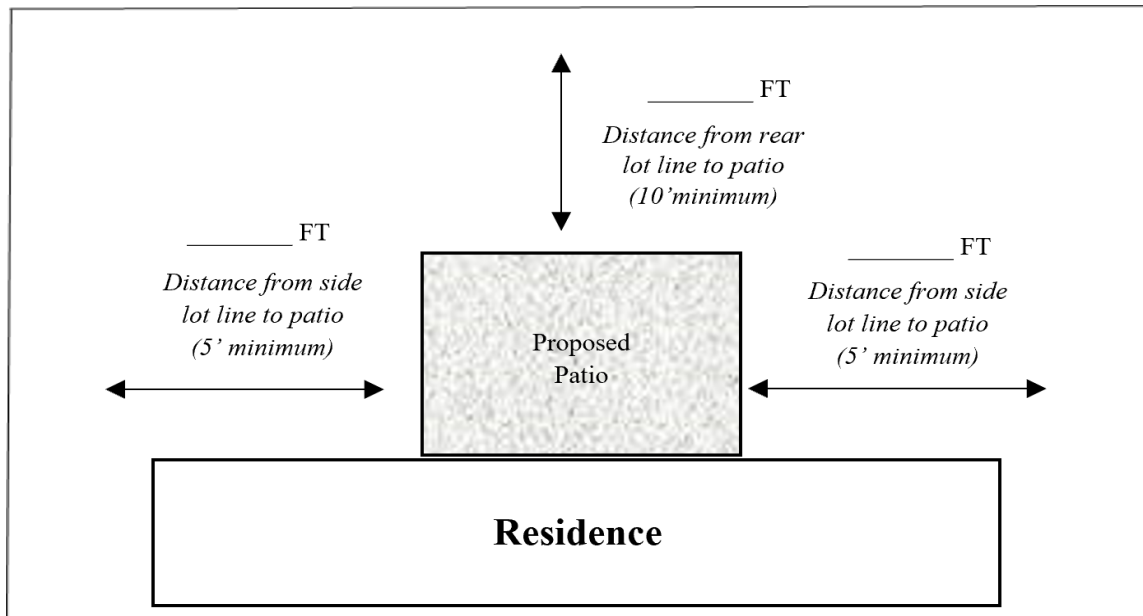
Total Fee: \$ \_\_\_\_\_

## PATIO - LOCATION WORKSHEET

<b>Type of Patio:</b> (circle one)	Concrete	Brick Pavers	
<b>Will a Gas Line be Installed?</b>	Yes	No	
<b>Is there a Permanent Fire Pit?</b>	Yes	No	<b>Type of Fire Pit:</b> Wood Gas

### Additional Submittal Requirements:

- Please indicate below - distances from each property line to the proposed patio.
- Please include the following on the Plat of Survey:
  - Location of the proposed patio and show the distances from each property line.
  - The path of all utilities (electric, gas, etc.) to the principal structure (if applicable).



### General Comments:

- Patios cannot be located in any easement, front yard, or corner side yard.
- Patios must be 10' from the rear lot line, 5' from interior side lot line, and shall not impede drainage.
- Stair Height: The maximum riser height should be 7 ¾ inches.
- Outdoor Fireplaces must be 10' from the rear lot line and shall not impede drainage.
- Fire Pits must be a minimum of 25' from any structure.
- If an approved container is added, the outdoor fireplace/ fire pit can be located 15' from any combustible material or structure.

**Fees:** *Patio* - \$75.00     *Gas Line Inspection* – additional \$75.00

**Inspections:** Pre-Pour Inspection (Concrete), Final Inspection (Paver), Gas Line Inspection