



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)

## 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 #** \_\_\_\_\_



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



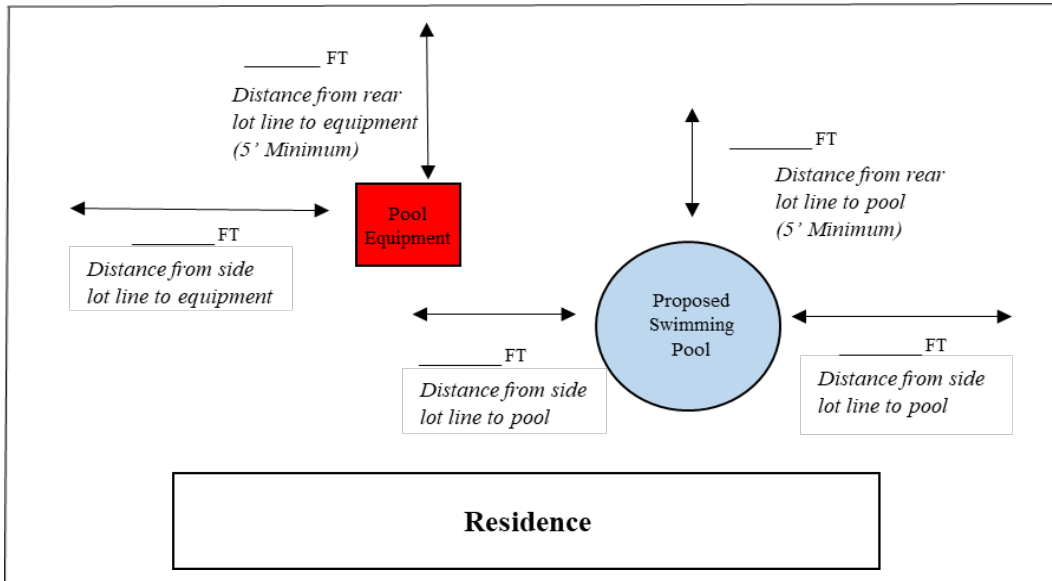
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## POOL - LOCATION WORKSHEET

<b>Type of Pool:</b> (circle one)	Above Ground Pool	In-Ground Pool
<b>Is this a Temporary/Seasonal Pool?</b>	Yes    No	<b>Gas Line?</b> Yes    No
<b>Does the property have an enclosed fence?</b>	Yes    No	<b>Height of Existing Fence</b> ____ FT

**Additional Submittal Requirements:**

- Please indicate below - the distances from the proposed pool and pool equipment to property lines.
- Submit detailed drawings of swimming pool and equipment (filter and heating).
- Please include the following on the Plat of Survey:
  - The path of all utilities (electric, gas, etc.) to the house (if applicable).



**General Comments:**

- Swimming pools/equipment cannot be located in any easement, front yard, or corner side yard.
- Swimming pools/equipment must meet the interior side yard setback requirements per zoning district (typically a minimum of 10') and must be 5' from the rear lot line.
- All in-ground pools are to be fenced (no less than 4' in height).
- Above ground pools are to be fenced if any portion of the pool is less than 4' above grade.
- Additional grading information may be required for in-ground pools.

**Fees:** *In-Ground Pool* - \$250.00    *Above Ground Pool* - \$175.00    *Temporary/Seasonal Pool* - \$75.00

**Inspections:** Trench Inspection, Gas Line Inspection, Pool Bonding Inspection, Final Inspection