



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

## SOLAR PANEL - PERMIT INFORMATION

**Circle One:** Residential      Non-Residential

**Type of Solar Product:** Solar Panels      Solar Shingles      Other

**Is the Solar Product and its Visible Structural Parts Monochromatic:** Yes      No

**Location of Solar Product:** Primary Building      Accessory Building      Both      Other \_\_\_\_\_

### Additional Submittal Requirements:

- Letter of Intent provided by a Licensed State of Illinois roofing contractor who will be responsible for the roof alterations.
- A copy of the applicable State Roofing License.
- Set of roof plans, showing locations of panels and equipment.
- Structural Calculations signed and sealed by a licensed structural engineer.
- Manufacturer specifications, indicating the color(s) of the panels and mounting equipment.



### General Comments:

- Solar panels shall be permitted on any roof in any zoning district as permitted accessory uses. Solar panels shall only be permitted on the roof of a building or structure, unless otherwise specified in the subject zoning district.
- Solar panels may be located on any roof plane. Solar panels shall be flush with the roof line when possible and shall not be elevated more than thirty (30) degrees off the roof pitch where it is attached or no more than five feet, whichever is less. Solar panels shall not extend beyond the roof line.
- Solar shingles may be located on any roof provided that they are incorporated into and made to appear as part of the roof, continuous in area without gaps, rectangular in shape and do not cause glare to reflect on to neighboring properties.
- All solar panels and the visible structural parts of a solar panel shall be monochromatic. No solar panel shall be artificially lighted.
- A building permit shall be required prior to erecting any solar panel. Mounting for such systems shall be in conformance with all electrical codes and building codes to ensure wind and weight loading requirements are met. Plans shall be stamped by a licensed structural engineer and by a qualified inspector for such installation.
- Solar collection systems shall maintain operable status and be kept in good aesthetic and structural condition.

**Fees:** Residential Solar - \$250.00      Non-Residential Solar - \$1,000.00

**Inspections:** Final Inspection