



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 (check 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 **one (1) copy 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 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 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: \_\_\_\_\_

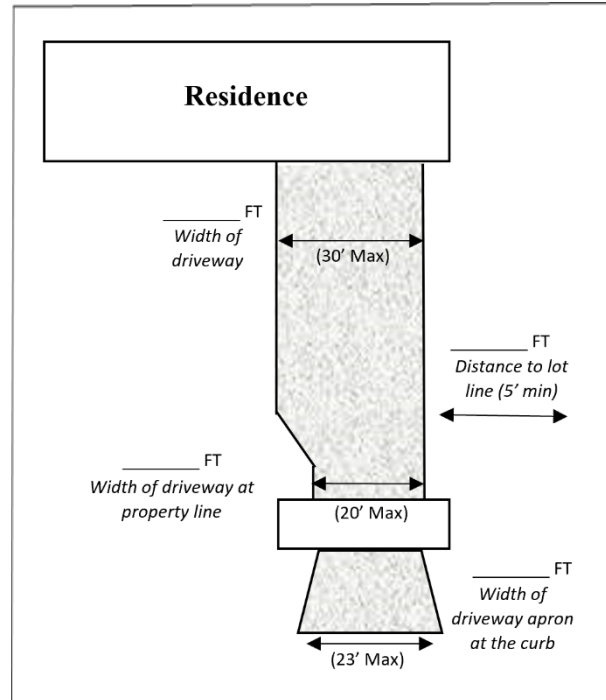
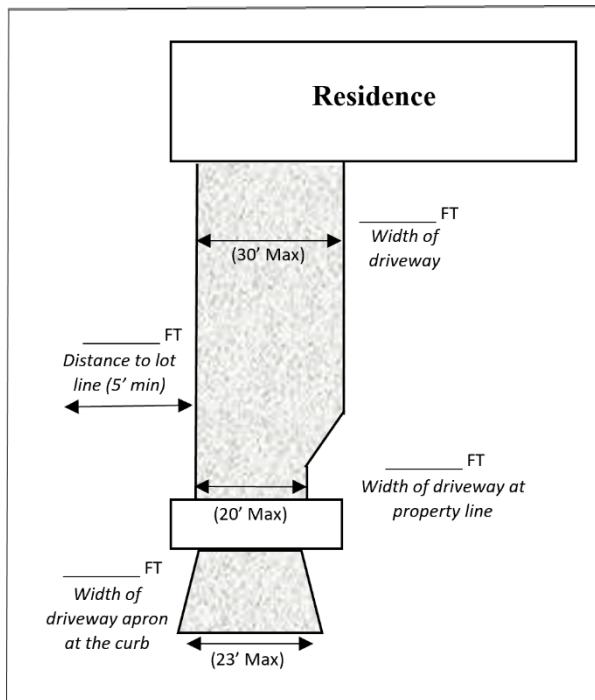
Total Fee: \$ \_\_\_\_\_

## DRIVEWAY - LOCATION WORKSHEET

<b>Type of Driveway:</b> (check one)	Concrete	Asphalt	Brick Pavers
<b>Is this a Remove and Replace?</b> (Same Size)	Yes	No	

### Additional Submittal Requirements:

- Please indicate below – the width of the driveway and the distance to the nearest property line.
- Please include the following on the Plat of Survey:
  - Highlight the proposed driveway and any driveway extension.
  - Indicate the distance to the nearest property line.



### General Comments:

- The driveway shall be setback no less than 5' from the nearest lateral property line.
- Driveways are not allowed in easements.
- The driveway width restrictions per Village code are:
  - 20' at the property line
  - 23' at the curb
  - 30' within the confines of the property
- Construction Standards can be found in [Title 17 - Chapter 13.8 - Design of off-street parking spaces](#).

**Fees:** Driveway - \$75.00

**Inspections:** Pre-Pour Inspection (Concrete & Asphalt), Final Inspection (Pavers)