



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

NEW SINGLE-FAMILY HOME – APPLICATION

Job Address: _____	Subdivision: _____
Parcel Index Number: _____ - _____ - _____	Lot #: _____
Type of Building: 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: _____

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

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:** _____

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



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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)
- One (1) copy of the site plan, including the plat of survey (to scale)
- One (1) complete set of house plans
- One (1) complete set of truss certifications & truss layout
- Energy compliance reports (performance)
- Product manuals and specifications (if applicable)
- 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.



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SINGLE FAMILY HOME – PLAN SUBMITTAL REQUIREMENTS

The following submittal requirements shall apply to new single-family home plans submitted for permit. Please discuss these local requirements with your design professional.

Architectural Requirements:

- Single-family plans shall be stamped by an architect registered in the State of Illinois.
- The architect's expiration date shall be part of the affixed stamp on the drawings.
- The project location (lot # / address) shall be affixed to the cover page/front page of the house plans.
- All of the applicable codes shall be noted on the cover page/front page of the house plans.
- "Flopped" or "Flipped" house plans are NOT acceptable.
- Upon completion of plan review and plan approval, at least one set of paper plans shall be submitted for "permit" stamping.
- The minimum size drawing sheet for all single-family home plans shall be at least 24" X 36".
- All digital and paper plans submitted for review shall be drawn to scale.
- The minimum required scale for all drawings shall be one-eighth inch per foot (1/8" per 1').
- If the plan set is not bound properly, every page shall be affixed with the architect's seal.
- Single-family home plans shall identify if the design is "prescriptive" or "performance". Designs outside of the prescriptive methods per the International Residential Code shall require the seal and signature of the registered design professional.

Site Plan & Zoning Requirements:

- Single-family home plans shall match the site plan submitted for review with all utilities marked.
- Single-family home plans and proposed site plans shall conform to the local zoning regulations.

State of Illinois Requirements:

- All new single-family homes shall be equipped with one EV-capable parking space.
- New single-family homes shall be compliant with the updated State of Illinois energy codes.

Additional Requirements:

- General Information: design criteria (wind bracing & structural loads), scaled dimensions, light & ventilation information, location of smoke and carbon monoxide detectors, egress opening requirements, staircase details, and the proposed address placard location.
- Foundation Information: soil bearing capacity, footing thickness and width, foundation wall thickness and height, foundation steel reinforcement (vertical and horizontal), foundation drainage, and damp proofing or waterproofing method.
- Framing Information: structural material (lumber, steel, etc.) descriptions, span dimensions (including cantilevers), sheathing materials, fastening and connection methods, vertical and lateral supports, structural bearing and point loading details, beam sizing, header details, wall sections, braced wall design details, and roof covering details.
- Mechanical Information: Manual S & Manual J documents, exhaust systems (including ducting details), and kitchen hood capacities (in CFMs), and provisions for whole-house ventilation.
- Electrical Information: location of electrical service panel (including panel schedule), electrical riser diagram providing grounding and bonding details, conductor type & sizing, conduit and raceway material, GFCI & AFCI locations and type, location of all receptacles & switches, and lighting controls per the newly adopted State of Illinois energy codes.
- Plumbing Information: pipe material types (including distribution piping), isometric details, water meter size, location of all fixtures, and Water Supply Fixture Unit (WSFU) calculations.