



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

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 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: \$ _____

ROOFING, SIDING & WINDOWS - PERMIT INFORMATION

Type of Project: (check all that apply)	Roofing	Siding	Windows
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Submittal Requirements:

Roofing:

- Permit Application
- Copy of the contract/proposal indicating ice and water shield will be installed
- Copy of State of Illinois Roofing License

Siding:

- Permit Application
- Copy of the contract/proposal

Windows:

- Permit Application
- Copy of contract/proposal
- Specifications including U-factor ratings (.30 or better)



General Comments:

- It is the owner's responsibility to install the roof, siding, or windows in strict accordance with all code requirements and manufacturer's specifications.
- All new windows are required to have a U-Factor (the rate at which a window or skylight conducts non-solar heat flow) of 0.30 or better.
- Based on winter conditions and freezing temperatures in this part of the country, ice and water shield is mandatory for compliance. The code requires installation of ice and water shield along the lower edges of the roof and the valleys. Measure 24 inches inside the exterior wall and project an imaginary line vertically up through the roof. This is how far up the ice and water shield must be installed to comply with the building code.
- Roofing, Siding, and Window permits can be issued over the counter.

Fees: Roofing - \$75.00 Siding - \$75.00 Windows - \$75.00

Inspections: Final Inspection