

RESIDENTIAL NEW **DWELLING**

Village of Sugar Grove

601 Heartland Drive, Sugar Grove, IL 60554
630-391-7220-phone 630-391-7245-fax
Monday – Friday 8:00 a.m. - 4:30 p.m.
permits@sugargroveil.gov

PLAN REVIEW

Please allow 10 (ten) working days for processing.

APPLICATION CHECKLIST

- a completed new building permit application listing all contractors
- 4 sets of architectural drawings signed & sealed by a registered architect licensed in the State of Illinois
- 4 copies of the site plan (in as built format, not mirrored, reversed, inverted or shown in any other form that doesn't specifically detail exactly how the structure is to be constructed, prepared by an Illinois Registered Professional Engineer or Surveyor and shall include the stamp, signature, date, license number, license expiration date and contain the information listed on the site plan checklist)
- AHRAE and res checks
- \$260 non-refundable deposit
- Fox Metro Water Reclamation District (630-892-4378) and Kane County Department of Transportation (630-584-1170) should be contacted for their requirements as well.

REQUIRED CONTRACTOR INFORMATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, the form can be obtained by calling 630-391-7221 or from the Village's website www.sugargroveil.gov

PERMIT FEE

The permit fee for new residential dwellings vary by subdivision, please contact the Building Division for fees specific to that subdivision. The deposit will be deducted from the total permit fee.

NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT, MAY INCUR A PENALTY FEE.

INSPECTIONS

Inspections may include:

- footing (soil test is required)
- backfill
- foundation spot survey (indicating record elevation of the top of foundation at the four corners and the proposed elevation, location of foundation with ties to the front, side and rear lot lines and accurate dimensions of foundations)
- sump pump connection
- underground plumbing
- radiant heat
- slab/concrete floors
- electric service
- rough plumbing, rough framing, electric and HVAC, fireblocking and house wrap
- insulation
- final plumbing
- final framing, electric and HVAC
- final water meter
- occupancy
- final approved as built grading survey

Please call 630-391-7221 to schedule an inspection. **PLEASE SCHEDULE THE INSPECTION THE DAY BEFORE YOU WANT IT BY 3:30 p.m.**



APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

APPLICANT INSTRUCTIONS: For all applications, complete Parts 1, 2, 3, 4 and 5 of this form. If electrical work, also complete Part 6. If plumbing work, complete also Part 7. If mechanical work, complete also Part 8. For other permits, complete also Part 9. Site Plan (Part 10) is to be shown on Page 4 or attached hereto.

App. Date:	Type Permit <input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Other <input type="checkbox"/>	Owner Applicant? Y <input type="checkbox"/> N <input type="checkbox"/>
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PROPERTY INFORMATION

Street Address	Apt.	Zip	Parcel Number
Subdivision	Lot Number	Parcel Type	<input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other

Owner Information

First Name	Last Name or Business Name & EMAIL ADDRESS		
Street Address	City	State	Zip
Phone Number	Cell Phone	Fax No.	

CONTRACTORS INFORMATION

	Contractor Name	Email Address	City	State	Zip
Applicant (not owner)					
Architect / Engineer					
General Contractor					
Excavation					
Concrete					
Carpentry					
Electrical					
Plumbing					
Sewer					
Mechanical					
Roofing					
Masonry					
Drywall or Lathing					
Insulation					
Paving					
Fire Sprinkler					

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant	Email	Phone No.
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Responsible Person in Charge of Work & Email	Phone No.
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Plumbing Permit Application					Plumbing Work Y <input type="checkbox"/> N <input type="checkbox"/>
Enter the Number of Fixtures Being Installed, Replaced or Repaired					
Tubs / Showers		Drinking Fountains		Back Flow Preventers	
Shower Stalls		Floor Drains		Water Pumps	
Lavatories		Water Heaters		Roof Openings	
Toilets		Water Softeners		Parking Lot Drains	
Urinals		Sewage Ejectors		Inside Downspouts	
Sinks		Sump Pumps		Swimming Pools	
Laundry Tubs		Grease Traps		Standpipes (Number of Heads)	
Dishwashers		Bidets		Fire Sprinklers (Number of Heads)	
Garbage Disposals				Lawn Sprinklers (Number of Heads)	
				Total Fixtures	
Public Water			Public Sewer		
Water Service Size		Water Meter Size		Average Daily Water Use (GPD)	
Utility Service Revisions:					
Est. Start		Est. Finish			

Number of Bedrooms:					
Mechanical Permit Application			Mechanical Work Y N		
Enter the Number of New or Replacements Units					
Forced Air Furnace		Incinerator		Air Handling Unit	
Unit Heater		Boiler		Heat Pump	
Gas / Oil Conversion		Coil Unit		Air Cleaner	
Space Heater		Window A/C Unit		Kitchen Exhaust Hood	
Gravity Furnace		Split System A/C		Kitchen Exhaust Hood	
Solid Fuel Appliance		A/C Comptessor		Electric Furnace	

Type of Heat (check one)					
Gas <input type="checkbox"/>	Oil <input type="checkbox"/>	Electric <input type="checkbox"/>	Wood <input type="checkbox"/>	Other <input type="checkbox"/>	
Est. Start		Est. Finish			

Other Permit Items	
Permit Type:	
Separate items(i.e. patio or deck):	
Est. Start	Total Est. Value

VILLAGE OF SUGAR GROVE
BUILDING PERMIT REVIEW CHECKLIST
SITE PLAN

Subdivision _____ Unit _____ Lot Number _____
Building Permit No. _____ Street Address _____
Preparer _____ Dated _____ Submittal No. _____ Rec. _____
Dated _____ Submittal No. _____ Rec. _____
Dated _____ Submittal No. _____ Rec. _____

X = Satisfactory No = Not Satisfactory N/A = Not Applicable

- _____ 1. P.E. Certification
- _____ 2. Proposed Top of Foundation Elevation(s)
- _____ 3. Proposed Lot Grading (1 Foot Contour Interval)
- _____ 4. Proposed Spot Elevations at Lot Corners and Peaks (Parkway Slope 2% Minimum, 8% Maximum)
- _____ 5. As-Built Top of Curb Elevations
- _____ 6. Adjacent Stormwater Management Facility H.W.L.
- _____ 7. Legal Description and All Recorded Lot Information
- _____ 8. Lot Square Footage and Building Square Footage
- _____ 9. Benchmark within 200 Feet of Lot, preferably Top of Hydrant
- _____ 10. Proposed Permanent Structures Do Not Encroach on Any Easements or Building Setback Lines
- _____ 11. Dimensions to Lot Lines
- _____ 12. Proposed Building Footprint with Dimensions
- _____ 13. Driveway Location (Width: 9' Min., 20' Max., 1' from Side Lot Line), Slope (1% Min., 10% Max.)
- _____ 14. Proposed Driveway and Approach Composition - Asphalt (Min. 6" AGG, 2" Bit)
- _____ 15. Proposed Driveway and Approach Composition - Concrete (Min. 4" AGG, 6" PCC in parkway; Min. 4" AGG, 4" PCC in private property)
- _____ 16. Proposed Public Sidewalk (Compliant with ADA Requirements where applicable)
- _____ 17. No Utility Structures in Paved Areas (i.e. Sidewalk, Bike Path, Driveways, etc.)
- _____ 18. Existing B-box and Proposed Service Line Location (B-box within 1' of R.O.W. or Easement, Not in Pavement)
- _____ 19. Existing Sewer Service Stub and Proposed Service Line Location
- _____ 20. Existing Sump Pump Service Stub and Proposed Service Line Location
- _____ 21. Village Utility Lines on or Adjacent to Property with As-Built Structure Locations, Rims and Inverts
- _____ 22. Titled "Site Plan"
- _____ 23. Adjacent Lot Status, i.e. Vacant, Site Plan Pending or Under Construction with Foundation Location and Elevation
- _____ 24. Proposed Parkway Tree(s) (1 Per Lot, 2 if Width > 75', 4' away from Sidewalk, 10' away from Driveways and Hydrants, 20' away from Street Lights)
- _____ 25. Drainage Direction Arrows
- _____ 26. Street Address

Approved: _____

Not Approved: _____

Date: _____

Date: _____