



112 N. Main Street
 Elburn, Illinois 60119
 (630) 365-5061
 E-Mail: building@elburn.il.us
 Website: www.elburn.il.us

Village of Elburn

APPLICATION for PERMIT

Permit Applicant (please print clearly) _____ Date: _____

Proposed construction and/or Use: _____

Job Location & Legal Description

Street Address: _____ Lot Number: _____

Subdivision: _____ P.I.N. _____ - _____ - _____

Township (Circle One): CAMPTON TOWNSHIP or BLACKBERRY TOWNSHIP

Total Estimated Cost of Project: (Including lot): \$ _____ Fair Market Value: \$ _____

Additional Information: Bedroom(s) _____ Bathroom(s) _____ Square Footage of Project _____

Property Owner(s):

Name: _____ Street Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Contractor(s):

General Contractor: _____ Office Phone # (____) _____

Street Address: _____ Fax # (____) _____

City: _____ State: _____ Zip: _____ Mobile # (____) _____

Plumbing Contractor: _____ License # _____ Contact # (____) _____

Roofing Contractor: _____ License # _____ Contact # (____) _____

Total Lot Area: _____ SQ. FT. Allowable % of Lot Coverage: _____ %

Maximum Lot Coverage: _____ SQ. FT. Actual Lot Coverage: _____ SQ. FT.

Approximate Remaining Coverage: _____ SQ. FT.

Terms: In consideration of this application and attached forms being made a part thereof, and the issuance of this permit, I/we agree to the following terms: All work performed under said permit shall be in accordance with the plans which accompany this permit application, except for such changes as may be authorized or required by the Building Official; the proposed work is authorized by the owner of record, and that I/we have been authorized by the owner to make this application and/or schedule all necessary inspections as an agent; all work will conform to all the applicable codes, laws, and ordinances of the Village of Elburn. I/we as owner of record or authorized agent are responsible to abide by all covenants and association restrictions as may apply to the proposed work associated with this permit.

Signature of Owner or Authorized Agent: _____ **Date:** _____

(office Use Only):

Approved By...

_____ **Date:** _____ **Permit #** _____



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APPLICATION for WATER & SEWER - CONNECTION

Permit Applicant (please print clearly) _____ Date: _____

Proposed construction (please circle one): WATER SEWER BOTH - WATER & SEWER

SIZE of WATER METER (please circle one): 3/4" 1" 1-1/2" 2" Other _____

Job Location & Legal Description

Street Address: _____ Lot Number: _____

Subdivision: _____ P.I.N. _____

Township (Circle One): CAMPTON TOWNSHIP or BLACKBERRY TOWNSHIP

Property Owner(s):

Name: _____ Street Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

Contractor Information:

Plumber: _____ Office Phone # (____) _____

Street Address: _____ Fax # (____) _____

City: _____ State: _____ Zip: _____ Mobile # (____) _____

STATE of ILLINOIS - LICENSE # _____

Excavator: _____ Contact # (____) _____

Terms: In consideration of this application and attached forms being made a part thereof, and the issuance of this permit, I/we agree to the following terms: All work performed under said permit shall be in accordance with the plans which accompany this permit application, except for such changes as may be authorized or required by the Building Official; the proposed work is authorized by the owner of record, and that I/we have been authorized by the owner to make this application and/or schedule all necessary inspections as an agent; all work will conform to all the applicable codes, laws, and ordinances of the Village of Elburn.

In consideration of the granting of this permit, the undersigned also agrees to cooperate at all times with the Superintendent of Public Works regarding the inspection, sampling, and study of the utility connections to the Village systems at this location.

Signature of Owner or Authorized Agent: _____ Date: _____

Permit Fees (Office Use Only):	Water Fee	\$ _____	Commercial _____
Approved by.....	Sewer Fee	\$ _____	Residential _____
	Other Fee	\$ _____	Permit # _____
	TOTAL	\$ _____	Date Issued _____

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Permit # _____

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**CERTIFICATION OF STATE OF ILLINOIS PLUMBING CODE
AND LICENSE LAW**

“Water / Sewer Tap Inspection”

DATE: _____

The undersigned hereby certifies that the plumbing installed for the *water and sewer services* (identified by the permit number listed above) have been installed in compliance with the current *State of Illinois Plumbing Code*.

PROPERTY OWNER: _____
(Signature)

SITE ADDRESS: _____
ELBURN, ILLINOIS 60119

PLUMBING CONTRACTOR: _____
(Please print - company or individual's name)

ADDRESS: _____

CITY: _____ STATE: _____

PHONE: (____) _____

State of Illinois – LICENSE NUMBER: _____

SIGNED BY: _____
(Authorized Signature)

ATTN: **PLEASE SUBMIT THIS FORM TO THE “PUBLIC WORKS DEPARTMENT”
AT THE TIME OF THE WATER AND SEWER TAP INSPECTION.**

*White Copy – Owner

*Yellow Copy – Permit File

*Pink Copy – Plumber



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SOD / SEED PERMIT APPLICATION

Address of Installation: _____

PROPERTY OWNER

Name: _____

Address: _____

CONTRACTOR

Name: _____

Address: _____

Number of square yards of seed or sod to be installed: _____

EXACT Installation Date: _____

I hereby certify 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/her authorized agent, and that we agree to conform to all applicable laws of this jurisdiction.

Name of Applicant (printed): _____

Signature of Applicant: _____

Contact Phone # (____) _____

Office Use Only

Permit Fee (\$25.00)

Permit No. _____

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WHO IS YOUR “LICENSED” PLUMBER?

Effective.....7/7/2005

****Please refer to Public Act 094-0132 regarding the new requirements for installing and/or repairing all plumbing within the Village of Elburn.***

****Please provide the plumber's information including the Illinois “license number” or list the owner occupant subject to the permit.***

****Please provide a signed “letter of intent” written on the plumber of record's business stationery.***

-If the license holder is incorporated, the corporate seal must be on the letter.

-If the license holder is not incorporated, the letter must be notarized.

Thank you,

***Village of Elburn
Building Department***



Building Department

“PROPOSED SITE PLAN”..... Comments and Guidelines:

Please be sure to check the following items regarding your proposed site plan. All “proposed site plans” shall be reviewed in accordance with the Village of Elburn’s Zoning Ordinance, Grading Ordinance, and any other related ordinance. Review and/or approval of this site plan is not meant to imply that all errors & omissions are noted herein, nor does it relieve the applicant from answering to and complying with all requirements & regulations of the Village of Elburn.

- ✓ Existing and proposed grades reflecting one-foot (1') contour intervals in sufficient detail to clearly indicate drainage flows. Show the grades and contours for the adjacent parcels at a distance of not less than ten feet (10') into any adjoining properties.
- ✓ Show “as-constructed” top of curb at extended property lines and the high or low points of the top of curb. Show grade elevations at all lot corners.
- ✓ Proposed and finished ground surface elevation at foundation corners. The grades and slopes along property lines and bottom of drainage swales.
- ✓ The calculation of the elevations at lot corners in the front yard must be the result of “as-constructed” elevations at top of curbs at extended property lines and the minimum of 2% slope required by ordinance for all grading in the parkways.
- ✓ The elevation at lot corners in the rear yard are to be correlated with the approved “as-constructed” elevations of the drainage inlet structures.
- ✓ The proposed driveway slope percentages are to be based on “as-constructed” elevations of existing top of curb and proposed sidewalk elevations in front of the driveway and the proposed garage floor elevation.
- ✓ High points (or low points) in the top of curb must be surveyed (and noted on the plan) to determine proper elevations of the proposed sidewalk to assure the required 2% slope to the curb.
- ✓ Grading plans must be signed and sealed per Village ordinance.
- ✓ In addition to the ordinances listed at the top of this page, each and every lot is subject to the Soil Erosion Control Ordinance (98-20). The required measures must be followed during construction and final approval of lot grading.
- ✓ The benchmarks utilized for all lot grading plans are provided on the subdivision plan set (please verify).
- ✓ The proposed water service valve (b-box) must be located at least three (3') from the driveway into the grass parkway and out of the sidewalk.
- ✓ **LOT COVERAGE INFORMATION MUST NOW BE INCLUDED ON THE “PROPOSED SITE PLAN”**
Please include the following information:

-TOTAL LOT AREA
-FOUNDATION AREA
-DRIVEWAY AREA
-SERVICE WALK AREA
-STOOP AREA
-PATIO AREA
-POOL AREA
-DECK AREA
-LOT COVERAGE PERCENTAGE

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General Comments and Guidelines:

Please be sure to check the following items regarding your project. Review and/or approval of these plans is not meant to imply that all errors & omissions are noted herein, nor does it relieve the applicant from answering to and complying with all requirements & regulations of the Village of Elburn.

1. The approved set of plans must be kept on the job site at all times for use by the building department, public works department, plumbing inspector or the Village engineer.
2. The "PERMIT" must be posted in a visible location on the job site at all times.
3. P-Tickets may be issued for all job sites with weeds in excess of 12" high.
4. Silt fence and/or other soil erosion control measures must be in place at all times.
5. P-Tickets may be issued if any mud and/or debris is tracked onto the roadway surface.
6. Copper piping passing through concrete must be protected with an approved material.
7. Three professional surveys are required for every new building. Please submit the "proposed" site plan, the "spot survey" (*foundation placement*), and then the final "as-built" survey. These surveys are subject to review by Village staff and/or our Village engineer (*Rempe-Sharpe & Associates, Inc.*).
8. The general contractor is responsible for the installation of the proper wiring needed for the "meter reader" installation. Contact *Starla Wolters* (630-365-5064) in the water billing department to schedule an installation of the meter reader device. Please allow 48 hours notice for scheduling.
9. The plumbing contractor must install an expansion tank near the water heater and a dual check valve on the private side of the water meter. Plumber shall follow all state regulations in regards to all plumbing installations.
10. All contractors must comply with the "Construction Site Temporary Restroom Facility Act."
11. Addressing numbers shall be a minimum of 5" in height. Numbers must be legible and easily readable (*contrasting color*) from the street.
12. All burning on construction sites is hereby prohibited per local ordinance (2003-05).
13. All exhaust fans shall be vented directly to the exterior with proper termination and dampers.
14. All fire stopping and draft stopping shall be completed by the rough framing/rough electrical inspection.
15. Handrails are required on all stairs with two (2) or more risers.
16. All gas appliances located in confined spaces shall be provided with proper "make-up air" ventilation.
17. Maintain job cleanliness and provide a garbage container as needed.
18. Please follow all code requirements for pouring concrete walls, footings, floors, etc.
19. Be sure to submit your "signed" insulation certificate if you choose to use "blown" insulation.
20. As of January 2007, the Village has been requiring inspections for any plumbing work performed locally.
21. Verify compliance with our building codes & local amendments.

NOTE CHANGES AND CORRECTIONS ON YOUR PRINT, AND HAVE THEM NOTED ON FUTURE PLANS SUBMITTED. FIELD CHANGES REQUIRE APPROVAL FROM THIS DEPARTMENT.

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Building Department

Locally Adopted Codes & Standards:

The Village of Elburn is responsible for issuing permits for all types of new construction projects as well as other required maintenance projects. The Village staff reviews the applications, construction plans, plats of survey, etc. to ensure compliance with local ordinances and state regulations.

The Village of Elburn is currently referencing the codes listed below:

1. "IRC" *International Residential Code, 2000,
with amendments*
2. "IBC" *International Building Code, 2003*
3. Current: *State of Illinois Plumbing Code*
4. Current: *State of Illinois Accessibility Code*
5. "NEC" *National Electrical Code, 1999*

NOTICE - TO ALL ELBURN CONTRACTORS

Updated - February 18th, 2009

INSPECTIONS - FOR RESIDENTIAL BUILDERS

"FOOTING INSPECTIONS"

This inspection shall be made before any footings are poured. Please be prepared to provide a soil report (*engineer's seal of approval*) if questionable soil bearing conditions are present.

"UNDERSLAB PLUMBING INSPECTIONS"

Any plumbing installation shall be inspected prior to any form of concealment (*B&F Code Services*).

"FLAT WORK or FOUNDATION STEEL INSPECTIONS"

These inspections shall be made before any slabs are poured, including but not limited to garage floors, basement floors, stoops, Village sidewalks, post holes, and concrete driveways. In addition to any flat work, the foundation walls shall be inspected prior to any pouring of concrete.

"BACKFILL INSPECTIONS"

This inspection shall be made prior to the back-filling of the foundation, but after any required dampproofing or waterproofing, after covering the drain tile system with a filter membrane, and after the washed aggregate is placed over the drain tile system. Any penetration through the foundation wall shall be approved by the Village.

**Submit a "spot survey" for review as soon as possible. No further work permitted without survey approval.*

"WATER / SEWER SERVICE INSPECTIONS"

The water and sewer services shall be inspected prior to the covering of pipes and the back-filling of trenches. Water valves (*b-boxes*) are required to be placed in the Village right of way between the sidewalk and the street. All contractors shall submit the proper licensing and/or certification forms to the Public Works department at the time of the inspection.

"ROUGH FRAMING / ELECTRICAL INSPECTIONS"

This inspection shall be made before any insulation is placed, before the exterior sheathing is covered, and / or before the brick / stonework is erected.

"ROUGH PLUMBING INSPECTIONS"

Any plumbing installation shall be inspected prior to any form of concealment (*B&F Code Services*).

"INSULATION INSPECTION"

This inspection shall be made prior to the installation of any interior wall coverings. The water meter must be installed at this time or other arrangements shall be made.

"FINAL SURVEY"

Upon completion of all site work, an "as-built" topographical plat of survey shall be submitted for review and approval.

"FINAL PLUMBING INSPECTIONS"

All plumbing and fixtures shall be inspected for compliance with State of Illinois plumbing code (*B&F Code Services*).

"FINAL INSPECTION"

The "final inspection" of the building and the site must be completed and approved prior to the issuance of a "*Certificate of Occupancy*." -Please note: *The water meter reader device must be installed prior to inspection.*

PLEASE CALL THE VILLAGE OF ELBURN -(630) 365-5061 -FOR INSPECTIONS.

BUILDING INSPECTORS:

JIM STRAN, PAUL ZABEL & TOM BRENNAN

NOTICE - TO ALL ELBURN CONTRACTORS

Updated -February 18th, 2009

CONCRETE WORK DURING INCLEMENT WEATHER?

- **INSPECTIONS** will only be performed if the ambient temperature outside is at or above twenty-five (25) degrees Fahrenheit and the temperature **MUST** be rising!
- Check the outside temperature or refer to the *Weather Channel's* web-site before calling in to schedule inspections.
- The ten-day forecast given by the *Weather Channel* will help determine if the temperature is rising or falling.
- All concrete work performed, when the ambient temperature outside is falling below freezing, must have protective covering to prevent any damage.
- Please follow the ACI Committee 318 standards referenced in the 2000 IRC codebook for all concrete placement and curing times.
- Ready-mix load tickets may be checked. Please notify the drivers to have these tickets available for inspection or just submit them to the Village of Elburn building department.

EXCEPTION:

THE BUILDING OFFICIAL MAY AUTHORIZE ALTERNATIVE METHODS OF CONCRETE PLACEMENT AND SPECIALLY CALCULATED MIXTURES OF APPROVED ADDITIVES IN ORDER TO OBTAIN THE SAME RESULT. SPECIAL PERMISSION MUST BE GRANTED BEFORE INSPECTION WILL BE SCHEDULED.

BUILDING INSPECTORS:

JIM STRAN, PAUL ZABEL, & TOM BRENNAN

NOTICE - TO ALL ELBURN CONTRACTORS

SOIL EROSION & SEDIMENT CONTROL (Ord. 98-20)

It is the objective of this ordinance to control soil erosion and sedimentation caused by development activities, including clearing, grading, stripping, excavating and filling of land in the Village. Measures taken to control soil erosion and offsite sediment runoff should be adequate to assure that sediment is not transported from the site by a storm event of ten year frequency or less.

- **SOIL EROSION & SEDIMENT CONTROL MEASURES MUST BE INSTALLED BEFORE A FOOTING INSPECTION WILL BE PERFORMED. THE FOOTING INSPECTION MAY FAIL OR THE INSPECTION MAY NOT BE PERFORMED IF THE PROPER SOIL EROSION & SEDIMENT CONTROL MEASURES ARE NOT IN PLACE.**
- **SOIL EROSION & SEDIMENT CONTROL MEASURES MUST REMAIN IN PLACE THROUGHOUT THE DURATION OF THE PROJECT TO PREVENT A "STOP WORK ORDER" OR A FAILED INSPECTION.**
- **A "P-TICKET" MAY BE ISSUED FOR ANY CONSTRUCTION SITE THAT IS NOT IN COMPLIANCE WITH THE VILLAGE'S LOCAL ORDINANCES. (Minimum \$25.00 / Maximum \$750.00 for each and every day of the offense)**
- **REFER TO ORDINANCE 98-20 FOR SOIL EROSION & SEDIMENT CONTROL REGULATIONS.**
- **REFER TO ORDINANCE 99-17 FOR GRADING ORDINANCE REGULATIONS.**

EXCEPTION:

THE BUILDING OFFICIAL MAY AUTHORIZE ALTERNATIVE METHODS OF SOIL EROSION & SEDIMENT CONTROL. SPECIAL PERMISSION MUST BE GRANTED BEFORE ANY INSPECTIONS WILL BE PERFORMED.

BUILDING INSPECTORS:

PAUL ZABEL & TOM BRENNAN (630) 365-5060
