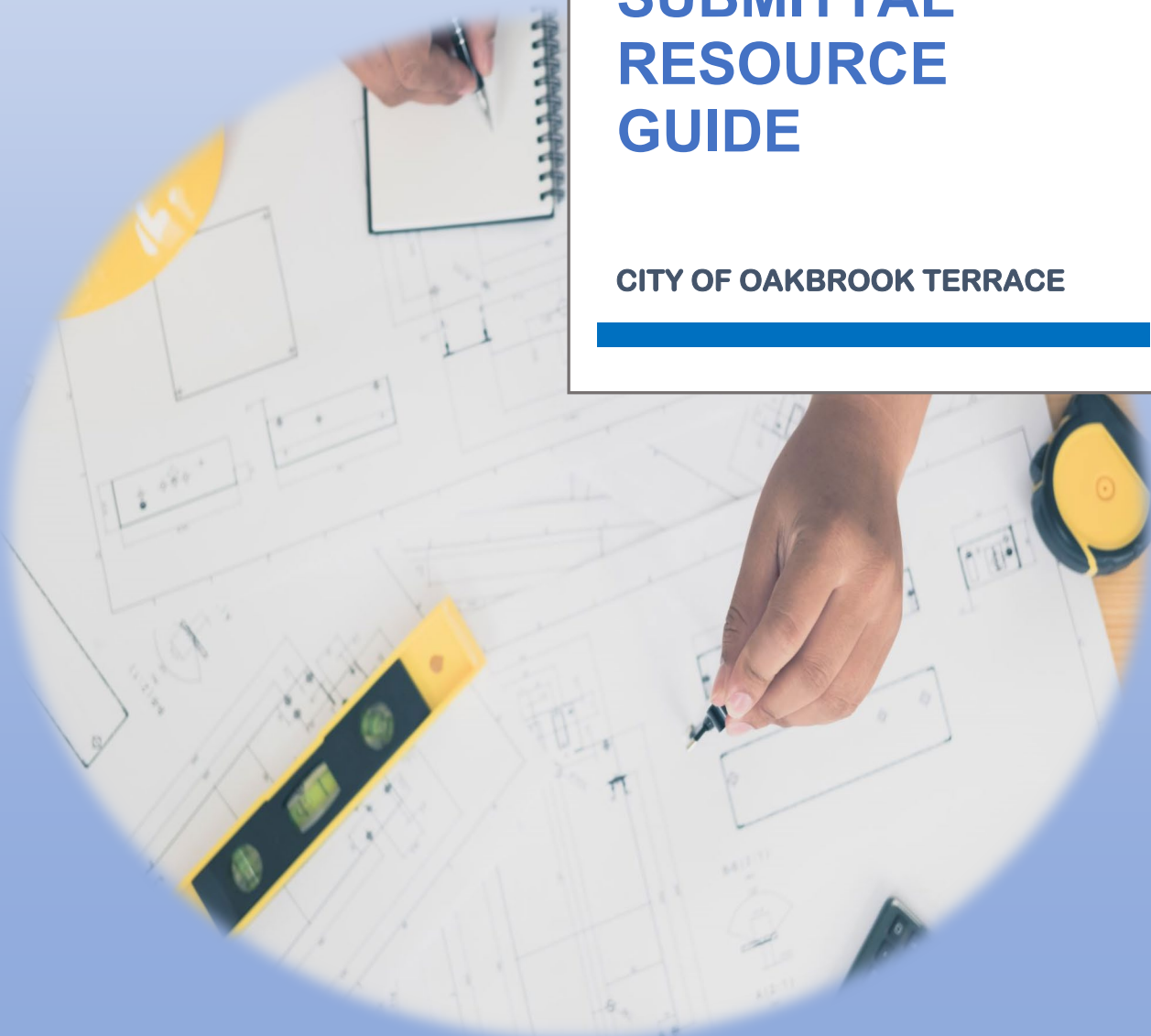




# PERMIT SUBMITTAL RESOURCE GUIDE

CITY OF OAKBROOK TERRACE



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**THIS IS ONLY A GUIDE AND IS NOT INTENDED NOR SHALL  
BE CONSIDERED A COMPLETE SET OF REQUIREMENTS**

# **ADDITION COMMERCIAL BUILDING**

- One (1) completed Building Permit Application. If the project be out to bid, note TBD.
- Remit plan review fee of \$500.
- Two (2) complete sets of architectural stamped plans to the City of Oakbrook Terrace Building and Zoning Department. The cover sheet only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable.

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

- Provide two (2) copies of a COM Check Compliance Certificate.
- Provide a Mechanical Ventilation Schedule. May be included within the plans.
- Complete a Commercial Project Data Summary Form or include all this information on the title page of the drawings.
- Three (3) copies of a Plat of Survey showing:
  - Proposed footprint to scale.
  - All setbacks with all dimensions to scale.
  - Parking area(s) indicating the number of parking stalls allowed for the proposed business.
- Two (2) complete sets of architectural stamped plans to the corresponding Fire District of record with their completed application. The cover sheet only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable. One (1) set of all documents stated above should be included in the Fire District submittal.

Oakbrook Terrace Fire Protection District  
17W400 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Attention: Fire Chief Ralph DeLuca  
Main 630-834-2759  
FAX 630-834-1085  
[rdeluca@oakbrookterracefire.org](mailto:rdeluca@oakbrookterracefire.org)  
[www.oakbrookterracefpd.org](http://www.oakbrookterracefpd.org)

# **ADDITION COMMERCIAL BUILDING**

(Continued)

York Center Fire Protection District  
1517 South Meyers Road  
Lombard, Illinois 60148  
Attention: Lieutenant Ken Kovarik  
Direct 630-627-1940 EXT. 234  
FAX 630-627-0479  
[kovarik@yorkcenterfire.org](mailto:kovarik@yorkcenterfire.org)  
[www.yorkcenterfire.org](http://www.yorkcenterfire.org)

Two (2) copies of a Site Improvement and Grading Plan as Prepared by a Registered Professional Civil Engineer of Illinois. All plans must contain the Engineer's Signature and an imprint of the Professional Seal. Forward two (2) paper copies to the City and email one (1) PDF copy to.

Christopher Burke Engineering, Ltd.  
9575 West Higgins Road, Suite 600  
Rosemont, Illinois 60018  
Attention: Daniel L. Lynch  
Main 847-823-0500  
FAX 847-823-0520  
[dlynch@cbbel.org](mailto:dlynch@cbbel.org)  
[www.cbbel.org](http://www.cbbel.org)

Engineer's Probable Cost for all site improvements.

Provide a completed DuPage County Stormwater Management Permit Application.

Two (2) copies of a Stormwater Management Report, containing the Engineer's Signature and an imprint of their Professional Seal. Stormwater Management Report shall include, but is not limited to required detention volume calculations, restrictor sizing calculations, tributary drainage area maps, storm sewer sizing calculations, and proposed/designed detention volume verification calculations, and BMP calculations.

If water service to the site is provided by the City of Oakbrook Terrace a City of Oakbrook Terrace Water Service Agreement must be completed and the required deposits be remitted.

If water service to the site is provided through another source evidence of water service connection is required by that provider.

Contact Flagg Creek Water Reclamation District for their permit submittal requirements for a sewer connection permit(s). FCWRD approval is required for permit release.

# **ADDITION COMMERCIAL BUILDING**

(Continued)

Flagg Creek Water Reclamation District (Sanity Sewer and Grease Trap Provider)  
7001 N. Frontage Road  
Burr Ridge, Illinois 60527  
Main 630-323-3299  
FAX 630-323-4230  
[www.flaggcreekwrd.org](http://www.flaggcreekwrd.org)

If food services are being offered contact the DuPage County Health Department for permit submittal requirements. DCHD approval is required for permit release.

DuPage County Health Department  
Environmental Health Services  
111 N. County Farm Road  
Wheaton, Illinois 60187-3988  
Attention: Steve Corrigan, Plan Reviewer  
Main 630-682-7400  
Direct 630-221-7197  
[scorriga@dupagehealth.org](mailto:scorriga@dupagehealth.org)  
[www.dupagehealth.org](http://www.dupagehealth.org)

Provide a copy of the paid receipt for DuPage County Impact Fees.

DuPage County Economic Development & Planning Department  
421 N. County Farm Road  
Wheaton, Illinois 60187  
Main 630-682-6700  
[www.dupageco.org](http://www.dupageco.org) / Search Impact Fees

## **AFTER INSTALLATION OF FOUNDATION:**

Submit for review and approval two (2) copies of the As-Built Foundation Plan.

## **FOR ISSUANCE OF THE FINAL CERTIFICATE OF OCCUPANCY THE FOLLOWING DOCUMENTS SHALL BE SUBMITTED FOR REVIEW AND APPROVED BY THE CITY.**

- Two (2) copies of the As-Built Topographic Survey.
- Two (2) copies of the As-Built Site Plan.
- Two (2) copies of the Final As-Built Drawings.

# **ADDITION COMMERCIAL BUILDING**

(Continued)

*Approximate review time 30 business days.*

*Approvals from all the above agencies are required for permit release.*

*Separate permits will be required for signage, the fire alarm, fire sprinkler and Ansul systems.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule delivery of all dumpsters at 630-261-0400.*

# **ADDITION**

## **RESIDENTIAL SINGLE FAMILY**

- One (1) completed Building Permit Application. If the project is out to bid, note TBD.
  - One (1) signed Reimbursement of Fees Agreement.
  - Two (2) copies of a Plat of Survey displaying all existing conditions. Drawings must include all existing structure(s) and accessory buildings including the driveway and walkways and all proposed structures to scale.
  - Two (2) copies of a Site Development Plan. Drawings must include all existing structure(s) and accessory buildings including the driveway and walkways and all proposed structures to scale.
  - Two (2) copies the Plat of Survey displaying all proposed conditions. Drawing should include the proposed building footprint including all setbacks with all dimensions to scale.
  - Two (2) copies of a Topographic Survey displaying existing and proposed conditions.
  - Two (2) complete sets of architectural stamped drawings to the City of Oakbrook Terrace Building and Zoning Department. The cover sheet only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable.
- City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)
- If major structural conditions exist Structural Engineering sealed and signed plans may be required.
  - Complete a Residential Zoning Data Summary Form.
  - Read the City of Oakbrook Terrace New Construction Architectural Guide and sign the "Acknowledgement of Commitment", page 34.



# **ADDITION RESIDENTIAL SINGLE FAMILY**

(Continued)

Provide a copy of the sewer disconnection/connection permit from Flagg Creek Water Reclamation District, if applicable.

Flagg Creek Water Reclamation District  
7001 N. Frontage Road  
Burr Ridge, Illinois 60527  
Main 630-323-3299  
[www.flaggcreekwrd.org](http://www.flaggcreekwrd.org)

If property is located within a floodplain and the addition is large enough to trigger stormwater requirements (approximately 500 SF of net new impervious area) stormwater calculations shall be included, and an engineering review will be required.

Remit the permit fee due calculated by the city.

### **AFTER INSTALLATION OF FOUNDATION:**

Submit for review and approval two (2) copies of the As-Built Foundation Plan.

### **FOR ISSUANCE OF THE FINAL CERTIFICATE OF OCCUPANCY THE FOLLOWING DOCUMENTS SHALL BE SUBMITTED FOR REVIEW AND APPROVED BY THE CITY.**

- Two (2) copies of the As-Built Topographic Survey.
- Two (2) copies of the As-Built Site Plan.
- Two (2) copies of the Final As-Built Drawings.

*Approximate review time 30 business days.*

*If the proposed location of the addition is located within a floodplain an engineering review will be required and additional documents may be requested.*

*Approvals from all the above agencies are required for permit release.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

**ADDITION**  
**RESIDENTIAL SINGLE FAMILY**

(Continued)

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule delivery of all dumpsters at 630-261-0400.*

# **ALTERATIONS COMMERCIAL INTERIOR NEW TENANT BUILD OUT OR EXISTING TENANT ALTERATIONS**

- One (1) completed Building Permit Application. If the project is out to bid, note TBD.
- Two (2) complete sets of architectural stamped plans to the City of Oakbrook Terrace Building and Zoning Department. The cover sheet only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable.

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

- Provide one (1) copy of a COM Check Compliance Certificate.
- Provide a Mechanical Ventilation Schedule. May be included within the plans.
- Complete a Project Data Summary Form or include all this information on the title page of the drawings.
- Remit plan review fee of \$50.
- Two (2) complete sets of architectural stamped plans to the corresponding Fire District of record with their completed application. The cover sheet only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable. Copies of all above documents should be included in the Fire District submittal.

Oakbrook Terrace Fire Protection District  
17W400 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Attention: Fire Chief Ralph DeLuca  
Main 630-834-2759  
FAX 630-834-1085  
[rdeluca@oakbrookterracefire.org](mailto:rdeluca@oakbrookterracefire.org)  
[www.oakbrookterracefpd.org](http://www.oakbrookterracefpd.org)

**ALTERATIONS  
COMMERCIAL  
INTERIOR NEW TENANT BUILD OUT  
OR EXISTING TENANT ALTERATIONS**  
(Continued)

York Center Fire Protection District  
1517 South Meyers Road  
Lombard, Illinois 60148  
Attention: Lieutenant Ken Kovarik  
Direct 630-627-1940 EXT. 234  
FAX 630-627-0479  
[kovarik@yorkcenterfire.org](mailto:kovarik@yorkcenterfire.org)  
[www.yorkcenterfire.org](http://www.yorkcenterfire.org)

If needed, contact Flagg Creek Water Reclamation District for their permit submittal requirements. FCWRD approval may be required for permit release.

Flagg Creek Water Reclamation District (Sanity Sewer Provider)  
7001 N. Frontage Road  
Burr Ridge, Illinois 60527  
Attention: Patrick Giacobbe  
Main 630-323-3299  
FAX 630-323-4230  
[pgiacobbe@fcwrd.org](mailto:pgiacobbe@fcwrd.org)  
[www.flaggcreekwrd.org](http://www.flaggcreekwrd.org)

If food services are being offered contact the DuPage County Health Department for permit submittal requirements. DCHD approval is required for permit release.

DuPage County Health Department  
Environmental Health Services  
111 N. County Farm Road  
Wheaton, Illinois 60187-3988  
Attention: Steve Corrigan, Plan Reviewer  
Main 630-682-7400  
Direct 630-221-7197  
[scorriga@dupagehealth.org](mailto:scorriga@dupagehealth.org)  
[www.dupagehealth.org](http://www.dupagehealth.org)

**ALTERATIONS  
COMMERCIAL  
INTERIOR NEW TENANT BUILD OUT  
OR EXISTING TENANT ALTERATIONS**  
(Continued)

*Approximate review time 30 days.*

*Approvals from all the above agencies are required for permit release.*

*Separate permits will be required for signage, fire alarm, fire sprinkler and the Ansul system.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule delivery of all dumpsters at 630-261-0400.*

# **ALTERATIONS RESIDENTIAL INTERIOR**

***CONTACT THE BUILDING AND ZONING DEPARTMENT TO VERIFY  
EXACT PERMITTING REQUIREMENTS BEFORE SUBMITTAL***

- One (1) completed Building Permit Application.
- Two (2) complete sets of architectural stamped plans to the City of Oakbrook Terrace Building and Zoning Department. The cover sheet only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable. Drawing should include Architectural, Structural, Mechanical, Electrical and Plumbing.

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

*Approximate review time 15 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule delivery of all dumpsters at 630-261-0400.*

# **ANTENNAS, TOWERS AND DISHES GROUND MOUNTED**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey.
- Two (2) copies of a Site Plan displaying proposed antenna location.
- Two (2) sets of plans showing the location of all existing Antennas, Towers, or Dishes at the proposed site.
- Two (2) sets of sealed and signed engineering drawings. Plans must include power requirements, mounting details, manufacturer spec sheets and antenna specs, including height.
- Two (2) copies of Structural Calculations demonstrating wind load design factor.
- Written approval from the property owner and/or property manager authorizing the installation of an Antenna, Tower, or Dish.

*All the above documents should be submitted to:*

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

*Approximate review time 15 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

# **ANTENNAS, TOWERS AND DISHES ROOF MOUNTED**

- One (1) completed Building Permit Application.
- Two (2) copies of Plat of Survey.
- Two (2) copies of a building elevations displaying proposed antenna location with dimensions.
- Two (2) sets of plans showing the location of all existing Antennas, Towers, or Dishes at the proposed site.
- Two (2) sets of sealed and signed engineering drawings. Plans must include power requirements, mounting details, manufacturer spec sheets and antenna specs, including height.
- Two (2) copies of Structural Calculations demonstrating wind load design factor.
- Written approval from the property owner and/or property manager authorizing the installation of an Antenna, Tower, or Dish.

*All the above documents should be submitted to:*

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

*Approximate review time 15 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*



# **BASEMENT RESIDENTIAL REMODELING**

***CONTACT THE BUILDING AND ZONING DEPARTMENT TO VERIFY  
EXACT PERMITTING REQUIREMENTS BEFORE SUBMITTAL***

- One (1) completed Building Permit Application.
- Two (2) complete sets of architectural stamped plans to the City of Oakbrook Terrace Building and Zoning Department. The cover sheet only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable. Drawing should include Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Stopping, Ventilation requirements for habitable spaces, and code compliant Means of Egress (Escape windows, etc.) if improvements are being performed within those areas.

*All the above documents should be submitted to:*

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

*Approximate review time 15 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule delivery of all dumpsters at 630-261-0400.*

# **BATHROOM RESIDENTIAL REMODELING**

***CONTACT THE BUILDING AND ZONING DEPARTMENT TO VERIFY  
EXACT PERMITTING REQUIREMENTS BEFORE SUBMITTAL***

- One (1) completed Building Permit Application.
  
- Two (2) complete sets of architectural stamped plans to the City of Oakbrook Terrace Building and Zoning Department. The cover sheet only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable. Drawing should include Architectural, Mechanical, Electrical, Plumbing, Ventilation, and Structural, if improvements are being performed within those areas.

*All the above documents should be submitted to:*

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

*Approximate review time 15 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule delivery of all dumpsters at 630-261-0400.*

# **CENTRAL AIR CONDITIONING OR GENERATORS - COMMERCIAL**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey displaying the location of the AC or generator unit with disconnect box. All dimensions of the unit including the property line setbacks must be shown on the Survey.
- Two (2) copies of a landscape and/or parking plan may be required depending on the location of the unit.
- Two (2) copies of the product spec sheet for the AC or generator unit.
- One (1) copy of the proposal outlining the scope of work.
- Written approval from the property owner and/or property manager authorizing the work.

*All the above documents should be submitted to:*

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

*Approximate review time 15 business days.*

*A review by the Fire Protection District of record may be required for permit release.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

# **CENTRAL AIR CONDITIONING OR GENERATORS - RESIDENTIAL**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey displaying the location of the AC or generator unit with disconnect box. All dimensions of the unit including the property line setbacks must be shown on the Survey.
- Two (2) copies of the product spec sheet for the AC or generator unit.
- One (1) copy of the proposal outlining the scope of work.

*All the above documents should be submitted to:*

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

*Approximate review time 10 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

# DECK

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey displaying the proposed location of the new deck to scale.
- Two (2) copies of Construction Plans. Plans should include all dimensions, construction materials, structural information, elevation of desk from grade to floor of the deck as well as footing and/or foundation information.
- If property is located within a floodplain and the deck is large enough to trigger stormwater requirements (approximately 500 SF of net new impervious area) stormwater calculations shall be included, and an engineering review will be required.

*Approximate review time 15 business days.*

*If proposed location of the new deck is located within a floodplain engineering review will be required, and additional information may be requested.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule the delivery of all dumpsters at 630-261-0400.*

# **DEMOLITION COMMERCIAL STRUCTURES**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey displaying all structure(s) to be demolished.
- One (1) copy of a Tree Preservation Plan.
- Contact the City Water Billing Department to arrange water shut off at the B-box, final water reading and water meter removal, 630-941-8300.
- If water service is provided through another source written documentation of water disconnection is required.
- Provide written documentation of the gas line disconnection from Nicor Gas, 1-888-642-6748.
- Provide written documentation of the electrical service disconnection from ComEd, 1-800-334-7661.
- Provide a copy of the sewer disconnection permit from Flagg Creek Water Reclamation District.

Flagg Creek Water Reclamation District  
7001 N. Frontage Road  
Burr Ridge, Illinois 60527  
Main 630-323-3299  
FAX 630-323-4230  
[www.flaggcreekwrd.org](http://www.flaggcreekwrd.org)

- If a well exists on the property, the well must be sealed and a permit from the DuPage County Health Department, Environmental Health Services is required. A copy of the permit and Capping Certification must be provided to the City.

DuPage County Health Department  
111 N. County Farm Road  
Wheaton, IL 60187-3988  
Office 630-682-7400 EXT. 7046  
[www.dupagehealth.org](http://www.dupagehealth.org)

- Provide an IEPA/Asbestos report.

# DEMOLITION COMMERCIAL STRUCTURES

(Continued)

- Remit a nonrefundable permit fee. Main building \$300, all other buildings and structures \$50 per unit.
- Remit a refundable demolition bond or escrow of \$10,000.

***Upon receipt of the demolition permit, the City is required to notify in writing the adjacent property taxpayers of record of the proposed site demolition, and a 15-day grace period is required before the issuance of the permit. All the above documents must be on file for permit release.***

*Approximate review time 30 business days.*

*Additional permits may be required from other outside agencies.*

*The Demo/Excavator is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

***A FINAL DEMOLITION INSPECTION IS REQUIRED BEFORE THE START OF CONSTRUCTION.***

# **DEMOLITION RESIDENTIAL STRUCTURES**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey displaying all structure(s) to be demolished.
- One (1) copy of a Tree Preservation Plan showing trees with a diameter of 5” or larger proposed to be removed.
- Contact the City Water Billing Department to arrange water shut off at the B-box, final water reading and water meter removal, 630-941-8300.
- Provide written documentation of the gas line disconnection from Nicor Gas, 1-888-642-6748.
- Provide written documentation of the electrical service disconnection from ComEd, 1-800-334-7661.
- Provide a copy of the sewer disconnection permit from Flagg Creek Water Reclamation District.

Flagg Creek Water Reclamation District  
7001 N. Frontage Road  
Burr Ridge, Illinois 60527  
630-323-3299  
[www.flaggcreekwrd.org](http://www.flaggcreekwrd.org)

- If a well exists on the property, the well must be sealed and a permit from the DuPage County Health Department, Environmental Health Services is required. A copy of the permit and Capping Certification must be provided to the City.

DuPage County Health Department  
111 N. County Farm Road  
Wheaton, IL 60187-3988  
Office 630-682-7400 EXT. 7046  
[www.dupagehealth.org](http://www.dupagehealth.org)

- Provide an IEPA/Asbestos report.
- Remit a nonrefundable permit fee. Main building \$300, all other buildings and structures on the site \$50 per unit.
- Remit a refundable demolition bond or escrow of \$5,000.



# **DEMOLITION RESIDENTIAL STRUCTURES**

(Continued)

*Upon receipt of the demolition permit, the City is required to notify in writing the adjacent property taxpayers of record of the proposed site demolition, and a 15-day grace period is required before the issuance of the permit. All the above documents must be on file for permit release.*

*Approximate review time 30 business days.*

*Additional permits may be required from other outside agencies.*

*The Demo/Excavator and all subs must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

***A FINAL INSPECTION IS REQUIRED AFTER DEMOLITION AND BEFORE THE START OF CONSTRUCTION.***

# **DOORS**

## **NEW OR REPLACEMENT INTERIOR & EXTERIOR COMMERCIAL & RESIDENTIAL**

- One (1) completed Building Permit Application.
- One (1) copy of the proposal outlining the scope of work.
- Two (2) copies of the Door Manufacturer's Specification sheet(s).
- Two (2) copies of the Plat of Survey or Site Plan displaying the location with dimension of all new door(s). Dimensions of all new openings must be shown to scale.
- Two (2) copies of construction drawings showing framing details.

*Approximate review time 10 business days.*

*The contractor will be required to register with the city prior to permit release.*

***NO PERMIT IS REQUIRED FOR REPLACEMENT OF EXISTING INTERIOR AND EXTERIOR DOORS IF THEY ARE THE SAME SIZE AND TO BE INSTALLED IN THE SAME LOCATION.***

## **DRIVEWAY AND/OR APPROACH NEW OR REPLACEMENT - RESIDENTIAL**

- One (1) completed Building Permit Application.
- One (1) copy of the Plat of Survey indicating placement of the new or replacement driveway and/or approach. All dimensions must be included for the new pavement. All other hard surfaces on the property (sidewalks, patios etc.) must also be shown on the Plat with all dimensions.
- One (1) copy of the proposal outlining the scope of work including what material the driveway will be constructed of.
- If the new driveway increases in impervious coverage, provide square footage. If it is large enough to trigger stormwater requirements (approximately 500 SF of new impervious area) stormwater calculations shall be included. A grading plan may be required by the City Engineer for review.

*Approximate review time 1-5 business days.*

*If the proposed work is located within a floodplain engineering review will be required, and additional information may be requested.*

*The contractor will be required to register with the city prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

# **DRIVEWAY RESURFACING RESIDENTIAL**

- One (1) completed Building Permit Application.
- One (1) copy of the Plat of Survey indicating location of driveway and/or approach proposed for resurfacing. All dimensions must be included for the area of resurfacing.
- One (1) copy of the proposal outlining the scope of work including the material being used for the resurfacing.

*Approximate review time 1-3 business days.*

*The contractor will be required to register with the City prior to permit release.*

## **ELECTRIC – TEMPORARY SERVICE COMMERCIAL & RESIDENTIAL**

- One (1) completed Building Permit Application.
- One (1) copy of information on the type of panel.
- One (1) copy of a Plat of Survey showing the temporary service location on the site. For commercial projects, need to show where the power is coming from (ComEd transformer, existing pole, etc.) and any temporary pole locations.

*Approximate review time 7 business days.*

*The contractor will be required to register with the city prior to permit release.*

# **ELECTRICAL ALTERATIONS COMMERCIAL & RESIDENTIAL**

- One (1) completed Building Permit Application.
- One (1) copy of proposal outlining the scope of work.
- Two (2) copies of plans displaying the full scope of work.

*Approximate review time 7 business days.*

*The contractor will be required to register with the City prior to permit release.*

# **ELECTRICAL SERVICE NEW OR REVISIONS COMMERCIAL & RESIDENTIAL**

- One (1) completed Building Permit Application.
- Information on the size of the service, new or revision, and location.

*Approximate review time 7 business days.*

*The contractor will be required to register with the City prior to permit release.*

**ELEVATOR / ESCALATOR / DUMBWAITER /  
HANDICAP/ VERTICAL / STAIR AND WHEEL  
CHAIR LIFT  
NEW, MODERNIZATION AND IMPROVEMENTS  
COMMERCIAL & RESIDENTIAL**

- One (1) completed Building Permit Application.
- Two (2) copies of plans displaying the scope of work including all details and specification on the unit(s) to be installed and/or updated.

*Approximate review time 10 business days.*

*The elevator company will be required to register with the City prior to permit release.*



# **FENCE**

## **COMMERCIAL & RESIDENTIAL**

- One (1) completed Building Permit Application.
- One (1) copy of the proposal outlining the scope of work.
- Two (2) copies of a Plat of Survey displaying the location of the proposed fence.
- Two (2) copies of a specification sheet showing the style of fence, including the material and overall height.

*Approximate review time 7 business days.*

*If the proposed work is located within a floodplain engineering review will be required, and additional information may be requested.*

*The fencing company will be required to register with the city prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

***ALL POST HOLES MUST BE 42" DEEP AND A CITY INSPECTION IS REQUIRED.***

## **FILL AND GRADING COMMERCIAL & RESIDENTIAL**

- One (1) completed Building Permit Application.
- Two (2) copies of a Topographic Survey showing the existing grading conditions.
- Two (2) copies of a Grading Plan showing the proposed grading conditions.
- Provide a completed DuPage County Stormwater Management Permit Application.

*Approximate review time 30 business days.*

*An engineering review will be required, and additional information may be requested.*

*The contractor will be required to register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

# FIRE ALARM

- One (1) completed Building Permit Application.
- One (1) copy of plans showing the location of all devices and type of devices.
- One (1) set of spec sheets or brochures for the specificized devices. UL marks must be clearly shown, including battery calculations.

The above three (3) items should be submitted to:

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

- Three (3) sets of plans showing the location of all devices and type of devices to the corresponding Fire District of record.
- Three (3) sets of specification sheets or brochures for the specificized devices. UL marks must be clearly shown, including battery calculations.
- One (1) completed Permit Application for the corresponding Fire District of record. The Application can be downloaded from the Fire District's web site.

Oakbrook Terrace Fire Protection District  
17W400 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Attention: Fire Chief Ralph DeLuca  
Main 630-834-2759  
FAX 630-834-1085  
[rdeluca@oakbrookterracefire.org](mailto:rdeluca@oakbrookterracefire.org)  
[www.oakbrookterracefpd.org](http://www.oakbrookterracefpd.org)

York Center Fire Protection District  
1517 South Meyers Road  
Lombard, Illinois 60148  
Attention: Lieutenant Ken Kovarik  
Direct 630-627-1940 EXT. 234  
FAX 630-627-0479  
[kovarik@yorkcenterfire.org](mailto:kovarik@yorkcenterfire.org)  
[www.yorkcenterfire.org](http://www.yorkcenterfire.org)

# **FIRE ALARM**

(Continued)

*Approximate review time 30 business days.*

*The contractor will be required to register with the City prior to permit release.*

# FIRE SPRINKLERS

- One (1) completed Building Permit Application.
- One (1) set of plans showing the location of all heads, piping, and attendant hardware. The plans should include a detailed reference to finish plans that may create an impedance to proper application of an automatic sprinkler system.
- One (1) set of spec sheets or brochures for the specific devices.

The above three (3) items should be submitted to:

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

- Three (3) sets of plans to be corresponding Fire District of record showing the location of all heads, piping, and attendant hardware. The plans should include a detailed reference to finish plans that may create an impedance to proper application of an automatic sprinkler system.
- Three (3) copies of hydraulic calculations, and/or pipe schedules will be required on all jobs except minor sprinkler head relocates.
- If the new fire protection system will require a water service upscale, provide three (3) copies of site plans showing existing water service disconnected at the main and the new water service size required.
- Three (3) sets of spec sheets or brochures for the specific devices.
- One (1) completed Permit Application for the corresponding Fire District of record. The Application can be downloaded from the Fire District's web site.

Oakbrook Terrace Fire Protection District  
17W400 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Attention: Fire Chief Ralph DeLuca  
Main 630-834-2759  
FAX 630-834-1085  
[rdeluca@oakbrookterracefire.org](mailto:rdeluca@oakbrookterracefire.org)  
[www.oakbrookterracefpd.org](http://www.oakbrookterracefpd.org)

# **FIRE SPRINKLERS**

(Continued)

York Center Fire Protection District  
1517 South Meyers Road  
Lombard, Illinois 60148  
Attention: Lieutenant Ken Kovarik  
Direct 630-627-1940 EXT. 234  
FAX 630-627-0479  
[kovarik@yorkcenterfire.org](mailto:kovarik@yorkcenterfire.org)  
[www.yorkcenterfire.org](http://www.yorkcenterfire.org)

*Approximate review time 30 business days.*

*The contractor will be required to register with the City prior to permit release.*

## **FOUNDATION ONLY COMMERCIAL NEW CONSTRUCTION**

- One (1) completed Building Permit Application. Should the project be out to bid, note TBD.
- Remit the plan review fee of \$2,000.
- Three (3) complete sets of foundation plans. The cover page only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable.
- Three (3) complete sets of a Site Improvement and Grading Plan displaying existing and proposed grading. Documents must be prepared by a Registered Professional Civil Engineer of Illinois and all plans must contain the Engineer's Signature and an imprint of their Professional Seal.
- One (1) DuPage County Stormwater Management Permit Application (\*).
- One (1) copy of a Stormwater Management Report. Report shall include required Detention Volume Calculations, Tributary Drainage Area Maps, Storm Sewer Sizing Calculations, and Detention Volume Calculations. Report must contain the Engineer's Signature and imprint of their Professional Seal (\*).
- One (1) copy of a sealed and signed Engineer's Estimate of Probable Cost for all proposed site improvements excluding interior landscaping and building construction (\*).
- One (1) copy of a Geotechnical Soil Report (\*).
- One (1) copy of Wetland and/or Floor Plain Delineation/Mitigation Report, if applicable (\*).
- One (1) copy of the Illinois Environmental Protection Agency(IEPA) Sewer and/or Water Permit Applications, if applicable (\*).
- Contact Flagg Creek Water Reclamation District for their permit submittal requirements for the sewer disconnection and/or connection. FCWRD approval is required for permit release.

Flagg Creek Water Reclamation District (Sanitary Sewer and Grease Trap  
7001 N. Frontage Road Provided)  
Burr Ridge, Illinois 60527  
Main 630-323-3299  
FAX 630-323-4230  
[www.flaggcreekwrd.org](http://www.flaggcreekwrd.org)

# **FOUNDATION ONLY**

## **NEW CONSTRUCTION - COMMERCIAL**

(Continued)

The above documents should be submitted to:

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

Email one complete set of foundation plans, Plat of Survey and Topographical Survey displaying existing and proposed grading to City Engineer Dan Lynch of Christopher B. Burke Engineering. The cover page only should be sealed and signed by a State of Illinois licensed engineer. The email should also include the items marked with a (\*).

Christopher B. Burke Engineering, Ltd.  
9575 West Higgins Road, Suite 600  
Rosemont, Illinois 60018  
Attention: Daniel Lynch  
Main 847-823-0500  
FAX 847-823-0520  
[dlynch@cbbel.com](mailto:dlynch@cbbel.com)  
[www.cbbel.com](http://www.cbbel.com)

Two (2) complete sets of the foundation plans to the corresponding Fire District of record with their completed application. The cover page only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable.

Oakbrook Terrace Fire Protection District  
17W400 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Attention: Fire Chief Ralph DeLuca  
Main 630-834-2759  
FAX 630-834-1085  
[rdeluca@oakbrookterracefire.org](mailto:rdeluca@oakbrookterracefire.org)  
[www.oakbrookterracefpd.org](http://www.oakbrookterracefpd.org)



# **FOUNDATION ONLY**

## **NEW CONSTRUCTION - COMMERCIAL**

(Continued)

York Center Fire Protection District  
1517 South Meyers Road  
Lombard, Illinois 60148  
Attention: Lieutenant Ken Kovarik  
Main 630-627-1940 EXT. 234  
FAX 630-627-0479  
[kovarik@yorkcenterfire.org](mailto:kovarik@yorkcenterfire.org)  
[www.yorkcenterfire.org](http://www.yorkcenterfire.org)

Copy of the permit from Flagg Creek Water Reclamation District for the sewer disconnection and/or connection. FCWRD approval is required for permit release.

Flagg Creek Water Reclamation District (Sanitary Sewer and Grease Trap Provider)  
7001 N. Frontage Road  
Burr Ridge, Illinois 60527  
Main 630-323-3299  
FAX 630-323-4230  
[www.flaggcreekwrdd.org](http://www.flaggcreekwrdd.org)

***SUBMITTAL OF A SPOT SURVEY AFTER THE FOUNDATION IS POURED AND PRIOR TO THE BEGINNING OF FRAMING SHOULD BE SUBMITTED TO THE CITY FOR REVIEW AND APPROVAL.***

*Approximate review time 30 business days.*

*Approvals from all the above agencies are required for permit release.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule the delivery of all dumpsters at 630-261-0400.*

# **FOUNDATION REPAIR RESIDENTIAL**

- One (1) completed Building Permit Application.
- One (1) copy of the proposal outlining the scope of work.

*Approximate review time 15 business days.*

*If property is within a floodplain and depending on the scope of work an engineering review may be required.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

## **GARAGE – ATTACHED**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey. Plat must include location of new garage and all existing structure(s) and accessory buildings including the driveway, walkway(s), decks and/or patio to scale.
- Two (2) sets of Building Plans. Plans should include Architectural, Structural, Electrical, Fire-Stopping, Slab Size and Slab Construction. In addition, any new driveway or driveway extension should be shown on plans to scale.

*Approximate review time 30 business days or less.*

*If the proposed work is located within a floodplain engineering review will be required, and additional information may be requested.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

## **GARAGE – DETACHED**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey. Plat must include existing and proposed location of new garage and all existing structure(s) and accessory buildings including the driveway, walkway(s), deck(s) and/or patio to scale.
- Two (2) sets of Building Plans. Plans should include Architectural, Structural, Electrical, Fire-Stopping, Slab Size and Slab Construction. In addition, any new driveway or driveway extension should be shown on plans to scale.
- Provide new net impervious square footage. If it is large enough to trigger stormwater requirements (approximately 500 SF of new impervious area) stormwater calculations shall be included and an engineering review will be required.

*Approximate review time 30 business days.*

*If the proposed work is located within a floodplain engineering review will be required, and additional information may be requested.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

## **GARAGE SLAB**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey showing the proposed location of the slab.
- Two (2) copies of a Site Plan showing the proposed location of the slab to scale.
- Two (2) sets of construction plans. Plans should include all construction details including size.
- Provide new net impervious square footage. If it is large enough to trigger stormwater requirements (approximately 500 SF of new impervious area) stormwater calculations shall be included and an engineering review will be required.

*Approximate review time 30 business days.*

*If the proposed work is located within a floodplain engineering review will be required, and additional information may be requested.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

# GAZEBO

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey. Plat must indicate size and location of gazebo to scale.
- Two (2) sets of Building Plans. Plans must include elevation, size, construction materials, electric, if required, slab size and slab construction.
- Provide new net impervious square footage. If it is large enough to trigger stormwater requirements (approximately 500 SF of new impervious area) stormwater calculations shall be included and an engineering review will be required.

*Approximate review time 30 business days.*

*If the proposed work is located within a floodplain engineering review will be required, and additional information may be requested.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

## **HOT TUB – INDOOR**

- One (1) completed Building Permit Application.
- Specification sheet on the proposed hot tub.
- Two (2) complete sets of plans. Drawings should include Architectural, Structural, if required, Mechanical, Electrical, Plumbing, Fire Stopping, Ventilation requirements for habitable spaces, and code compliant Means of Egress (Escape windows, etc.) if improvements are being performed within those areas.

*Approximate review time 15 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule the delivery of all dumpsters at 630-261-0400.*

## **HOT TUB – OUTDOOR**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey. Plat must indicate to scale the location and size of the hot tub.
- Specification sheet on the proposed hot tub.
- Two (2) complete sets of construction plans. Drawings should include height, construction material, electrical, and plumbing. If hot tub is to be placed on a new wood deck, construction plans are required for the deck construction. Should the hot tub be placed on an existing deck, provide details on reinforcing the deck structure where the hot tub is to be placed.

*Approximate review time 15 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule the delivery of all dumpsters at 630-261-0400.*



## **HVAC – COMMERCIAL NEW AND REPLACEMENT**

- One (1) completed Building Permit Application.
- Two (2) copies of the spec sheet for the HVAC unit(s).
- Two (2) copies of plans, including engineering and/or structural if needed. Plans should include full scope of work including electrical. If the unit(s) are rooftop units screening must be shown on plans.
- If unit(s) are ground unit(s), submit two (2) copies of a Site Plan. Site Plan must indicate to scale the location of the unit(s) and all screening and/or surrounding landscaping including property line setbacks.
- Written approval from the property owner and/or property manager authorizing the installation.

*Approximate review time 15 business days.*

*A review by the Fire District of record may be required for permit release.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

# KITCHEN REMODEL RESIDENTIAL

***CONTACT THE BUILDING AND ZONING DEPARTMENT TO VERIFY  
EXACT PERMITTING REQUIREMENTS BEFORE SUBMITTAL***

- One (1) completed Building Permit Application.
- Two (2) complete sets of architectural stamped plans. The cover sheet only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable. Drawing should include Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Stopping, and Ventilation if work is proposed in those area.

*Approximate review time 30 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule the delivery of all dumpsters at 630-261-0400.*

**LAWN IRRIGATION SYSTEMS  
COMMERCIAL & RESIDENTIAL  
Private Property Only  
(No Sprinklers Allowed in Public Right-of-Way)**

- One (1) completed Building Permit Application.
- Two (2) copies of the Plat of Survey showing the location of all sprinkler heads and run sizes.
- Provide sources for RPZ location and RPZ specs.

*Approximate review time 15 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

## **LOW VOLTAGE COMMERCIAL & RESIDENTIAL**

- One (1) completed Building Permit Application.
- One (1) copy of the proposal outlining the scope of work.
- One (1) set of drawings displaying the area of work, if applicable.

*Approximate review time 10 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

# **NEW CONSTRUCTION COMMERCIAL BUILDING – SHELL ONLY**

- One (1) completed Building Permit Application.
- Three (3) complete sets of the architectural stamped plans for the building shell to the City of Oakbrook Terrace Building and Zoning Department. The cover sheet only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable.

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

- Remit the plan review fee of \$2,000.
- Two (2) complete sets of the architectural stamped plans for the building shell to the corresponding Fire District of record with their completed application. The cover page only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable.

Oakbrook Terrace Fire Protection District  
17W400 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Attention: Fire Chief Ralph DeLuca  
Main 630-834-2759  
FAX 630-834-1085  
[rdeluca@oakbrookterracefire.org](mailto:rdeluca@oakbrookterracefire.org)  
[www.oakbrookterracefpd.org](http://www.oakbrookterracefpd.org)

York Center Fire Protection District  
1517 South Meyers Road  
Lombard, Illinois 60148  
Attention: Lieutenant Ken Kovarik  
Main 630-627-1940 EXT. 234  
FAX 630-627-0479  
[kovarik@yorkcenterfire.org](mailto:kovarik@yorkcenterfire.org)  
[www.yorkcenterfire.org](http://www.yorkcenterfire.org)

# **NEW CONSTRUCTION COMMERCIAL BUILDING – SHELL ONLY**

(Continued)

## **AFTER INSTALLATION OF FOUNDATION:**

***SUBMITTAL OF A SPOT SURVEY AFTER THE FOUNDATION IS POURED AND PRIOR TO THE BEGINNING OF FRAMING SHOULD BE SUBMITTED TO THE CITY FOR REVIEW AND APPROVAL.***

*Approximate review time 30 days.*

*Approvals from all the above agencies are required for permit release.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule the delivery of all dumpsters at 630-261-0400.*

# **NEW CONSTRUCTION RESIDENTIAL SINGLE FAMILY**

- One (1) completed Building Permit Application. Should the project be out to bid, note TBD.
  - One (1) signed Reimbursement of Fees Agreement.
  - One (1) Soil Analysis Report.
  - Two (2) copies of a Plat of Survey displaying all existing conditions. Drawings must include all existing structure(s) and accessory buildings including the driveway and walkways.
  - Two (2) copies of a Plat of Survey/Site Development Plan.
  - Two (2) copies the Plat of Survey displaying all proposed conditions. Drawing should include the proposed building footprint including all setbacks with all dimensions to scale.
  - Two (2) copies of a Topographic Survey displaying existing and proposed conditions.
  - Three (3) complete sets of architectural stamped drawings to the City of Oakbrook Terrace Building and Zoning Department. The cover sheet only should be stamped by a State of Illinois licensed architect. An electronic stamp is acceptable.
- City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)
- One (1) completed Residential Zoning Data Summary Form.
  - Read the City of Oakbrook Terrace New Construction Architectural Guide, sign and return the “Acknowledgement of Commitment”, page 34.
  - Provide a copy of the paid receipt for the water connection permit from the City of Oakbrook Terrace Water Department or other water service provider.

# **NEW CONSTRUCTION RESIDENTIAL SINGLE FAMILY**

(Continued)

- Provide one (1) copy of the sewer connection permit from Flagg Creek Water Reclamation District.

Flagg Creek Water Reclamation District  
7001 N. Frontage Road  
Burr Ridge, Illinois 60527  
Main 630-323-3299  
[www.flaggcreekwrd.org](http://www.flaggcreekwrd.org)

- If property is located within a floodplain, provide three (3) copies of a Wetland and/or Flood Plain Delineation/Mitigation Report.
- If property is located within a floodplain, provide a copy of the DuPage County Stormwater Management Permit Application.
- If property is located within a floodplain, project engineer to provide an estimate of probable cost for drainage, soil erosion and sedimentation control.
- Remit a check or letter of credit for Stormwater Securities.
- Provide a copy of the paid receipt for DuPage County Impact Fees.

DuPage County Economic Development & Planning Department  
421 N. County Farm Road  
Wheaton, IL 60187  
Main 630-682-6700  
[www.dupageco.org](http://www.dupageco.org) / Search Impact Fees

- Remit the Plan Review Fee of \$500.
- Remit the permit fee due calculated by the City.

## **AFTER INSTALLATION OF FOUNDATION:**

- Submit for review and approval two (2) copies of the As-Built Foundation Plan.



# NEW CONSTRUCTION RESIDENTIAL SINGLE FAMILY

(Continued)

**FOR ISSUANCE OF THE FINAL CERTIFICATE OF OCCUPANCY THE FOLLOWING DOCUMENTS SHALL BE SUBMITTED FOR REVIEW AND APPROVED BY THE CITY.**

- Two (2) copies of the As-Built Topographic Survey.
- Two (2) copies of the As-Built Site Plan.
- Two (2) copies of the As-Built Landscape Plan.

*Approximately review time 30 days or less.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule the delivery of all dumpsters at 630-261-0400.*

***ALL DOWNSPOUTS AND SUMP PUMPS MUST BE CONNECTED TO THE CITY STORM SEWER, ORDINANCE #10-27.***

## **PARKING LOT - NEW**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey highlighting the area of work and the total square footage.
- Two (2) copies of a Landscape Plan.
- Two (2) copies of a Site Plan. Plan should show the location of all stripping including the ADA Handicap Parking Stalls.
- Two (2) complete sets of Site Improvement and Grading Plan displaying existing and proposed grading. Documents must be prepared by a Registered Professional Civil Engineer of Illinois and all plans must contain the Engineer's Signature and an imprint of their Professional Seal.
- Two (2) copies of a Lighting Plan.
- One (1) completed DuPage County Stormwater Management Application.
- Two (2) copies of a Signed and Sealed Stormwater Management Report. Report must include Detention Volume Calculations, Tributary Drainage Area Maps, Storm Sewer Sizing Calculations, and Detention Volume Verification Calculations.
- Two (2) copies of the Engineer's sealed and signed Estimate of Probable Cost.
- Two (2) copies of a Geotechnical Soil Report.
- Two (2) copies of a Wetland and/or Flood Plain Delineation/Mitigation Report.

*Approximate review time 30 business days.*

*An engineering review will be required, and additional documents may be requested.*

*The contractor will be required to register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

***IT IS THE APPLICANT'S RESPONSIBILITY TO BRING THE PARKING LOT INTO FULL COMPLIANCE WITH THE ILLINOIS ACCESSIBILITY CODE.***

## **PARKING LOT POLE LIGHTING**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey.
- Two (2) copies of a Site Plan displaying the location of all lamp poles.
- Two (2) copies Photometric Report.
- Two (2) copies of the manufacturer's specification sheet for the proposed lamp pole. Spec sheet must include overall height and dimensions of fixtures including type of bulb and foot candle readings.

*Approximate review time 30 business days.*

*Engineering review may be required, and additional document requested.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

## **PAVER PATIO & WALKWAY(S)**

- One (1) completed Building Permit Application.
- One (1) copy of the proposal outlining the scope of work.
- Two (2) copies of a Plat of Survey displaying the proposed location of the new paver patio and/or walkway(s) to scale.
- If property is located within a floodplain and the proposed paved area is large enough to trigger stormwater requirements (approximately 500 SF of net new impervious area) stormwater calculations shall be included, and an engineering review will be required.

*Approximate review time 15 business days.*

*If proposed location of the new paver area is located within a floodplain engineering review will be required, and additional information may be requested.*

*The contractor will be required to register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

# **PLUMBING ALTERATIONS COMMERCIAL & RESIDENTIAL**

- One (1) completed Building Permit Application.
- One (1) copy of the proposal outlining the scope of work.
- Two (2) sets of Drawings/Diagrams, if required.

*Approximate review time 15 business days.*

*The contractor will be required to register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

# **POOL RESIDENTIAL ABOVE GROUND OR IN-GROUND**

- One (1) completed Building Permit Application.
- One (1) complete set of manufacturer's pool specifications. Specifications should include pump, filter, and heater information.
- Two (2) copies of Plat of Survey. Plat must show location and dimensions of the proposed pool, location of existing overhead/underground ComEd power lines, location of proposed electrical lines and outlet for pool pump, location of proposed gas lines for pool heater, if applicable, and location and height of fencing around pool or property.
- For in-ground pools, two (2) complete sets of construction drawings. Drawings should include grounding requirements, pool deck area and accessories, plumbing supply lines and drains, and all electrical requirements.
- Two (2) copies of a Site Improvement and Grading Plan, if applicable.

*Approximate review time 15 business days.*

*If property is within a floodplain engineering review will be required and additional information may be requested.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

## **PORCH OPEN OR SCREENED**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey showing the location and dimension of proposed porch.
- Two (2) copies of detailed construction drawings.
- If property is located within a floodplain and the addition is large enough to trigger stormwater requirements (approximately 500 SF of net new impervious area) stormwater calculations shall be included and engineering review will be required.

*Approximate review time 15 business days.*

*If property is within a floodplain engineering review will be required and additional information may be requested.*

*If property is within a flood zone engineering review may be required.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

# **ROOF NEW OR OVERLAY COMMERCIAL & RESIDENTIAL**

- One (1) completed Building Permit Application.
- One (1) copy of the proposal outlining the scope of work.

*Approximate review time – 1 to 2 business days.*

*The roofing contractor will be required to register with the City prior to permit release and must provide a copy of their current roofing license.*

*The City of Oakbrook Terrace is contracted with Flood Brothers Disposal for all waste removal. Contact Flood Brothers directly to schedule the delivery of all dumpsters at 630-261-0400.*



## **SHED**

- One (1) completed Building Permit Application.
- One (1) copy of the proposal outlining the scope of work.
- One (1) copy of a Plat of Survey. Plat must show location with dimension of the proposed shed.
- One (1) copy of brochure displaying proposed shed. Brochure should include overall height, anchoring and description of base.
- If property is located within a floodplain and shed is large enough to trigger stormwater requirements (approximately 500 SF of net new impervious area) stormwater calculations shall be included and engineering review will be required.

*Approximate review time 15 business days or less.*

*If property is within a floodplain engineering review will be required and additional information may be requested.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

# SIGNS

- One (1) completed Building Permit Application.
- Two (2) sets of drawings showing the proposed sign(s) with exact wordage. Drawings should include the overall dimensions of the perimeter of the sign and overall height, and if the sign is single faced, double faced and if illuminated. If sign is illuminated detail electrical drawings should be displayed on the drawings.
- Two (2) copies of the building elevation.
- Two (2) copies of the Site Plan showing the building frontage and proposed sign(s) location.
- Submit an inventory of all existing signage at the subject property with dimensions or location.

*Approximate review time 15 business days.*

*The sign company and electrician must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

# **SOLAR PANELS ROOF TOP ONLY COMMERCIAL & RESIDENTIAL**

- One (1) completed Building Permit Application.
- One (1) copy of the proposal outlining the scope of work.
- Two (2) copies of the spec sheets for the solar panels.
- Two (2) complete sets of drawings sealed and signed by a Structural Engineer to the City of Oakbrook Terrace Building and Zoning Department.

City of Oakbrook Terrace  
Building and Zoning Department  
17W275 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Main 630-941-8300  
FAX 630-617-0036  
[www.oakbrookterrace.net](http://www.oakbrookterrace.net)

*Approximate review time 15 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

# **STORAGE TANK INSTALLATION UNDERGROUND**

- One (1) completed Building Permit Application.
- Two (2) copies of a Plat of Survey for the subject property.
- Two (2) copies of a Site Plan showing the location and depth of tank(s).
- Two (2) copies of the Illinois State Fire Marshal's Installation Permit.
- Two (2) copies of the tank specifications. Information must include size, type, and use.
- Two (2) copies of a sealed and signed Site Improvement and Grading Plan.
- Two (2) DuPage County Stormwater Management Application.
- Two (2) copies of a sealed and signed Stormwater Management Report. Report should include Detention Volume Calculations, Tributary Drainage Area Maps, Storm Sewer Sizing Calculations, and Detention Volume Verification Calculations
- Two (2) copies of the Engineer's sealed and signed Estimate of Probable Cost.
- Two (2) copies of a Geotechnical Soil Report.
- Two (2) copies of a Wetland and/or Flood Plain Delineation/Mitigation Report.
- Two (2) complete sets of all the above documents to the corresponding Fire District of record with their completed Permit Application.

Oakbrook Terrace Fire Protection District  
17W400 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Attention: Fire Chief Ralph DeLuca  
Main 630-834-2759  
FAX 630-834-1085  
[rdeluca@oakbrookterracefire.org](mailto:rdeluca@oakbrookterracefire.org)  
[www.oakbrookterracefpd.org](http://www.oakbrookterracefpd.org)

# **STORAGE TANK INSTALLATION UNDERGROUND**

(Continued)

York Center Fire Protection District  
1517 South Meyers Road  
Lombard, Illinois 60148  
Attention: Lieutenant Ken Kovarik  
Direct 630-627-1940 EXT. 234  
FAX 630-627-0479  
[kovarik@yorkcenterfire.org](mailto:kovarik@yorkcenterfire.org)  
[www.yorkcenterfire.org](http://www.yorkcenterfire.org)

*Approximate review time 30 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

# STORAGE TANK REMOVAL UNDERGROUND

- One (1) completed Building Permit Application.
- Two (2) copies of the Illinois State Fire Marshal's Removal Permit.
- Two (2) copies of the Plat of Survey or Site Plan indicating the location of the tanks to be removed.
- Two (2) complete sets of all the above documents to the corresponding Fire District of record with their completed Permit Application.

Oakbrook Terrace Fire Protection District  
17W400 Butterfield Road  
Oakbrook Terrace, Illinois 60181  
Attention: Fire Chief Ralph DeLuca  
Main 630-834-2759  
FAX 630-834-1085  
[rdeluca@oakbrookterracefire.org](mailto:rdeluca@oakbrookterracefire.org)  
[www.oakbrookterracefpd.org](http://www.oakbrookterracefpd.org)

York Center Fire Protection District  
1517 South Meyers Road  
Lombard, Illinois 60148  
Attention: Lieutenant Ken Kovarik  
Direct 630-627-1940 EXT. 234  
FAX 630-627-0479  
[kovarik@yorkcenterfire.org](mailto:kovarik@yorkcenterfire.org)  
[www.yorkcenterfire.org](http://www.yorkcenterfire.org)

*Approximate review time 30 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

# **WATERPROOFING INTERIOR & EXTERIOR**

- One (1) completed Building Permit Application.
- One (1) copy of the proposal outlining the scope of work.
- Two (2) copies of the Floor Plan showing the drain tile, sump pump, pit/storm water discharge direction, and electrical receipts, if applicable.

*Approximate review time 10 business days.*

*The general contractor is responsible for providing a contact list of all subs awarded for the project and all trades must register with the City prior to permit release.*

*It is the contractor's responsibility to contact J.U.L.I.E. at 1-800-892-0123 to locate all utilities prior to the commencement of any work.*

## **WINDOWS & DOORS NEW**

- One (1) completed Building Permit Application.
- One (1) copy of the proposal outlining the scope of work.
- Two (2) copies of the Window Manufacturer's spec sheet(s) including "U" Factor stickers for windows which are to remain on glass for final inspection.
- Two (2) copies of the Door Manufacturer's spec sheet(s).
- Two (2) copies of the Plat of Survey or Site Plan displaying the location with dimension of all new window(s) and/or door(s). Dimensions of all new openings must be shown to scale.
- Two (2) copies of construction drawings showing framing and header details.

*Approximate review time 10 business days.*

*The contractor will be required to register with the City prior to permit release.*

## **WINDOW & DOORS REPLACEMENT**

***NO PERMIT IS REQUIRED FOR REPLACEMENT OF EXISTING WINDOWS AND EXTERIOR DOORS IF THEY ARE THE SAME SIZE AND TO BE INSTALLED IN THE SAME LOCATION.***