



## **NEW CONSTRUCTION CHECKLIST FOR SINGLE FAMILY RESIDENCE**

- Building Permit Application
- Contractor Sheet listing all contractors that will be performing work on the project
- Signed Reimbursement of Fees Agreement
- Soil Test Report
- Three sets of the Plat of Survey/Site Development Plan
  - \*Drawing must show all existing and proposed structure(s), accessory buildings and structures, driveways and walkways.
- Three sets of Topographic Survey
- Three sets of STAMPED and SEALED Architectural/Engineering Drawings
- Three sets of Fire Sprinkler Plans must be submitted to the Oakbrook Terrace Fire Protection District.
- Oakbrook Terrace Fire Protection District permit application and review fee
- Two sets of a Tree Preservation Plan
- If demolition of a structure is required a Demolition Permit is needed and a \$300 Demolition Permit Fee is required.
- Completed Residential Zoning Data Summary Document
- Copy of disconnection and reconnection permit from Flagg Creek Water Reclamation District
- Evidence of disconnection of ComEd and Nicor Gas
- Copy of paid receipt for water permit from Oakbrook Terrace Water Department
- Engineer to provide an estimate of probable cost for drainage, soil erosion and sedimentation control
- DuPage County Stormwater Management Permit
- Check or Letter of Credit for Stormwater Securities
- DuPage County Impact Fees – copy of paid receipt
- Copy of Contract showing total cost of the project, including sprinkler system
- \$500 check for Plan Review Fee made payable to City of Oakbrook Terrace
- Three copies of As Built Topographic Survey
- Three copies of As Built Site Plan
- Two copies of As Built Landscape Plan

**This is a guide only and is not intended nor shall it be considered a complete set of requirements.**

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