VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

For Single-Family Residential Additions

Attached is a description of the procedures and the required applications for a building permit for a new single-family residential addition. Included are the following documents:

- Procedures for Building Permit
- Building Permit Application
- Zoning Checklist
- Engineering Plan Checklist
- Fees for Single-Family Residential Additions
- Architect's Certification of Plans
- Site Preparation and Maintenance
- Required Inspections for Residential Additions
- Expiration of Residential Permits
- Cash Performance Bond and Landscape Bond
- Certificates of Occupancy for Residential Additions

If you have any questions regarding your permit, please contact the following Community Development staff during regular Village Hall hours (Monday through Friday; 8 A.M. to 5 P.M.).

Building and Zoning Assistant
Julie Tejkowski
(630) 654-8181, ext. 3010
jtejkowski@burr-ridge.gov

Community Development Director
J. Douglas Pollock, AICP
(630) 654-8181, ext. 3000
dpollock@burr-ridge.gov

The Community Development Department staff is available to provide information and guidance throughout the building permit process. All of this information and more is available on our web site at www.burr-ridge.gov. Your cooperation is greatly appreciated.

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Addition to a Single-Family Residence

The following information is being provided by the Community Development Department concerning construction of an addition to a single family residence. ***Construction of an addition may not begin until a permit has been issued by the Village of Burr Ridge.***

The following is required with a permit application for single-family residential addition:

Building Permit Application; A permit application (attached) must be completed and submitted to the Village. Any authorized representative of the property owner may be the applicant. However, the property owner must sign the permit application or provide written consent for another party (e.g. the contractor) to act as the permit applicant.

Plan Exam Fee/Deposit: A deposit of $600 is due at the time of application.

Required Plans: The following plans are required:

- 4 copies of a certified Plat of Survey showing all current buildings, structures, easements and related conditions of the property and providing the exact area of the lot (in square feet).
- 4 copies of the architectural plans, signed, sealed and certified by a registered Architect.
- 4 copies of a civil engineering plan (if deemed necessary by the Village Engineer) showing all information as per the attached Engineering Plan Checklist.
- 4 copies of a tree preservation plan where applicable (see separate requirements).

HOA Approval Letter; A letter of approval from the Subdivision Homeowners' Association may be required depending on the subdivision in which the property is located.

The initial plan review process will be completed within 14 working days. If the plans and related documents are not completed in full compliance with the applicable codes, resubmittal of said plans will be required. You should allow 7-10 working days for review of resubmitted plans.

Contractor's License: The Village of Burr Ridge does not require contractors to be licensed. However, for all plumbing work, a copy of the plumber's Illinois plumbing license is required.

At the time of permit issuance, the applicant is responsible for the following:

- **Payment of Building Permit Fee**: See attached fee schedule.
- **Performance Bond**: A $5,000.00 cash bond is required.

During construction, the applicant is responsible for the following:

- **Preparation of Construction Site:** Before construction, site preparation must be completed and inspected by the Village. Site preparation includes construction fencing, dumpster, and posting of the permit sign. Additional details are provided in the attached flyer.
- **Duration & Expiration of Building Permits:** All exterior construction including the building façade, driveways, sidewalks, grading and landscaping, must be completed within one year after the first footing inspection. Additional details are provided in the attached flyer.
- **Additional fees** may include $100 for re-inspections and $200 for a stop work order.

- If there are any **deviations from the approved plans**, the applicant must contact Village staff to review and approve changes before proceeding. Construction without a permit or not conforming to an approved plan is subject to a $200 stop work order and a penalty fee equal to 150% of the building permit fee.
- A list of **required inspections** will be provided at the time of permit issuance. Applicant is responsible for scheduling all inspections. Call 630 654-8181, ext. 3100 by 3 pm at least one day prior to the desired inspection date.
- **Permitted times for outside construction** are Monday through Friday:7 AM to 7 PM; Saturday and Sunday:8 AM to 5 PM. A stop work order will be issued for any violations of the permitted hours of construction.
- An **additional cash bond of $2,500.00** may be required at the time a certificate of occupancy is issued if final grading, hard surfacing, and landscaping are not completed (see requirements for certificate of occupancy contained in packet).
- **Certificate of Occupancy –** Upon completion and before occupancy, it is the responsibility of the permit applicant to call for final inspections and to request a Certificate of Occupancy. Additional details are provided in the attached flyer.

Architectural plans should be prepared in conformance with the following codes:

- International Residential Code for One-and Two Family Dwellings (IRC), 2012 Edition
- Illinois State Plumbing Code (ISPC), Latest Edition as mandated by the State of Illinois
- International Plumbing Code (IPC), 2012 Edition
- NFPA 70, National Electric Code (NEC), 2011 Edition
- 2012 International Energy Code
- Miscellaneous Amendments to the above codes as set forth in Article VII, Section 701 in the Burr Ridge Building Ordinance #1002
- Village of Burr Ridge Zoning Ordinance

All plans should be signed, sealed, and certified by the architect. Certification of plans shall conform to the requirements set forth in Section 242 of the Building Ordinance (see attached).

Site/Engineering Plans should be prepared in conformance with the following:

- Village of Burr Ridge Zoning Ordinance – see attached checklist.
- The Burr Ridge Municipal Code, particularly Chapter 8 regarding storm water run-off.

VILLAGE OF BURR RIDGE

APPLICATION FOR BUILDING PERMIT

Single-Family Residential

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

- ☐ New Residence–$1000 Deposit
- ☐ Addition –$600 Deposit
- ☐ Alteration-$200 Deposit
- ☐ Accessory Structure–No Deposit
- ☐ Accessory Building – With Electrical, Mechanical or Plumbing (EMP) - $200 Deposit
- ☐ Accessory Building – No EMP – No Deposit
- ☐ Electrical, Plumbing or Mechanical Alteration or Service Upgrade -No Deposit
- ☐ Other – Deposit to be determined

Description:	$ Deposit Due at Time of Application Additional Fees Will Be Due Prior to Issuance of the Permit

Address of Property:	PIN #:

All permit applications must be accompanied by a Plat of Survey and 4 sets of plans for all proposed improvements.

Permit Applicant:	
Applicant's Address:	Business Phone:
	Cell Phone:
	FAX:
	Email:

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant, only.

General Contractor: Address:	Email:
	Phone:
Architect: Address:	Email:
	Phone:
Property Owner: Address:	Email:
	Phone:

Please allow 14 business days for the first plan review and 10 for each subsequent review. You will be contacted upon completion of each plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

The above information and the submitted plans are true and accurate to the best of my knowledge.

_____ Signature of Applicant

_____ Date of Submittal

Zoning Ordinance Checklist - Single-Family Residence - for: _____

	REQUIRED			ACTUAL	ORDINANCE	COMMENTS
FLOOR AREA - PRINCIPAL BUILDING						
Maximum Floor Area	Not to Exceed 20% of the lot area				VI.D.4	
Lot Area	Must be shown on Survey or Engineering Plan				VI.D.3a(1)	
SITE PLAN - SETBACKS FOR PRINCIPAL BUILDING						
	R-2A	***R-2B***	***R-3***			
Front Yard	50'	40'	30'		VI and IV.G.5.a	
	Or Minimum of Adjacent Home*					
Interior Side Yard	15'	17'	10'		VI	
Interior Side Yard	15'	17'	10'		VI	
Corner Side Yard	40'	40'	30'		VI	
Rear Yard	60'	55'	50'		VI	
ACCESSORY STRUCTURES						
AC Units	Within 5' of side or rear wall; at least 15' from front wall; & screened with year-round landscaping				IV.I.4	
Driveway Setback	2' from interior side lot lines and 15' from corner side lot line				IV.I.2	
Driveway Width	9' to 22' wide with a combined maximum of 36'				Appendix VI.1.b	
Number of Driveways	2 permitted; except corner lots permitted 3 but 2 max per street				Appendix VI.1.b	
Surface of Driveways	Must be hard surfaced; e.g. asphalt, concrete or brick pavers				XI.C.9.b(2)	
ARCHITECTURAL PLAN - PRINCIPAL BUILDING						
Building Height*	Measured on the Front Elevation - 30' or 2.5 stories maximum				VI.D.5.a	
No. of Garage Doors	4 Maximum; double doors count as 2				IV.H.6.c	
Garage Door(s) Height	9' Maximum				IV.H.9	
Floor Area of Garage(s)	1,410 sq ft max(area exceeding 1,000 counts toward FAR)				IV.H.6.a & b	

Plans must explicitly show compliance with all regulations specified herein and with all necessary dimensions and notes provided on the plans.

Separate permit applications are required for detached accessory buildings and structures such as sheds, fences, and pools.

*Compliance with the minimum setback of adjacent homes does not apply to corner lots or to lots adjacent to at least one vacant lot.

**Building height is measured from the average top of foundation or the average of the brick ledge whichever is lower in the elevation facing the front lot line to the highest point of the coping of a flat roof or the deck line of a mansard roof, or to the mean height level between eaves and ridge for gable, hip or gambrel roofs.

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Engineering Plan Checklist

Address:			Date:
Subdivision:		Lot #:	Top of Foundation (T/F) Elevation:
Walkout: Y / N	County: Du Page / Cook	Stormwater Permit #:	

The following information is required on all site engineering plans:

- ❑ Stamp and signature of a registered Professional Land Surveyor or Registered Professional Engineer with the plan date, license number, and license expiration date.
- ❑ Location of principal building and the proposed building setbacks from all lot lines.
- ❑ Location, dimensions, and setbacks of all accessory structures such as drives, walks and patios.
- ❑ Total square footage of the lot and all perimeter dimensions of the lot.
- ❑ Exterior air conditioning units and generators with year-round landscape screening.
- ❑ Hard surface material of driveway and width at the property line (9 to 22' per driveway; 36' combined) and details of driveway connection to existing curb or edge of street pavement.
- ❑ Driveway slope (maximum 12% grade), preferred range 3% to 8%.
- ❑ Setback of driveways from side lot lines (required minimum of 2 feet from interior side lot lines, 15 feet from corner side lot lines and 10 feet from any parkway trees)
- ❑ Location and typical cross sections for all retaining walls – retaining walls must be setback a minimum of 2' from all lot lines and cannot exceed 42" in height.
- ❑ All perimeter dimensions of the principal building foundation including any jogs or offsets.
- ❑ T/F including all vertical changes in elevation and consistent with approved subdivision plans.
- ❑ Location and T/F of adjacent lots (if vacant, give proposed T/F).
- ❑ Proposed and existing contours and with existing contours extending a minimum of 10 feet onto adjacent properties; proposed contours must match existing contours at property lines (unless adjacent property is unimproved).
- ❑ All rear and side yard swales and high point/break point elevations.
- ❑ Finished grade a minimum of 6 inches below the top of foundation with a minimum 6 inches of pitch away from building in first 10 feet.
- ❑ Maximum ground slope is 4:1. Minimum ground slope is 2%.
- ❑ Location of all downspout and sump pump discharges and associated improvements – all such discharges shall be a minimum of 10' from all property lines.
- ❑ Location of B-Box - must be in public parkway, not located in easements or driveway pavement.
- ❑ Label water service and sanitary service lines and minimum separation of water and sewer services (10' required). A minimum 1.5" water service line is required.
- ❑ All existing and proposed improvements in the adjacent public right of way including sidewalks, curbs, edge of pavement, utilities and manholes (with elevations), and parkway trees.
- ❑ Typical detail for any proposed public sidewalks (5 feet wide; 5 inches of concrete on 2 inches of aggregate; through driveway is 7 inches of concrete on 2 inches of aggregate).
- ❑ Elevation of top of curb to sidewalk, sidewalk should be higher by 0.4 feet, to front of walk. Walk to have a 2% (1.2 inches) cross pitch toward street.
- ❑ Location, size, species, and condition of all existing trees 8" D.B.H. and larger (measured 4.5' above grade). May be provided on separate sheet with tree preservation plan for wooded lots.
- ❑ All site preparation and maintenance facilities and notes (see handout titled Site Preparation and Maintenance for further details).

Architectural Plans and Engineering Plan <u>must</u> be coordinated to match.

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Fees for Additions to a Single Family Residence

The following fees are required for construction of additions to single-family residences in the Village of Burr Ridge:

Building Permit Fee Deposit:	**$600**	Due at time of application; Non-refundable if permit is not issued; will be applied to final permit fee upon issuance of permit.
Engineering Review Fee:	**$350**	Due at time of issuance.
Code of Conduct Sign:	**$50**	Due at time of issuance.
Re-Inspection Fee(s):	**$100**	Only when initial inspection fails.
Removal of Stop Work Order:	**$200**	Must be paid before a stop work is removed.
Other Fees		May apply depending upon scope of work.

Permit Fee for Additions to Single-Family Residences											
Not Exceeding			500	square feet	=	$1.30	per square foot				
From	501	to	750	square feet	=	$650	plus	$1.20	for each square foot over	500	
From	751	to	1,000	square feet	=	$950	plus	$1.10	for each square foot over	750	
From	1,001	to	2,000	square feet	=	$1,225	plus	$0.90	for each square foot over	1,000	
From	2,001	to	3,000	square feet	=	$2,125	plus	$0.80	for each square foot over	2,000	
From	3,001	square feet plus			=	$2,925	plus	$0.70	for each square foot over	3,000	

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Certification of Plans

Architect, Structural Engineer, or Licensed Design Professional Must Certify that Plans and Specifications Comply with the Building Ordinance By Signing and Sealing

It shall be unlawful for any architect, structural engineer, or any other licensed design professional to prepare or submit to the Building Commissioner for his approval any final plans for any building or structure which do not comply with all of the provisions of this Building Ordinance and all other applicable laws and ordinances specifically including but not limited to the Burr Ridge Zoning Ordinance. Any plans submitted under this Ordinance shall bear the signature and seal of the architect, structural engineer, or other licensed design professional who prepared the plans and specifications. A seal will not be required where the Building Commissioner determines the work to be non-structural or minor in nature.

Every licensed architect or structural engineer shall have a reproducible seal, or facsimile, the print of which shall contain the name of the architect or structural engineer, the license number, and the words “Licensed Architect,” or “Structural Engineer,” “State of Illinois.” The licensed architect or structural engineer shall affix the signature, current date, date of license expiration, and seal to the first sheet of any bound set or loose sheets of technical submissions utilized as contract documents between the parties to the contract or prepared for the review and approval of any governmental or public authority having jurisdiction by that licensed architect or structural engineer or under that licensed architect’s or structural engineer’s responsible control. The sheet of technical submissions in which the seal is affixed shall indicate those documents or parts thereof for which the seal shall apply. The seal and dates may be electronically affixed. The signature must be in the original handwriting of the licensee. Signatures generated by computer shall not be permitted. All technical submissions issued by any corporation, partnership, professional service corporation, or professional design firm as registered under this Act shall contain the corporate or assumed business name and design firm registration number, in addition to any other seal requirements as set forth by the Illinois Department of Professional Regulation.

Anyone falsely making any such certification shall be subject to the penalty provided in Section 501 (Article V) of this Ordinance and to such further penalties as may be provided or allowed by law.

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Site Preparation and Maintenance

Engineering plans for new, single-family residences or additions to a single-family residence must show compliance with the site preparation and maintenance requirements listed below. A Village inspection and approval of the site preparation facilities is required prior to commencement of any exterior construction. The contractor is responsible for properly maintaining the site throughout the duration of the project. Random site inspections will be conducted by the Village.

- **Gravel Construction Entryway** – For lots without a hard surfaced driveway, a gravel construction access must be maintained until a hard surfaced driveway is completed. The contractor is responsible for keeping street and sidewalks free of mud and gravel at all times. Generally construction entryways are to be located over the future location of the driveway.
- **Silt Fence** – A trenched erosion control fence must be constructed and properly maintained until seed, sod, or other suitable ground cover is established.
- **Construction Fence**
  - Construction fencing is required prior to the start of construction for all new single-family residences and additions and any other construction involving substantial grading or foundation work as determined by the Village Engineer.
  - Construction fencing is to be properly maintained for the duration of exterior work on the property. Damaged or leaning fencing must be repair immediately.
  - Construction fencing shall enclose the entire work area except for the gravel drive.
  - All construction work and staging must be contained within the fenced area.
  - Construction fencing shall be of the materials and specifications that are shown herein.
- **Code of Conduct and Permit Sign –** to be installed with the face of the sign being clearly visible to the public, at the site entrance just outside the construction fencing.
- **Dumpster** – to be located within the fenced area, and kept covered at all times.
- **Portable Sanitation Facility** – to be located on private property within the fenced area.
- **Inclusion of the following notes:**
  - "All streets must be kept clear of mud, stone, or other debris at all times. Streets shall be "broom-clean" at the end of each work day. No material can be stored at any time on Village roadways or parkways."
  - "Any damage to public property or the public right-of-way, including but not limited to the street, curb, sidewalks, parkways, parkway trees, and utilities, should be immediately reported to the Village and must be restored to the satisfaction of the Village Engineer prior to release of the cash bond."

Repeat violations of the site preparation requirements will result in the issuance of a Stop Work Order without further notice from the Village

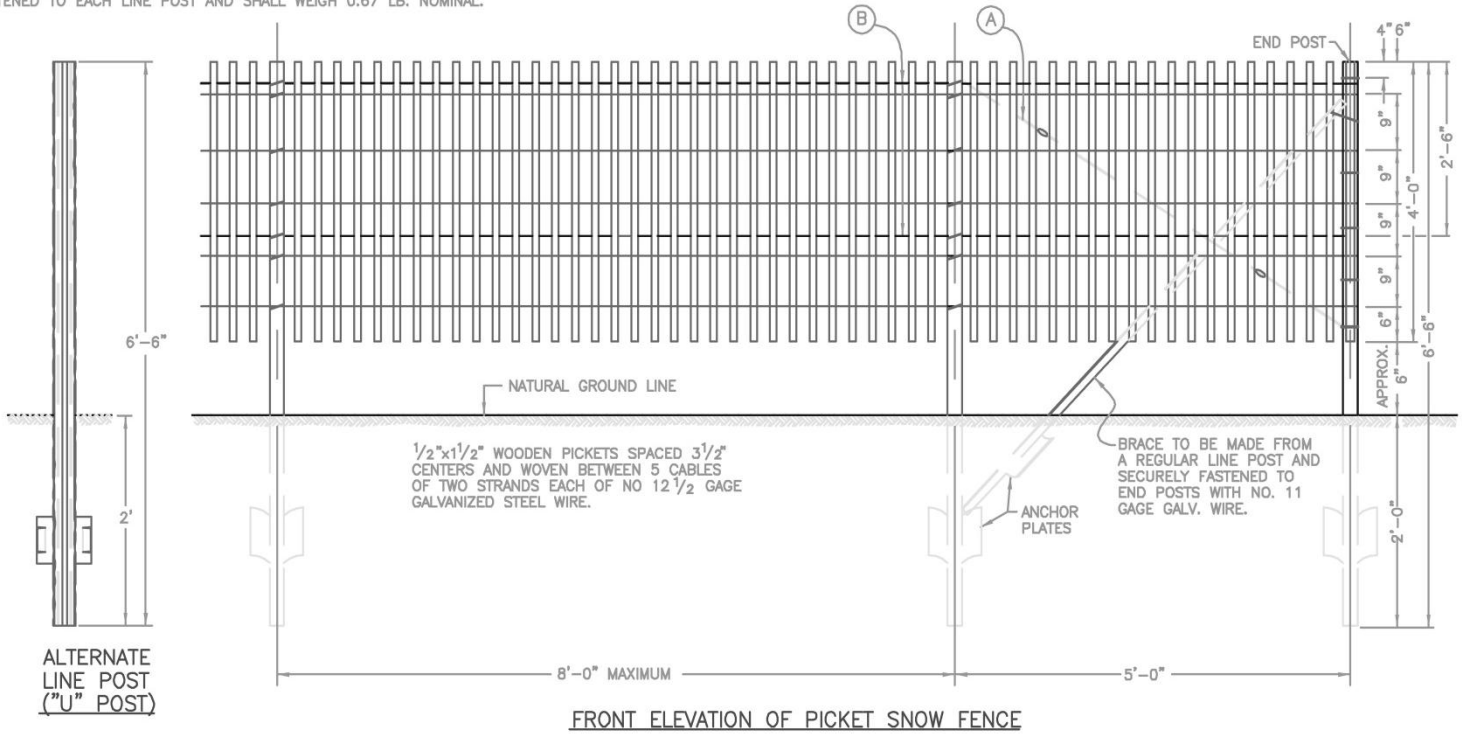
A Stop Work Order may be issued for failure to comply with any of the above site maintenance requirements. Work may not resume until the violations are resolved to the satisfaction of the Building Officer or Village Engineer and the $200 stop work order fee is paid.

GENERAL NOTES

1. WIRE-BOUND PICKET FENCE, CONFORMING TO ASTM F 537, IS TO BE STRETCHED TIGHT AND SECURELY FASTENED TO ALL POSTS WITH 11 GA. GALVANIZED STEEL WIRE CLAMPS OR 12 1/2 GA. GALVANIZED STEEL WIRE TIES.
2. ALL FENCE POSTS, COMPLETE WITH ANCHOR PLATE, SHALL BE HOT-DIPPED GALVANIZED, ALL CONFORMING TO REQUIREMENTS OF AASHTO M 281. LINE POSTS (WITHOUT ANCHOR) SHALL WEIGH NOT LESS THAN 1.33 LBS.PER LIN.FT. (RAW). SUITABLE ANCHOR PLATES SHALL BE SECURELY FASTENED TO EACH LINE POST AND SHALL WEIGH 0.67 LB. NOMINAL.

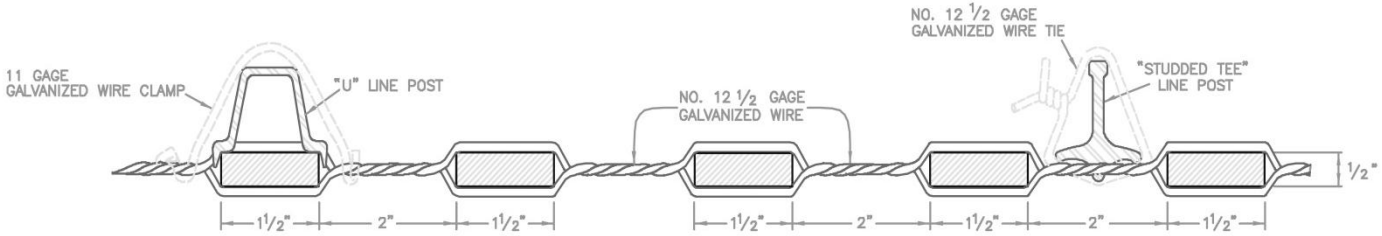
FENCE TO BE SECURELY BRACED AT EACH END PANEL WITH A REGULAR LINE POST AND 1 DIAGONAL CABLE CONSISTING OF 2 STRANDS OF TWISTED WIRE. EACH STRAND TO CONSIST OF TWO 12 1/2 GAGE GALVANIZED WIRES. (A)

TWO HORIZONTAL WIRES (B) SHALL BE STRUNG BEHIND THE PICKETS FOR THE FULL LENGTH OF THE FENCE. EACH HORIZONTAL WIRE TO CONSIST OF TWO 12 1/2 GAGE TWISTED GALVANIZED WIRES. EACH HORIZONTAL WIRE IS TO BE FASTENED SECURELY TO EACH FENCE POST BY MEANS OF 11 GAGE WIRE CLAMPS OR NO 12 1/2 GAGE WIRE TIES.



ALTERNATE LINE POST ("U" POST)

FRONT ELEVATION OF PICKET SNOW FENCE



TYPICAL SECTIONS THROUGH SNOW FENCE POST AND PICKETS

NOTE:
OTHER SECTIONS OF STEEL POSTS HAVING EQUAL WEIGHT AND EQUIVALENT STRENGTH MAY BE USED IN LIEU OF EITHER OF THESE SECTIONS.

Village of Burr Ridge, IL
Engineering Department
7660 S. County Line Road
Burr Ridge, IL 60527
Phone: (630) 654-8181
FAX: (630) 654-8269

Date:
Comments:
Standard Plan Revised

PICKET SNOW FENCE

STANDARD PLAN
F-1
Sheet No. 1 of 1

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Inspections for Residential Additions

At the time of permit issuance, a list of required inspections for your project will be provided. The following is a complete list of all standard inspections.

Inspections must be requested prior to 3 PM for next business day inspections. To schedule inspections, please call (630) 654-8181, ext. 3100. **Specific times are not given for inspections other than concrete pre-pour inspections**. **Re-inspections require a $100 fee paid prior to any re-inspection.**

Contact JULIE 1-800-892-0123 before any digging on the property begins.

Site Preparation – An inspection to ensure the adequate provision of all required soil erosion control and tree protection prior to grading, footing excavation, or any other work on the property.

Footing Excavation - An inspection is required before concrete is poured and after excavation and forming have been completed.

Foundation Forms – An inspection is required after the foundation wall forms are set and before concrete is poured. **(3 copies of a foundation survey must be submitted and approved prior to foundation wall inspection – allow 3 working days for approval).**

Foundation Wall - An inspection is required before backfilling and after footing drain tile has been placed and damp proofing completed.

Sewer and Water Tap-On Inspections – Water tap-on inspections are done by the Burr Ridge Public Works Department and require 24 hour notice. Sewer tap-on inspections are conducted by the sanitary sewer provided (Burr Ridge, Du Page County, or Flagg Creek). *It is the applicant's responsibility to contact the sewer provider and schedule all necessary inspections with the provider.*

Driveway – After placing of forms or otherwise establishing the border of a driveway and prior to installation of asphalt, concrete pavers, or other hard-surface material, an inspection is required to ensure that the driveway complies with the approved site plan, maximum and minimum width requirements, and setback requirements. Placement of driveway forms and the driveway inspection can be conducted at any time during the construction process.

Electric Service - An inspection is required after electric panel, meter enclosure, and temporary grounds have been installed.

Underground Plumbing - An inspection is required before concrete is poured in a basement or floor slab and after underground plumbing work has been completed.

Garage and/or Basement Floor – An inspection is required before concrete is poured.

Rough Framing - An inspection is required before any insulation and vapor barrier is installed and after the rough framing, rough plumbing, and rough electrical work are completed.

Fireplace Inspection - An inspection is required for all masonry and pre-fab fireplaces. This inspection shall be scheduled at the same time as the rough framing inspection.

Rough Plumbing - An inspection is required before any insulation and vapor barrier is installed and after the rough plumbing work is complete.

Rough Electric - An inspection is required before any insulation and vapor barrier is installed or any underground electrical work is covered by concrete and after the rough electrical work is complete.

Insulation and Vapor Barrier - An inspection is required before any interior wall finish is applied and after the insulation and vapor barrier are installed.

Septic System – If a private sanitary sewer system has been approved by the Village of Burr Ridge Board of Trustees as required by the Zoning Ordinance, an inspection is required before any backfilling and after the septic tank and seepage system has been installed.

Finals – Final inspection is required before issuance of a Building Certificate of Occupancy. A final inspection must be scheduled a minimum of two days before the certificate of occupancy will be issued. The final inspection shall ensure that the building and site comply with all Village codes and regulations including but not limited to the building codes, Zoning Ordinance, and engineering requirements. The final inspection shall include inspections for the following: building, mechanical, electrical, plumbing, and water and sewer service.

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Expiration of Residential Permits

Expiration of Building Permits: An approved building permit may be considered null and void if any of the following conditions exist:

- **Failure to Pay Permit Fee:** If the permit fee has not been paid in full within 3 months from the date of approval, the permit shall expire automatically without further notification from the Village and all fees paid to date, if any, shall be forfeited to the Village.
- **Failure to Begin Construction:** Any building permit issued under which no substantial progress shall have been made within 6 months from the date of issuance thereof, shall expire automatically without further notification from the Village and all fees paid to date, if any, may be forfeited to the Village.
- **Failure to Maintain Progress:** A building project shall be considered abandoned if no substantial progress has been made for a period of 6 months or more. Substantial progress shall be defined as the amount of work a journey tradesperson can perform in one week.
- **Failure to Complete Exterior in One Year:** A residential building permit **shall expire automatically if all exterior work is not completed within one year from the date of the first scheduled footing inspection or within one year from the issuance of a permit if there is no footing inspection.** Exterior work shall include the exterior façade of the building, sidewalks and driveways, final grading, landscaping (groundcover) and removal of construction fencing, building materials, construction trailers and equipment. Dumpsters and portable sanitation facilities may remain on the site as may be needed but shall be moved to a hard surfaced area or inside a garage whenever possible.

Extension of Building Permits: A building permit that would expire due to the failure to complete exterior improvements within one year may be extended as follows:

- The Building Commissioner may grant up to four, 90-day extensions upon written request and payment of an extension fee (the fee is a percentage of the permit fee) as follows:

	Work Remaining	Fee
1st 90-day Extension	Site Improvements Only	25%
1st 90-day Extension	Exterior Building with or without Site Improvements	50%
2nd 90-day Extension	Site Improvements Only	25%
2nd 90-day Extension	Exterior Building with or without Site Improvements	50%
3rd 90-day Extension	Site or Exterior Building Improvements	50%
4th 90-day Extension	Site or Exterior Building Improvements	50%

- Completion of final grading, landscaping, and driveways will be automatically extended to May 15 when the deadline for completion falls between October 16 and March 31.
- If extensions are granted and all exterior work is still not completed within 2 years, the permit will become null and void and a new permit will have to be requested and issued for construction to continue.

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Cash Performance Bond & Landscape Bond

Cash Performance Bond

- Prior to issuance of any building permit for any new structure or building or for those permits for structural additions or alterations which, in the opinion of the Building Commissioner, involve a significant cost or affect drainage patterns, the applicant shall deposit with the Village a performance guarantee in the form of a cash bond in the amount of $5,000.00.
- The performance bond shall be for the purpose of insuring against damage to public property by the general contractor or any sub-contractor or employee that may perform work under the building permit and to assure compliance with the building code requirements (for further explanation see Section 250.7 of the Burr Ridge Building Ordinance)

Refunding of Cash Performance Bond

- **New Construction:** Final inspection of the structure must be complete. Two copies of an as-built (final) topographical survey shall be submitted and approved by the Village Engineer. A site inspection by the Village Engineer/Public Works Department will also be performed. Once the inspections are completed and approved, the bond release will be authorized by the Community Development Director.
- **Additions/Alterations:** Final inspection of the structure must be complete. A site inspection by the Village Engineer/Public Works Department may be necessary.

Landscape Bond

- If landscaping (ground cover) of the site cannot be completed prior to receiving a Certificate of Occupancy (CO), an additional cash bond of $2,500 shall be deposited with the Village.
- Final grading must be approved by the Village prior to landscaping.
- A landscape bond shall be deposited to insure that landscaping is completed within 45 days of a CO being issued between April 15 and October 15 or by the forthcoming May 15 for Certificates of Occupancy issued between October 16 and April 14.

Refunding of Landscaping Bond

- Once landscaping is complete, the permittee shall call for a site inspection to be completed by the Village Engineer/Public Works Department. Once the inspection is completed and approved, the bond release will be authorized by the Community Development Director.

Forfeiture of Bond(s)

- It is the responsibility of the permit applicant to ensure that all construction, grading, and fee requirements are completed prior to release of the bond and to schedule the appropriate bond release inspections.
- For permits where a CO is issued, bond release requirements shall be completed and inspection requested within 1 year of issuance of the CO or the bond will be forfeited.
- For permits where a CO is not issued, bond release requirements shall be completed and inspection requested within 1 year of issuance of the permit or the bond will be forfeited.

Please call 630-654-8181, extension 3100 to schedule all inspections

You must allow approximately 4 weeks to receive the bond refund. All Cash Performance and Landscape Bonds are released to the person(s) who originally deposited said bond.

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Certificates of Occupancy for New Homes

A request for a Certificate of Occupancy shall be made at least 2 business days before the Certificate of Occupancy will be issued. It is recommended, however, to allow more time for re-inspections which are likely to be necessary.

The minimum requirements for occupancy are as follows:

- All exterior work shall be completed within one-year of first footing inspection and prior to issuance of a CO. Exterior work includes the building façade, sidewalks and driveways, grading and landscaping (ground cover only).
- Connection to public water and sewer complete. Completion shall include installation of the water meter, which will be sealed and inspected once the meter is installed and the remote reader will be installed by Public Works.
- All plumbing shown on the approved plans.
- Electrical wiring complete.
- Heating system complete.
- Basement floor, drain tile and sump pump shall be installed.
- All interior floor finishes shall be installed or other measures shall be provided to eliminate any trip hazard.
- Any concrete floors in the habitable area of the house must be poured.
- Completion of any water main extensions and other land improvements.
- Landscaping complete or $2,500.00 additional cash bond deposited (see Cash Performance and Landscape Bond information sheet)
- All fees, including but not limited to, re-inspection fees, construction water use, recapture fees, etc. shall be paid.
- All final inspections shall be scheduled, completed, and approved by the Village.