

**VILLAGE OF BENSENVILLE**

Department of Community and Economic Development  
12 S. Center St. Bensenville, IL 60106  
Phone: 630.350.3413 Fax: 630.350.3449

**PERMIT APPLICATION**

Application Number

CHECK ONE: ☐ RESIDENTIAL ☐ MULTI-RESIDENTIAL ☐ NON-RESIDENTIAL

SITE ADDRESS

UNIT No.

P.I.N.

ZONING DISTRICT

DESCRIPTION OF WORK

\$ ESTIMATED COST

Name of Business on Site (non-residential):

GENERAL CONTRACTOR:

ADDRESS: CITY, STATE &amp; ZIP:

PHONE: E-MAIL:

**IF NECESSARY, ADDITIONAL LICENSED CONTRACTORS MUST COMPLETE & ATTACH LICENSE CERTIFICATE & BOND ON PAGE 2****OWNER AND APPLICANT INFORMATION**

No error or omission in either the plans or application in having the work completed in any other manner than that it is compliance with the approved plans and the applicable codes and ordinances of the Village of Bensenville and the State of Illinois. All work shall be completed, inspected and approved as required and no occupancy or use of the space shall be permitted until approved in writing by the Department of Community and Economic Development. The applicant shall be responsible for all fees associated with the instant permit, including but limited to cancellation fees, plan review fees, and re-inspection fees. Understanding the preceding statements, I hereby agree to comply and declare that to the best of my knowledge and belief the information provided is true and accurate.

Applicant's Name (Print)

Applicant's Signature

Date

Address

City, State &amp; ZIP

Day Time Phone

Applicant's Email Address

Correspondence and escrow refunds can only be completed if the address of the applicant is kept current, which is applicant's responsibility.  
I hereby authorize the above listed applicant to complete the provisions of the applicable code and ordinances of this permit.

Property Owner's Name (Print)

Property Owner's Signature

Date

Address

City, State &amp; ZIP

Day Time Phone

**OFFICE USE ONLY****BUILDING INFORMATION**

☐ New Construction ☐ Addition  
☐ Alteration ☐ Accessory

Storm-water Permit Required Yes ☐ NO ☐

PAID BY:

**Milestone Dates:**

Applied

Approved

Issued

Expires

**Fees:**

ESCROW \$

APPLICATION \$

PLAN REVIEW \$

INSPECTIONS ( \_\_X\$35/\$45) \$

OTHER \$

OTHER \$

APPROVED BY:

**TOTAL FEES DUE \$**

## LICENSED CONTRACTOR INFORMATION

COMPLETE ALL THAT APPLY

### ROOFING

LICENSED CONTRACTOR	EMAIL	Day Time Phone
ADDRESS	City	State & ZIP

PROVIDE A COPY OF ROOFERS LICENSE CERTIFICATE ☐

### ELECTRICAL

LICENSED CONTRACTOR	EMAIL	Day Time Phone
ADDRESS	City	State & ZIP

PROVIDE A COPY OF ELECTRICIANS LICENSE CERTIFICATE AND A SURETY BOND FOR \$10,000 ☐

### PLUMBING

LICENSED CONTRACTOR	EMAIL	Day Time Phone
ADDRESS	City	State & ZIP

PROVIDE A LETTER OF INTENT & A COPY OF PLUMBERS LICENSE CERTIFICATE ☐

# **VILLAGE OF BENSENVILLE**

**PERMIT CHECKLIST: March 22, 2023**

For electronic permit submissions email: [permits@bensenville.il.us](mailto:permits@bensenville.il.us)

**AN ESCROW IS REQUIRED FOR ALL PERMITS. PLEASE SEE "FEE SCHEDULE" FOR APPLICABLE AMOUNTS.**

**Completed Permit Applications are required with all submissions: Permit applications available online at [Bensenville.il.us](https://www.bensenville.il.us) or at Village Hall**

## **Demolition Permits**

Two (2) Copies of Plat of Survey with footprints of all Structures)

- \$100 permit application fee.
- \$2,000 cash/check/credit refundable bond due at time of application to protect against damage to rights of way.
- If trees are expected to be removed, a Tree Survey is required (except for single-unit or two-unit dwelling lots.)
- Demolition of a building requires removal of all accessory structures and other improvements on site.
- Basement/ foundation opening must be properly backfilled according to the Chapter 2 of the Village Code section 8-2-3B. Site must be graded & seeded and/or sodded.
- Permit not finalized until all materials, foundations, vehicles or equipment are removed from the area.
- Proof of demolition insurance must be submitted with permit application. (**Minimum limit of \$250,000 for bodily injury to any one person and \$750,000 for bodily injury in the aggregate, and \$500,000.00 for property damage.**)
- One copy of each utility disconnection letter stating the property is safe for demolition.

## **Sign Permit**

Electronic PDF copies/sets of the following:

- Drawing of signs, dimensions, elevations/renderings showing proposed signs, overall height. All sign measurements shall be in feet and square feet.
- Site plan indicating streets, location of sign, linear footage of building where the sign is located (canopy, window, and wall).
- Plat of survey indicating location of sign (free-standing & monument).
- All electrical contractor shall be license and bonded (\$10,000.00).

## **Fence and Garbage Enclosure Permits** **Single Family Residential, Multi-Family Residential and Commercial & Industrial**

Two (2) copies/sets of the following

- Current and accurate plat of survey with footprints of existing structure indicating the location of the proposed project.
- Picture or manufacturer specification sheet of proposed fence, including height and material.
- Manufacturer's installation instructions are required for all vinyl fences.

## **Decks, Sheds & Porch Permit (Single-Family Residential, Multi-Family Residential, Commercial & Industrial)**

Two (2) copies/sets of the following:

- Current and accurate plat of survey with footprint of existing structure indicating the location of the proposed project with dimensions.
- Drawings and dimensions, elevation, including appurtenances & specify materials.

## **Patios, Walks and Driveways Permit (Single-Family Residential, Multi-Family Residential, Commercial & Industrial)**

Two (2) copies/sets of the following:

- Current and accurate plat of survey with footprints of existing structures indicating location of the proposed project.
- Detailed drawings of proposed work including dimensions, material type & size, and base material & thickness.

## **Alteration/Remodel Permit (Multi-Family Residential, Commercial & Industrial)**

Electronic PDF copies/sets of the following:

- Signed and Sealed Architectural drawings for all Multiple Family and Non-residential project. This includes mechanical, electrical & plumbing drawings, along with an energy code compliance checklist (rescheck or comcheck).
- **Reference back of application form.**

Upon project approval, two hard copies of plan sets must be submitted prior to picking up permit.

## **Addition (Single-Family Residential, Multi-Family Residential, Commercial & Industrial)**

Electronic PDF copies/sets of the following:

- Plat of survey with footprints of existing structure and indicating location of the proposed project
- Civil Engineering drawing showing current and proposed topographical survey, grading & utility connections/locations.
- Signed & sealed architectural plans including mechanical electrical & plumbing drawings, along with an energy code compliance checklist (rescheck or comcheck).
- **Reference back of application form**

Upon project approval, two hard copies of plan sets must be submitted prior to picking up permit.

**ALL PLANS MUST INDICATE PROPER CODE YEAR. PLANS WITHOUT PROPER CODE YEAR WILL BE DENIED**

**New Construction (Single-Family Residential, Multi-Family Residential, Commercial & Industrial)**

Electronic PDF copies/sets of the following:

- Topographical Survey
- Civil Engineering drawing showing grading & utility
- Signed & Sealed Architectural plans with mechanical, electrical and plumbing drawings, along with an energy code compliance checklist (rescheck or comcheck).
- **Reference back of application form**

Upon project approval, three hard copies of plan sets must be submitted prior to picking up permit.

**Garage Permit (Single –Family Residential & Multi-Family Residential)**

Two (2) copies/sets of the following:

- Current and accurate plat of survey with footprint of the existing structure indicating location of the proposed project.
- Architectural plan with structural details of foundation, framing, roofing, and electrical information. Specify materials to be used and existing and /or new driveway.

**Warehouse Racking Permit (Commercial & Industrial)**

Two (2) copies/sets of the following:

- Floor plan indicating the location of racking/shelving, dimensions, aisles width, height of the racks/shelves, specify materials and details of attachment to the floor/slab
- Materials and Safety Data Sheets (MSDS)
- Racking Manufacturer's installation instructions.
- Commodity to be stored and how it is proposed to be packaged.
- **Reference handout\*\***

**Pre-Assembled Office/Office Furniture Permit (Commercial & Industrial)**

Two (2) copies/sets of the following:

- Floor plan indicating the location of the proposed project
- Dimensions of all furniture and aisle widths
- Provide manufacturer's specification sheets on furniture and electrical requirements
- Electrician must be licensed and bonded (\$10,000.00)

**Electrical Permits Requirements:** Single Family, Multi-Family Residential, Commercial and Industrial

- Electrician must be licensed and bonded (\$10,000.00)
- Two (2) copies of detailed work to be completed

**Burglary Alarm Permit:**

One (1) copy of the following:

- Electrician must be licensed; provide a copy
- Original Surety Bond (\$10,000.00)
- Description of work or drawing of work

**Voice and Data Wiring Permit (Commercial & Industrial)**

One (1) copy of the following:

- Electrician must be licensed; provide a copy Original Surety Bond (\$10,000.00)
- Description of work or drawing of work

**Low Voltage, Service, Machine Hook-Up**

One (1) copy of following:

- Electrician must be licensed; provide a copy Original Surety Bond (\$10,000.00)
- Description of work or drawing of work

**Plumbing work: Must provide Copy of Plumbing License and letter of intent.**

**\*\* Handouts are available with more detailed information/requirements**

**FOR ALL PERMITS THAT REQUIRE ENGINEERING DRAWINGS**

Electronic PDF copies/sets of the following:

- Topographical Survey
- Cover sheets, showing index. Location map, legends, etc.
- Geometric Plan showing site data and parking requirements
- Grading Plan showing reference benchmark
- Utility Plan
- Storm Water (SWPP) plan
- Project Details

Upon project approval, two hard copies of plan sets must be submitted prior to picking up permit.

**\*Site Engineering Drawings**

1. May use Plat of Survey as a base (Scale 1' = 20')
2. Erosion Control Plan (Separate sheet if necessary to insure readability)
  - a. Tree protection to three (3) x diameters outside of trunk. Show trunk sizes.
  - b. Silt fence at perimeter of disturbed area
  - c. Construction fence around perimeter of site
  - d. Protection of all drainage structures effected by work (both on site and in ROW)
  - e. Location of stabilized construction service entrance
3. Show streets and curbs
4. Existing and proposed contours to 20' outside of the property lines (at 1' contour intervals)
5. Show top of foundation and ground elevations next to existing buildings
6. Show all utilities (manholes, fire hydrants, power poles, stormwater inlets, etc.)

**FOR ALL PERMITS INVOLVING WORK WITHIN THE RIGHT-OF-WAY**

- Work within the Right-of-way not including the street requires a \$500 Bond.
- Work within the Right-of-way including the street requires a \$1,500 Bond.



## EV Charger installation permit checklist

### CONSTRUCTION REQUIREMENTS:

Drawings must include the following information:

- Cover sheet indicating the specific building codes and pertinent project information. Installation shall conform to the 2023 NEC.
- Vehicle charging stations should be installed on a minimum of a dedicated circuit following the vehicle manufacturer's requirement. There are typically three levels of car charging: all require a continuous duty rating of not less than 125% of the maximum load.
- Include the manufacturer's requirements and note the following:
  1. Requires an individual branch circuit, with no other outlet.
  2. Overcurrent protection must be sized for continuous duty.
  3. The EV charging unit location shall be directly adjacent to the vehicle it is charging.
  4. Power supply cord overall cord length shall be min. 6 ft to a max. 25 ft.
- Plans shall include the following:
  1. EV charging unit brand, model, plug type, and spec. sheets.
  2. Size of the electrical circuit required by the charger, amps, or KW.
  3. Conductor size, type, and quantity per conduit run.
  4. Breaker size in amps.
  5. Conduit size and type.
  6. Drawing of raceway route from panel to charger.
  7. NEMA wall plug type.
  8. Written scope of work and signed contract.
  9. Provide a load calculation sheet.
  10. Provide a plat of survey showing existing striping plan and where the proposed EV chargers will be located.
- Installers must be registered with the ICC.

### **ELECTRIC VEHICLE CHARGING STATION (EVCS) SPECIFICATIONS**

<u>Charging Level</u>	<u>Mounting Type</u>	
<input type="checkbox"/> Level 1 (120V)	<input type="checkbox"/> Wall Mount	Max. Rating (Nameplate) _____ kW
<input type="checkbox"/> Level 2 (240V)	<input type="checkbox"/> Pole Pedestal Mount	Voltage _____ V
<input type="checkbox"/> Level 3 (480V)		
<input type="checkbox"/> Other _____	Manufacturer: _____	

### **SERVICE PANEL SPECIFICATIONS**

<u>System Voltage</u>	<u>System Rating</u>
<input type="checkbox"/> 120/240V, 1 Phase, 3W	Existing Main Electrical Service Equipment Rating _____ Amps
<input type="checkbox"/> 120/208V, 3 Phase, 4W	Panel Rating Supplying EVCS (if using a sub-panel) _____ Amps
<input type="checkbox"/> 120/240V, 3 Phase, 4W	Circuit Rating for EVCS: _____ Amps / _____ Poles
<input type="checkbox"/> 277/480V, 3 Phase, 4W	
<input type="checkbox"/> Other _____	

## CONNECTIONS

EVCS Maximum Continuous Output _____ Amps X 1.25 = _____ Amps (required breaker size)
Minimum Gauge of EVCS Conductor # _____ AWG (required wire size)
Accessible Service Disconnect (NEC 625.23) _____ YES _____ N/A (required over 60 amps or per manufacturer's specs)
Conduit Size _____ Number of Conductors _____
Gauge of Ground Conductor # _____ AWG Conduit Size _____
Number of Conductors _____ Gauge of Ground Conductor # _____ AWG

## ELECTRIC LOAD WORKSHEET

Address: _____	Date: _____
Main Electric Panel Service Size: Existing _____ (Amps) / New _____ (Amps)	
Quantity of Existing Subpanels: _____	Quantity of New Subpanels: _____
Gas Furnace (Y/N) _____	
Breaker Size(s) feeding subpanel(s): _____	Wires Size(s) feeding subpanel(s): _____

	Single Family Residential				Multiple Family Residential				Non-Residential					Site Development
	Over the Counter	Accessory or Alteration	Addition	New Construction	Over the Counter	Accessory or Alteration	Addition	New Construction	Over the Counter	Accessory	Alteration	Addition	New Construction	
Permit Escrow	\$70.00	\$105.00	\$140.00	\$350.00	\$90.00	\$135.00	\$180.00	\$450.00	\$90.00	\$180.00	\$225.00	\$450.00	\$900.00	\$1,250.00
Permit Application	\$30.00	\$50.00	\$200.00	\$500.00	\$30.00	\$100.00	\$400.00	\$750.00	\$30.00	\$100.00	\$400.00	\$400.00	\$1,000.00	\$400.00/lot
Plan Review	N/A	\$27.00	< 500 s.f. = \$330.00 >500 s.f. = \$420.00	\$525.00	N/A	\$27.00	See Table 1	See Table 1	N/A	\$27.00	See Table 1	See Table 1	See Table 1	Per Current Engineering Contract
Inspection (each)	\$35.00	\$35.00	\$35.00	\$35.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	Per Current Engineering Contract
Re-Inspection (each)	\$35.00	\$35.00	\$35.00	\$35.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	Per Current Engineering Contract
Stop Work Order	\$100.00	\$100.00	\$200.00	\$300.00	\$100.00	\$200.00	\$300.00	\$400.00	\$250.00	\$300.00	\$500.00	\$750.00	\$750.00	\$750.00
Fee Notes											Table 1: Commercial & Multiple Family Plan Reviews			
Plan review fee covers all necessary plan submittals at no additional charge											Gross Floor Area (s.f.)	Base Building	Base Building + (2) Disciplines	Base Building + (3) Disciplines
All re-inspections will be charged against the permit escrow. In the event the cost of re-inspections exceeds the available escrow, the applicant will need to submit a second escrow to cover the re-inspection fees											0 to 2500	\$455.00	\$550.00	\$755.00
											2501 to 4000	\$510.00	\$690.00	\$925.00
											4001 to 5000	\$715.00	\$930.00	\$1,220.00
											5001 to 7500	\$810.00	\$1,130.00	\$1,400.00
											7501 to 10,000	\$890.00	\$1,180.00	\$1,580.00
											10,001 +	\$980.00	\$1,470.00	\$1,950.00
Approved - Ordinance # 17											Each 1000 s.f. over 10,000	\$20.00	\$30.00	\$40.00



### **Electric Vehicle Charging Station (EVCS) Field Inspection Checklist**

This checklist provides basic guidelines for inspecting most residential, multi-family, and commercial electrical vehicle charging stations (EVCS). The intent of using the checklist is to provide transparent and well-defined information to minimize the number of re-inspections and accelerate project completion for most EVCS systems. These guidelines are not exhaustive.

Make sure all EVCS disconnects and circuit breakers are de-energized and verify the following:

- ☐ All work done in a neat and workmanlike manner [NEC 110.12].
- ☐ EVCS is located in according to the approved plan and manufacturers' instructions.
- ☐ EVCS system and structural connections according to the approved plan and manufacturers' instructions.
- ☐ All penetrations are sealed according to the approved plan and manufacturers' instructions.
- ☐ Electrical wiring is in conduit, EMT for interior and IMC or RIGID for exterior.
- ☐ Electrical conduit is properly secured, supported, and routed to prevent physical damage.
- ☐ Electrical Conductors are of the correct size, correct type, and installed in accordance with the approved plans and the manufacturers' installation instructions.
- ☐ Overcurrent devices are the correct size and type according to the approved plan, electrical service equipment rating and the manufacturers' installation instructions.
- ☐ EVCS equipment installed, listed, and labeled according to the approved plan and manufacturers' instructions.
- ☐ Disconnects installed according to the approved plan and properly located as required by the NEC.
- ☐ Access and working space for operation and maintenance of EVCS equipment, disconnecting means and panel boards are maintained [NEC 110.26].
- ☐ Grounding/bonding of the electrical equipment according to the manufacturer's instructions and the NEC.



**The following only pertains to Multi-Family, Commercial, and Industrial properties.**

- ☐ Electric vehicle charging station spaces may only be used for parking and charging electric or hybrid vehicles.
- ☐ Electric vehicle charging station spaces shall be identified with signage indicating the intended use of the parking space.
- ☐ Advertising shall not be allowed on an electric vehicle charging station unless explicitly authorized.
- ☐ Protection: Barrier curbing, steel bollards, or other adequate protection shall be used to protect charging station equipment.
- ☐ Accessibility: Charging station equipment shall be located so as not to interfere with accessibility requirements of the Illinois accessibility code and other applicable accessibility standards.