

VILLAGE OF BENSENVILLE

PERMIT CHECKLIST: March 22, 2023

For electronic permit submissions email: 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://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.
- Sheds require concrete foundation, please include detail showing 4 inches of stone base and a minimum of 3.5 inches of concrete with your submittal.

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 conenctions/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.