



GENERAL NOTES:

1. All permit applications require:
 - a. signature of the property owner.
 - b. copy of signed proposal (business owner/building owner and contractor)
 - c. current Plat of Survey
 - d. refundable escrow payment.
2. All applicants should refer to the reference handout for the specific permit type they are requesting for supplemental information and requirements.
3. General Permit Review timeframe is **10** days
4. Same day permits: Roofing, siding, gutters, fascia and emergency permits.
5. Electrical, and Plumbing Contractors must be licensed by an Illinois municipality and submit an original \$10,000.00 surety bond to and for the Village of Bensenville.
Exception: Electrical work performed on a single family dwelling by the homeowner if said unit is the primary residence of the homeowner.
Roofing Contractors must be licensed by the State of Illinois.

PERMIT TYPES

Demolition

- Certificate of contractor's insurance (coverage limit)
 - a. \$250,000.00 bodily injury to any one person
 - b. \$750,000.00 bodily injury in the aggregate
 - c. \$500,000.00 property damage.
- Letters from utility (service disconnection)

Sign

- Sign plan, electric plan
- Sign dimension and height.

Fence and Garbage Enclosure

- The locations of all gates and the direction of swings
- For PVC materials manufacturers installation instructions required.

Decks, Sheds & Porch

- Plans indicating dimension, elevations, materials, and framing details
- Location of basement windows, gas & electric meters
- Detail drawing for stairs, guards, handrails and building elevation.
- Method of construction & connection to building.

Patio, Walks, Driveway and Parking lot Permit.

- Method of construction, thickness of sub-base and finish surface.
- If materials are brick paver a notarized Village of Bensenville covenant is required.

Detached/Attached Garage/ Dock

- Building plans
 - a. Height of garage
 - b. Design of foundation, framing and garage slab
- Structural materials and method of construction.
- Method of providing an electrical system to the garage, components and location.

Alteration & Remodel (interior) and Restoration (Fire, Flood and storm) Doors & windows (altered size)

- Signed and sealed architectural Plans (license architect/engineer) coversheets & index.
- Floor plan key note, general note and legends.
- Elevation, detail drawing (doors, toilet & equipment), toilet accessories & glass legends.
- Reflected ceiling plan, warehouse, office, details, roof penetrations
- Mechanical plans, HVAC layout, mechanical notes, schedules
- Electrical Plans, keynote, general note, schematic diagram, notes, legend & lighting layout.
 - a. COM check (non-residential)
 - b. RES check (residential)
- Plumbing plans, domestic water riser diagram, sanitary riser diagram, mixing valve detail & floor drain detail.

Addition (see requirement for alteration & Remodel)

- size and location of all existing paved areas and all existing structures.
- Construction plans (signed and sealed by licensed architect or engineer), framing details, roofing and siding details, elevations,
- Floor plan including electrical, plumbing layout and mechanical, plumbing schematic, light and ventilation schedule
- Electrical plans, schematic riser diagram, light schedule
 - a. COM check (non-residential)
 - b. RES check (residential)
- Plumbing plans, layout.

New Construction

- Signed and sealed architectural plans (licensed architect/engineer), cover sheets, index
- Floor plan, key note, general note and legends.
- Elevation, detail drawing, (doors, toilet & equipment), toilet accessories & glass legends
- Reflected ceiling plan, warehouse, office details and roof penetrations.
- Civil engineering plans with storm water permit (licensed engineer)
- Mechanical plans, HVAC layout, mechanical notes & schedules
- Electrical plans, keynote, general note, schematic diagram, notes, legend & lighting layout.
 - a. COM check (non-residential)
 - b. RES check (residential)
- Plumbing plans, domestic water riser diagram, sanitary riser diagram, mixing valve detail & floor drain detail.