



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

SINGLE-FAMILY RESIDENTIAL ADDITION

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
- Contractors List
- Zoning Checklist
- Engineering Plan Checklist
- Fees for Single-Family Residential Permits
- Architect's Certification of Plans
- Site Preparation and Maintenance
- Expiration of Residential Permits
- Cash Performance Bond and Landscape Bond
- Certificate of Occupancy Requirements
- Sanitary District Maps

The Community Development Department staff is available to provide information and guidance throughout the building permit process. All this information and more is available on our website: www.burr-ridge.gov

If you have any questions regarding your permit, please contact the Community Development staff during regular Village Hall hours:

Monday through Friday
8:00 a.m. to 4:30 p.m.
(630) 654-8181 ext. 6170

You may also email your questions to: permits@burr-ridge.gov



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

SINGLE-FAMILY RESIDENTIAL

ADDITION

Additions to single-family residences include attached sunrooms, covered porches, and living space. ***A building permit is required for all additions to residential buildings in the Village of Burr Ridge.***

The following must be submitted with a permit APPLICATION for an addition:

- **Application:** A completed permit application (attached) must be submitted. 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.
- **Fee:** \$600 plan review deposit is required.
- **Plans:**
 - Two (2) copies of a Plat of Survey for the property showing all current improvements and related conditions of the property and providing the exact area of the lot (in square feet).
 - Four (4) copies of a civil engineering plan showing all information as per the attached Engineering Plan Checklist. The addition must be drawn to scale with setbacks from all property lines clearly marked. Please see Village of Burr Ridge Municipal Code, Chapter 8 - Stormwater Management, and the Village of Burr Ridge Zoning Ordinance for regulations.
 - Four (4) copies of architectural plans signed and sealed by an Illinois Licensed Architect as required by Section 242 of the Burr Ridge Building Ordinance.
 - Architect must provide a section through EVERY half story space of the proposed residence, (1/2" scale). If no half story spaces exist, the architect must include a letter (signed and sealed) stating, "I hereby certify there are no half story spaces in the proposed residence as defined in Appendix XI-A of the Zoning Ordinance."
 - Building Code Regulations:
 - International Residential Code for One-and Two Family Dwellings (IRC), 2021 Edition
 - Illinois State Plumbing Code (ISPC), Latest Edition as mandated by the State of Illinois
 - NFPA 70, National Electric Code (NEC), 2020 Edition
 - International Energy Code as adopted by the Illinois Development Board
 - Miscellaneous Amendments to the above codes as set forth in Article VII, Section 701 in the Burr Ridge Building Ordinance #1002
- **Sanitary District:** Depending on the nature of the addition, approval from the Flagg Creek Water Reclamation District or DuPage County Public Works Department for sanitary sewer connections or modifications for properties in each of the respective districts.
- **Contractor List and Licenses:** All plumbers and electricians (if applicable) must provide a copy of their State licenses.
- **HOA Approval:** Approval by the Subdivision Homeowner's Association or the Association's Architectural Review Committee, where applicable. The Village does not enforce nor retain copies of private covenants or restrictions. Please contact your HOA and receive approval prior to permit submission to the Village.

Permit Review Time: Up to 15 business days for the first review; 10 business days for each subsequent review.

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

- **Permit must be picked up within 3 months of issuance.**
- **Bond:** \$10,000 cash performance bond is required.
- **Fee:** Additional fees may be due at the time of permit issuance.
- **You will be provided additional information about the subsequent steps at the time of permit issuance.**

During CONSTRUCTION, the applicant is responsible for the following:

- **Inspections:** 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 or email your request to inspections@burr-ridge.gov by 3:00 pm at least one business day prior to the desired inspection date. Re-inspections are subject to a \$100 re-inspection fee for the second inspection; \$200 for the third and subsequent.
- **Duration of Permit:** Construction must be completed and final inspections scheduled within 12 months from either the date of the first scheduled footing inspection (if applicable) or the date of permit issuance. If not completed, the permit may be deemed null and void.
- **Deviations:** If there are any deviations from the approved plans, the applicant must contact Village staff to review and approve changes before construction. Construction without a permit or not conforming to an approved permit is subject to a \$750 stop work order and a \$75 penalty fee.
- **Outside Construction Hours:** Monday through Friday: 7 AM to 7 PM; Saturday: 8 AM to 5 PM; and is prohibited on Sunday and holidays.

If you have any questions regarding your permit, please contact the Community Development staff during regular Village Hall hours:

Monday through Friday
8:00 a.m. to 4:30 p.m.
(630) 654-8181 ext. 6170

You may also email your questions to: permits@burr-ridge.gov



VILLAGE OF BURR RIDGE

APPLICATION FOR BUILDING PERMIT

SINGLE-FAMILY RESIDENTIAL ADDITION

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

- Residential Addition

\$600.00 DEPOSIT DUE AT THE TIME OF SUBMISSION ADDITIONAL FEES MAY BE DUE PRIOR TO ISSUANCE OF THE PERMIT	\$10,000.00 BOND REQUIRED
Address of Property:	PIN #:
Description of Work:	Construction Value:

Homeowner's Association Approval Required? YES NO

Permit Applicant: Address:	Email:
	Phone:

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.

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

I certify that the above information and the submitted plans are true and accurate to the best of my knowledge.

Signature of Applicant

Date

ALL FIELDS REQUIRED. COMPLETE APPLICATION IN ITS ENTIRETY OR THE PERMIT WILL NOT BE PROCESSED.

Please allow up to **15 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.

Questions? Email us: permits@burr-ridge.gov or call: (630) 654-8181 x 6170



CONTRACTOR LIST

Please complete this form in its entirety and return with the permit application.

If contractors are yet to be determined,
the required information shall be provided prior to the permit being issued.

Project Address: _____

Permit #: _____

Trade	Company Name	Address	Phone	Email Address
General Contractor				
Concrete				
Electrical *				
Underground Plumbing **				
Interior Plumbing **				
HVAC				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				

* Provide copy of Electrical license.

**Provide copy of Illinois Plumbing license.



Zoning Ordinance Checklist - Single-Family Residence - for:

	<i>REQUIRED</i>	<i>ACTUAL</i>	<i>ORDINANCE</i>	<i>COMMENTS</i>
FLOOR AREA - PRINCIPAL BUILDING				
<i>Maximum Floor Area</i>	Not to Exceed 20% of the lot area		VI.D.4	
<i>Lot Area</i>	Must be shown on Survey or Engineering Plan		VI.D.3a(1)	
SITE PLAN - SETBACKS FOR PRINCIPAL BUILDING				
	<i>R-2A</i>	<i>R-2B</i>	<i>R-3</i>	
<i>Front Yard</i>	50'	40'	30'	VI and IV.G.5.a Or Minimum of Adjacent Home*
<i>Interior Side Yard</i>	15'	17'	10'	VI
<i>Interior Side Yard</i>	15'	17'	10'	VI
<i>Corner Side Yard</i>	40'	40'	30'	VI
<i>Rear Yard</i>	60'	55'	50'	VI
ACCESSORY STRUCTURES				
<i>AC Units</i>	Within 5' of side or rear wall; at least 15' from front wall; & screened with year-round landscaping		IV.1.4	
<i>Driveway Setback</i>	2' from interior side lot lines and 15' from corner side lot line		IV.1.2	
<i>Driveway Width</i>	9' to 22' wide with a combined maximum of 36'		Appendix VI.1.b	
<i>Number of Driveways</i>	2 permitted; except corner lots permitted 3 but 2 max per street		Appendix VI.1.b	
<i>Surface of Driveways</i>	Must be hard surfaced; e.g. asphalt, concrete or brick pavers		XI.C.9.b(2)	
ARCHITECTURAL PLAN - PRINCIPAL BUILDING				
<i>Building Height**</i>	Measured on the Front Elevation - 30' or 2.5 stories maximum		VI.D.5.a	
<i>No. of Garage Doors</i>	4 Maximum; double doors count as 2		IV.H.6.c	
<i>Garage Door(s) Height</i>	9' Maximum		IV.H.9	
<i>Floor Area of Garage(s)</i>	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:	
County: Du Page / Cook		Stormwater Permit #:	

The following information is required on all site engineering plans:

- Provide a separate Plat of Survey with an approved legal description.
- 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 may not be located within easements 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). Provide a water fixture count. 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 rim and invert grades, pipe sizes and slopes, 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 6" diameter breast height (DBH) 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 must be coordinated to match.



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

SINGLE-FAMILY RESIDENTIAL FEE SCHEDULE

Please see permit applications and Section 250 of the Building Ordinance for more detailed information on permit fees. The information provided herein is not intended to be all inclusive. Additional fees, including cash performance bonds, may be required.

Plan Review Deposit (applied to final cost of permit/non-refundable):

- New single-family residence = \$1,000
- Single-family residential addition = \$600
- Single-family residential alteration = \$300
- Flat rate permit = \$125

New Single-Family Residence Site Related Fees:

- Engineering fee = \$500
- Partially wooded lot = \$335
- Heavily wooded lot = \$600

Other Permit Fees:

- Re-inspection = \$100 for the second inspection; \$200 for the third and subsequent.
- Removal of a stop work order = \$750
- Temporary Certificate of Occupancy = \$100
- Re-submittal = \$100
(this starts with the third plan review and applicable to each subsequent review)

New Single-Family Residences & Single-Family Residential Additions and Alterations:

Table 250.3

250.3.1	New Single Family Residence	\$2.00 per square foot
250.3.2	Single Family Residential Addition	\$2.00 per square foot
250.3.3	Single Family Residential Alteration	\$2.00 per square foot
250.3.4	Resubmittal Fee (starts with third plan review and applicable for each subsequent review)	\$100

Single Family Residential Permits		
250.6.1	Single-Family Residential Building Demolition	\$500
250.6.2	Single-Family Residential Electrical Service Upgrade	\$125
250.6.3	Single-Family Residential Electrical Work	\$125
250.6.4	Single-Family Residential Plumbing Work	\$125
250.6.5	Single-Family Residential Mechanical Work	\$125
250.6.6	Single-Family Residential Detached Accessory Building (includes detached pergolas and gazebos)	\$125 + fees for electrical, plumbing, & mechanical (see sections 250.6.3-5 above)
250.6.6b	Single-Family Residential Attached Pergolas, Covered Porches, and Sunrooms	Same as Additions as per Table 250.3
250.6.7	Single-Family Residential Decks and Patios (with or without seat walls)	\$125
250.6.7a	Single-Family Residential Retaining Walls, Driveway Monuments, and Brick Piers	\$125
250.6.7b	Single-Family Residential Sports Courts	\$125 + fee for grading permit (see section 250.5) as determined necessary
250.6.8	Single-Family Residential Fences and Gates	\$125
250.6.8a	Single-Family Residential Stand By Generator	\$125
250.6.8b	Single-Family Residential Outdoor Kitchen and Fireplace	\$125
250.6.8c	Single-Family Residential Solar Panels	\$125
250.6.8d	Miscellaneous Single-Family Permits not specified above	\$125 + fees for electrical, plumbing, & mechanical (see sections 250.6.3-5 above)
250.6.9	Single-Family Residential Elevator or Escalator Installation	\$300
250.6.10	Single-Family Residential Pools	\$400
250.6.10a	Single-Family Residential Hot Tubs and Spas	\$125
250.6.11	Single-Family Residential Driveway Replacement, New, or Expansion	See Section 12, Article III of the Burr Ridge Municipal Code
250.6.12	Single-Family Residential Resubmittal Fee (starts with third plan review and applicable for each subsequent review)	\$100



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

ARCHITECT'S 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 construction or additions to an existing building 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 projects involving substantial grading or foundation work as determined by the Village Engineer.
 - Construction fencing must be either chain link or Village approved standard wooden picket style.
 - Construction fencing is to be properly maintained for the duration of exterior work on the property. Damaged or leaning fencing must be repaired 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.
 - Construction fencing may not block public sidewalks or fire hydrants and may not extend into the Village right-of-way.
- **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 and/or Construction Trailer** – to be located on private property within the fenced area. A separate permit is required for construction trailers.
- **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 \$750 stop work order fee is paid.

GENERAL NOTES

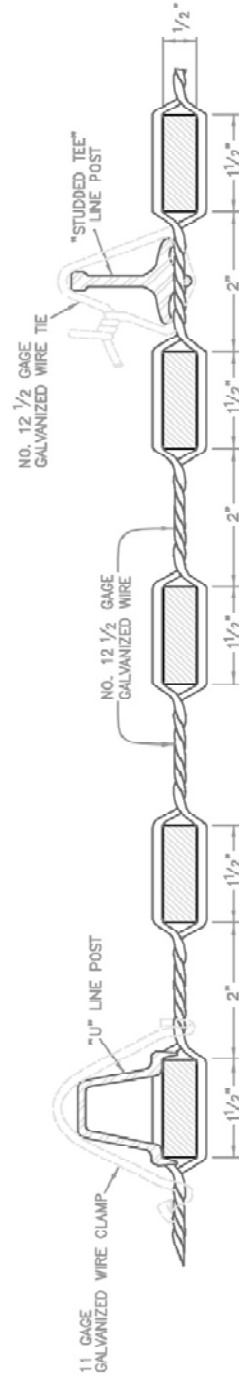
1. WIRE-BOUND PICKET FENCE CONFORMING TO ASTM F 537 IS TO BE STRETCHED TIGHT AND SECURELY FASTENED TO ALL POSTS WITH 1 1/2 GA. GALVANIZED STEEL WIRE CLAMPS OR 12 1/2 GA. GALVANIZED STEEL WIRE TIES.
2. ALL FENCE POSTS, COMPLETE WITH ANCHOR PLATE, SHALL BE HOT-DIPPED GALVANIZED, ALL CONFORMING TO REQUIREMENTS OF ASTM W 281. LINE POSTS (WITHOUT ANCHOR) SHALL WEIGH NOT LESS THAN 1.33 LBS. PER LIFT. (RAM). 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.



FRONT ELEVATION OF PICKET SNOW FENCE



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

TYPICAL SECTIONS THROUGH SNOW FENCE POST AND PICKETS



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

Standard Plan Revised	
Date:	Comments:

PICKET SNOW FENCE

STANDARD PLAN
F-1
Sheet No. 1 of 1



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.
- **Failure to Complete Exterior in Two Years:** The Building Commissioner may issue a partial stop-work order on interior work if exterior work is not completed within two years. No interior work may be done until the exterior work is complete and all exterior-related inspections have been passed.

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 an unlimited number of 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%
Each Additional 90-day Extension	Site or Exterior Building Improvements	100%

- 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.



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 \$10,000.00.
- 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 Development Engineer. A final site engineering/bond release inspection by the Development Engineer must also be performed. An acceptable vegetative cover must be established prior to calling in for the inspection. 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 final site engineering/bond release inspection by the Development Engineer must also be performed. An acceptable vegetative cover must be established prior to calling in for the inspection. Once the inspections are completed and approved, the bond release will be authorized by the Community Development Director.
- **Miscellaneous Permits:** A final site engineering/bond release inspection by the Development Engineer must be performed. An acceptable vegetative cover must be established prior to calling in for the inspection. Once the inspections are completed and approved, the bond release will be authorized by the Community Development Director.

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 or an amount determined appropriate by the Development Engineer 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 with an acceptable established vegetative cover, the permittee shall call for a final site engineering/bond release inspection by the Development Engineer. 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 x.3100 to schedule all inspections or email request to
inspections@burr-ridge.gov***

***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

SINGLE-FAMILY RESIDENTIAL CERTIFICATES OF OCCUPANCY

A request for a Certificate of Occupancy shall be made at least 3 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.
- Street address numbers must be installed on the building.
- 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, including final engineering, shall be scheduled, completed, and approved by the Village.

