



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

SINGLE-FAMILY RESIDENTIAL

ALTERATION

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

- Procedures for Building Permit
- Building Permit Application
- Contractors List
- Fees for Single-Family Residential Permits
- Architect's Certification of Plans
- 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 ALTERATION

A permit is required for residential alterations, remodels, and renovations 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:** \$200 plan review deposit is required.
- **Plans:**
 - 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.
 - Building Code Regulations:
 - 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
- **Sanitary District:** Depending on the nature of the alteration, 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 21 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.***
- **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 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.
- **Duration of Permit:** Construction must be completed, and final inspections scheduled within 12 months of the date of permit issuance or 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 \$300 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.

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(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 ALTERATION

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

- ☐ Alteration - Renovation - Remodel
- ☐ Elevator
- ☐ Other – Describe Below

\$200.00 DEPOSIT DUE AT THE TIME OF SUBMISSION
ADDITIONAL FEES MAY BE DUE PRIOR TO ISSUANCE OF THE PERMIT

Address of Property:	PIN #:
Description of Work:	Construction Value:

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 **21 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.



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 = \$200
- Flat rate permit = \$50-\$200

New Single-Family Residence Site Related Fees:

- Engineering fee = \$450
- Partially wooded lot = \$335
- Heavily wooded lot = \$600

Other Permit Fees:

- Re-inspection = \$100
- Removal of a stop work order = \$300
- Temporary Certificate of Occupancy = \$100

New Single-Family Residences:

250.3a Permits for New Single-Family Residences									
Not Exceeding	2,000	square feet	=	. \$1.73	per square foot				
From	2,001	to 3,000 square feet	=	3,458	plus \$1.46	for each square foot over	2,000		
From	3,001	to 4,000 square feet	=	\$4,921	plus \$.1.33	for each square foot over	3,000		
From	4,001	to 6,000 square feet	=	\$6,251	plus \$1.20	for each square foot over	4,000		
From	6,001	to 8,000 square feet	=	\$8,645	plus \$1.06	for each square foot over	6,000		
From	8,001	square feet plus	=	\$10,773	plus \$0.93	for each square foot over	8,000		

Single-Family Residential Additions and Alterations:

250.3b Permits for Single-Family Residential Additions and Alterations									
Not Exceeding	500	square feet	=	\$1.73	per square foot				
From	501	to 750 square feet	=	\$865	plus \$1.60	for each square foot over	500		
From	751	to 1,000 square feet	=	\$1,264	plus \$1.46	for each square foot over	750		
From	1,001	to 2,000 square feet	=	\$1,629	plus \$1.20	for each square foot over	1,000		
From	2,001	to 3,000 square feet	=	\$2,826	plus \$1.06	for each square foot over	2,000		
From	3,001	square feet plus	=	\$3,890	plus \$0.93	for each square foot over	3,000		

Single-Family Residential Flat Fee Permits:

Single Family Residential Permits		
250.6.1	Single-Family Residential Building Demolition	\$50
250.6.2	Single-Family Residential Electrical Service Upgrade	\$50
250.6.3	Single-Family Residential Electrical Work	\$50
250.6.4	Single-Family Residential Plumbing Work	\$50
250.6.5	Single-Family Residential Mechanical Work	\$50
250.6.6	Single-Family Residential Detached Accessory Building 500 square feet in floor area or less	\$50 + fees for electrical, plumbing, & mechanical (see sections 250.6.3-5 above)
250.6.6a	Single Family Residential Accessory Building 501 square feet in floor area or greater	Same as Additions and Alterations as per Table 250.3b
250.6.7	Single-Family Residential Decks and Patios	\$50
250.6.8	Single-Family Residential Fences and Gates	\$50
250.6.8a	Single Family Residential Stand By Generator	\$50
250.6.8b	Single Family Residential Outdoor Kitchen	\$50
250-.6.8a	Miscellaneous Single-Family Permits not specified above.	\$50 + fees for electrical, plumbing, & mechanical (see sections 250.6.3-5 above)
250.6.9	Single-Family Residential Elevator or Escalator Installation	\$200
250.6.10	Single-Family Residential Pools	\$200 + fees for electrical, plumbing, & mechanical (see sections 250.6.3-5 above)
250.6.10a	Single Family Residential Hot Tubs and Spas	\$50



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
A VERY SPECIAL PLACE

- Burr Ridge Streets
- - - Corporate Boundary
- ▭ Parcels
- Sanitary Districts
- DPC
- FCWRD
- MWRD

FCWRD
Flagg Creek Water
Reclamation District
(630) 323-3299

DPC
DuPage County
Public Works
(630) 407-6800

MWRD/
Burr Ridge Public Works
(630) 323-4733

