



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

SINGLE-FAMILY RESIDENTIAL

NEW RESIDENCE

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

- Procedures for Building Permit
- Building Permit Application
- Water-Sewer Application
- Contractors List
- Zoning Checklist
- Police Emergency Contact List
- Engineering Plan Checklist
- Fees for Single-Family Residential Permits
- Architect's Certification of Plans
- Site Preparation and Maintenance
- Required Inspections for New Single-Family Residences
- Expiration of Residential Permits
- Residential Water Meters
- Cash Performance Bond and Landscape Bond
- Certificate of Occupancy Requirements
- Regulations for Mailboxes
- 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

NEW RESIDENCE

A building permit is required for all new single-family residences in the Village of Burr Ridge.

The following must be submitted with a permit APPLICATION for a new single-family residence:

- **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:** \$1,000 plan review deposit is required.
- **Plans:**
 - o Four (4) 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).
 - o Four (4) copies of a civil engineering plan showing all information as per the attached Engineering Plan Checklist. The residence 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.
 - o Four (4) copies of a plan completed by a Certified Arborist which details the location, species, diameter breast height, and health of the trees to be removed and protected. This is required if five or more trees are to be removed outside of the buildable area.
 - o 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
 - Illinois Energy Code as adopted by Illinois Capitol Development Board
 - Miscellaneous Amendments to the above codes as set forth in Article VII, Section 701 in the Burr Ridge Building Ordinance #1002
- **Water and Sewer Permit Application:** All applications must include a Village water permit application (attached). A separate sewer permit application may be required depending on the location of the property. If the property is in Cook County, sanitary sewer service is provided by the Village of Burr Ridge and a separate sewer application is not required. If the property is in DuPage County, sewer service will be provided by DuPage County or by the Flagg Creek Water Reclamation District. A separate sewer permit from DuPage County or Flagg Creek will be required and a copy of the sewer application must be provided to the Village.

- **Contractor List and Licenses:** All plumbers and electricians 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 will be due at the time of permit issuance.
 - o Permit fee (see fee schedule attached)
 - o \$1,500 water connection fee
 - o \$1,000 sewer connection fee (if provided by the Village)
 - o Water meter fee
 - o Water recapture fee (if applicable)
 - o Construction water use fee of \$65 for every 3-months
- **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:

- **Preparation of Construction Site:** Site preparation must be completed and inspected by the Village before starting any construction. Site preparation includes construction and silt fencing installation, an approved gravel access drive, portable sanitation facility, dumpster, and posting of the Construction Code of Conduct permit sign. Additional details are attached.
- **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 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 second inspection; \$200 for third and subsequent.
- **Duration of Permit:** All exterior construction including the building façade, driveways, sidewalks, grading and landscaping, must be completed within one year after the first footing inspection. Additional details are attached.
- **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.
- **Certificate of Occupancy:** It is the responsibility of the permit applicant to call for final inspections and to request a Certificate of Occupancy. Additional details are attached.
- **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

NEW RESIDENCE

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

- | | |
|---|---|
| ☐ New Residence | ☐ Patio - Requires Separate Permit |
| ☐ Elevator | ☐ Deck - Requires Separate Permit |
| ☐ Detached Accessory Structures - Requires Separate Permit | ☐ Pool or Spa - Requires Separate Permit |

\$1,000.00 DEPOSIT DUE AT THE TIME OF SUBMISSION ADDITIONAL FEES MAY BE DUE PRIOR TO ISSUANCE OF 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



VILLAGE OF BURR RIDGE
APPLICATION FOR WATER AND SANITARY SEWER SERVICE

Site Address: _____

Burr Ridge provides sanitary sewer service for properties in Cook County, only. Properties in Du Page County obtain sanitary sewer service from the Flagg Creek Water Reclamation District (630-323-3299) or from Du Page County (630-682-7130). It is the responsibility of the permit applicant to obtain a separate permit for those properties service by Du Page County or Flagg Creek WRD.

SUBMIT A PLAN SHOWING THE LOCATION OF THE BUFFALO BOX AND THE SEWER STUB & THE LOCATION OF THE SERVICE LINE FROM THE HOUSE TO THE BUFFALO BOX AND SHOWING THE DISTANCE FROM ONE SIDE LOT LINE

Owner(s) Name and Address: _____

Occupant's Name (if other than above): _____

Lot #: _____ Subdivision: _____ PIN #: _____

NOTE: Licensed Plumbing Contractor Required to Tap or Connect to Water Main (Attach Copy of IL Plumbing License)

Underground Plumbing Contractor: _____ IL License #: _____

Address: _____ Phone: _____

Service Type: Single-Family Residential: ☐ Industrial: ☐ Other: ☐

Water Connection Size: _____ Number of Feet from B-Box to Building: _____

Sewer Connection Size: _____ Number of Feet from Main to Building: _____

1. Owner agrees that all work will be performed in accordance with Village Ordinances and that all connections and joints on a service line shall remain uncovered until an inspection has been requested and approved.
2. **NOTE: The Applicant agrees to notify the Village Public Works Dept. at (630) 323-4733 at least 24 hours prior to the commencement of the work to be done.**
3. Once the connection is made, the Village agrees to provide owner with water/sewer, and owner agrees to pay for such service. The amount to be charged for such service shall be such amount that is established by the Village by Ordinance from time to time. No individual notice need be given regarding a change in rates under this contract—Owner acknowledges and understands that the Owner can obtain such information at any time from the Village.
4. Owner acknowledges that Owner has read and understands this form and understands that, in the event that Owner does not pay its water/sewer bill or any balance becomes delinquent on its water/sewer account, the Village of Burr Ridge may add collection fees, attorney's fees, costs, and any other charges permitted under The Municipal Code of Burr Ridge Sections 58.01-58.71 and 59.1.1-59.6.1.

IN WITNESS WHEREOF, I/we have executed this agreement on the date submitted and indicated below.

Signed and submitted this day of: _____

Owner Signature(s) _____

Address: _____ Phone: _____

FOR VILLAGE USE ONLY

Meter Size:	Meter #:	Fee:	Double Check Valve/ Pressure Reducer:
Tap-On Fee- Water:	Tap-On Fee- Sewer:	Construction Water Use:	Other:
Total Due: _____ (Cost of meter is finalized on date of delivery / pick-up)			
Approved: _____			Date: _____
Date: _____	Received By: _____		



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:

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

Mayor Gary Grasso

POLICE EMERGENCY CONTACT INFORMATION

To help us protect your property, we request that you provide us with contact information in the event of an emergency or crime on your job site. We also recommend that "NO TRESPASSING" signs be conspicuously posted.

Please complete this form and return it with your permit application.

PROPERTY ADDRESS:

PROPERTY OWNER NAME:

GENERAL CONTRACTOR:

PERSONS TO CONTACT IN AN EMERGENCY

	NAME	PHONE
1		
2		
3		

FOR OFFICE USE ONLY

PERMIT #:

DATE ISSUED:



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
(starts with the third plan review and applicable for 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	\$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 11 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 AASHTO M 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.

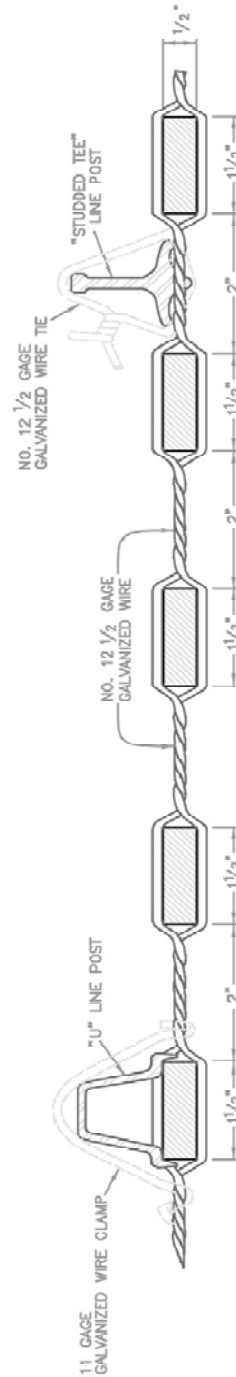
FENCE TO BE SECURELY BRACED AT EACH END PANEL WITH A REGULAR LINE POST AND 1 DIAGONAL CABLE CONSISTING OF 2 STRANDS OF TWISTED WIRE. EACH STRAND TO CONSIST OF TWO 12 1/2 GAGE GALVANIZED WIRES. (A)

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

ALTERNATE LINE POST ("U" POST)



TYPICAL SECTIONS THROUGH SNOW FENCE POST AND PICKETS

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



Village of Burr Ridge, IL
Engineering Department
7860 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

REQUIRED INSPECTIONS FOR NEW SINGLE-FAMILY RESIDENCES

Inspections must be requested prior to 3 PM for next business day inspections. To schedule inspections, please call (630) 654-8181, ext. 3100 or email request to inspections@burr-ridge.gov **Specific times are not given for inspections other than concrete pre-pour inspections.** Re-inspections require a \$100-\$200 fee paid prior to any re-inspection.

Contact JULIE 1-800-892-0123 before any digging on the property begins.

Site Preparation – An inspection to ensure the adequate provision of all required soil erosion control and tree protection prior to grading, footing excavation, or any other work on the property.

Footing Excavation - An inspection is required before concrete is poured and after excavation and forming have been completed.

Foundation Forms – An inspection is required after the foundation wall forms are set and before concrete is poured. **(3 copies of a foundation or spot survey must be submitted and approved prior to foundation wall inspection – allow 3 working days for approval).**

Foundation Wall - An inspection is required before backfilling and after footing drain tile has been placed and damp proofing completed.

Sewer and Water Tap-On Inspections – Water tap-on inspections are done by the Burr Ridge Public Works Department and require 24-hour notice. Sewer tap-on inspections are conducted by the sanitary sewer provider (Burr Ridge, Du Page County, or Flagg Creek). *It is the applicant's responsibility to contact the sewer provider and schedule all necessary inspections with the provider.*

Driveway – After placing of forms or otherwise establishing the border of a driveway and prior to installation of asphalt, concrete pavers, or other hard-surface material, an inspection is required to ensure that the driveway complies with the approved site plan, maximum and minimum width requirements, and setback requirements. Placement of driveway forms and the driveway inspection can be conducted at any time during the construction process.

Electric Service - An inspection is required after electric panel, meter enclosure, and temporary grounds have been installed.

Underground Plumbing - An inspection is required before concrete is poured in a basement or floor slab and after underground plumbing work has been completed.

Garage and/or Basement Floor – An inspection is required before concrete is poured.

Rough Framing - An inspection is required before any insulation and vapor barrier is installed and after the rough framing, rough plumbing, and rough electrical work are completed.

Fireplace Inspection - An inspection is required for all masonry and pre-fab fireplaces. This inspection shall be scheduled at the same time as the rough framing inspection.

Rough Plumbing - An inspection is required before any insulation and vapor barrier is installed and after the rough plumbing work is complete.

Rough Electric - An inspection is required before any insulation and vapor barrier is installed or any underground electrical work is covered by concrete and after the rough electrical work is complete.

Insulation and Vapor Barrier - An inspection is required before any interior wall finish is applied and after the insulation and vapor barrier are installed.

Septic System – If a private sanitary sewer system has been approved by the Village of Burr Ridge Board of Trustees as required by the Zoning Ordinance, an inspection is required before any backfilling and after the septic tank and seepage system has been installed.

Finals/Bond Release – Final building and engineering inspections are required before issuance of a Building Certificate of Occupancy. A final inspection must be scheduled a minimum of two days before the Certificate of Occupancy will be issued. The final inspection shall ensure that the building and site comply with all Village codes and regulations including but not limited to the building codes, Zoning Ordinance, and engineering requirements. The final building inspection shall include inspections for the following: building, mechanical, electrical, plumbing, and water and sewer service. The final engineering inspection shall include grading, landscaping, and submission of as-built drawings. The final engineering inspection should be requested at the same time as the bond release.



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
1 st 90-day Extension	Site Improvements Only	25%
1 st 90-day Extension	Exterior Building with or without Site Improvements	50%
2 nd 90-day Extension	Site Improvements Only	25%
2 nd 90-day Extension	Exterior Building with or without Site Improvements	50%
3 rd 90-day Extension	Site or Exterior Building Improvements	50%
4 th 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

Residential Water Meters

Chapter 58 of the Village of Burr Ridge Municipal Code and Section 311 of the Village of Burr Ridge Building Ordinance provide regulations for the installation of water meters in the Village. All meter installations shall be subject to the approval of the Village as to location and method of installation prior to installation.

Failure to comply with these requirements will result in re-inspection fees and may delay the issuance of a Certificate of Occupancy and refunding of the performance bond.

Location and connection of water meters: All water meters shall comply with the following requirements:

- The water meter must be located inside the building. Upon prior request and approval from the Village, water meters may be located outside the building but, if so located, they shall be placed in readily accessible, frost proof concrete pits approved by the Village.
- Inlet and outlet pipe for water meters shall be in a horizontal position parallel to the floor, with the top of the meter register facing straight up.
- For larger size meters, the Village may require water meters to be placed on the floor or on a concrete base to relieve the strain on service pipes.
- A wire must be provided for the Village to connect the water meter to a remote reader as follows:
 - o The wire must be 18-22 gauge three-conductor meter wire;
 - o The wire must be within a one-half inch (1/2") EMT conduit;
 - o The conduit and wire must end on the exterior of the building in an easily accessible area at a height of 4 to 5 feet above finished grade;
 - o The wire may not exceed 500 feet in length;
 - o The installation of the conduit and remote meter wire must be completed PRIOR to the ROUGH ELECTRICAL INSPECTION.
- The water meter and remote reader wire must be installed PRIOR to the FINAL OCCUPANCY INSPECTION.
- The Burr Ridge Public Works Department will conduct a final inspection of the water meter, install the remote reader, and seal the water meter. Any corrections in installation ordered by the Village at the time of the final inspection must be accomplished within 5 working days following the inspection. If said corrections are not accomplished after notice has been given, the corrections will be made by the Village and charged to the property owner on a time and material basis.
- A final inspection of the meter must be approved by the Village prior to water use.

For further information, contact the Public Works Department at (630) 323-4733, ext. 6050.



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.



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

REGULATIONS FOR MAILBOXES

Mailboxes shall be installed adjacent to but not on the pavement surface so that the bottom of the mailbox is between forty-two inches and forty-eight inches (42"-48") above the roadway surface, and the front face of the mailbox shall be between 6"-12" behind the back of the curb on curb and gutter streets, or between 6"-12" behind the back edge of the shoulder of any roadway without curbs and shall be consistent with all applicable state and federal regulations.

The mailbox shall be mounted on one of the following support structures or on such other similar structure as may be approved by the Village Engineer as comparably safe:

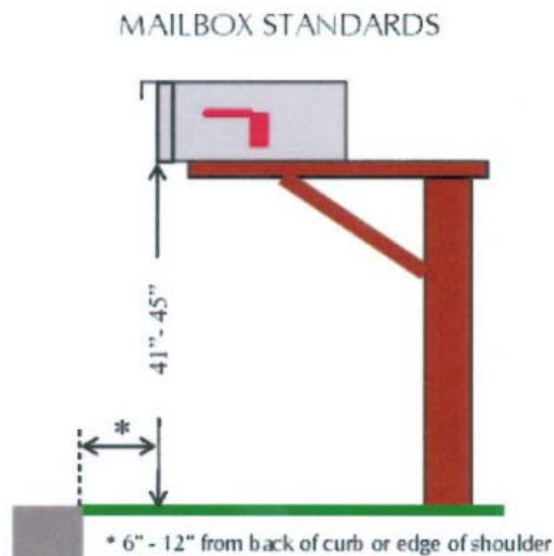
- Wooden post (minimum of 4"x4" or maximum of 6"x6").
- Light gauge hollow cast iron, galvanized steel or painted steel pipe (maximum of 3" diameter).

Mailbox supports shall be constructed to promote breakaway, bending or otherwise yield in order to minimize damage and harm to motor vehicles and the occupants in the event of a collision or impact with the support.

Rigid or oversized support structures are prohibited. Such support structures include, but are not limited to, masonry columns, stone or rock columns, with or without rear reinforcement, which are cement-filled, solid concrete supports requiring a footing, railroad rails and ties, tractor wheels, plow blades, milk cans, or barrels filled with concrete.

Any person who is not in compliance with the above shall be fined a sum of not less than \$50.00 or more than \$500.00.

For complete regulations, see Ordinance 765.



MAILBOX STANDARDS

Post Material:	1) wooden post (minimum 4"x4", maximum 6"x6"). 2) Light Gauge hollow cast iron or steel pipe (maximum 3" diameter)
Box Setback:	mailbox must be 6"-12" behind the back of curb or the back of the shoulder



QUESTIONS?

Contact the Department of Public Works
(630) 323-4733



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

