



DUPAGE COUNTY

BUILDING & ZONING DEPARTMENT

EXCAVATING/ FILLING

(this will be a “Grading Permit” record in Accela)



***Excavation for a sewer or water repair/installation (whether or not a permit is required) please contact the sewer or water utility company for additional inspections and fees.**

***All Stormwater permits will come in as excavation/fill under the Building Division in Accela and be routed to the Stormwater staff**

Permits are submitted online at the following link:

Accela Citizen Access - <https://aca-prod.accela.com/DUPAGE/Welcome.aspx>

Here are guidelines and requirements to assist when **excavating or bringing in fill (dirt) more than 5 yards**. No permit is required when filling with less than 5 yards of fill **except when taking place in a Stormwater Management Area (wetland, floodplain, buffer), drainage swale or drainage easement**. This information is provided to identify minimal requirements in the County’s adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions.

You will be creating a profile in our Accela portal – the documents below will need to be downloaded to complete the application process

1. Plat of Survey – possible BMPs ([Best Management Practices](#))
2. Trust Disclosure form for properties in a trust

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1. A copy of the scalable Plat of Survey highlighting the proposed area of fill. The survey must show all existing structures with the Illinois Licensed Land Surveyor’s seal and signature visible.
 2. For any property that is in a trust (bank or trust company) will need a notarized [Trust Disclosure](#) form completed by the trust company stating the beneficiary of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

Requirements for permit issuance:

3. Entrance permit
4. Fees
5. Contractor Registration

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3. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
 4. [Permit fees](#) are due at the time of issuance. We accept Master Card and Visa.
 5. All [contractors](#) working on the project are required to be registered with DuPage County Building Division and current when the permit is issued.

Drainage Requirements:

In most cases, a topographic survey is not required. A marked-up plat of survey showing the following:

- Any required/needed sediment protection (such as silt fence) along the downslopes, along with construction location.
- Amount of fill to be added/removed (cubic yards).
- A runoff diversion, such as a swale or berm may need to be shown and installed to direct runoff as to not have a negative impact on drainage for the neighboring property. This may require a detail such as a cross-section be provided.

Code requirements for sump pump and gutter discharge

8-128: - DRAINAGE REGULATIONS

8-128.1: - GENERAL REQUIREMENTS

B. Sump pump, downspout and gutter discharges:

1. Sump pump, downspout and gutter discharge lines shall be directed to a vegetated swale of sufficient length to allow dissipation before discharge exits site and a minimum of ten (10) feet from any property line and shall not directly tie into a storm sewer except as allowed under Section 128.1.B.2.

2. Sump pump, downspout and gutter discharge lines may be tied to storm sewers if sewer drains to a stormwater detention facility serving the subdivision.

3. In all instances, sump pump, downspout and gutter discharge lines shall not be directed in a manner that negatively impacts drainage on a neighboring property.

Disclaimers: If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County's Building Code for Minimum Plan Requirements.

Inspections: (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule an inspection.

(Where no work has been started within 180 days after the issuance of a permit, or when more than 180 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit). You can visit our web site at www.dupagecounty.gov/building.

CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](#) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS