Village of Kenilworth

Apply Online

Patio / Hardscape Permit Information

What to Submit

- Impervious Surface Permit Application
- Detailed Scope of Work / Contractor Quote
- Detailed Site Plan / Plat of Survey
- Zoning Compliance Worksheet (see notes)
- Civil Plans (see notes)
- Tree Preservation Plan

Inspections

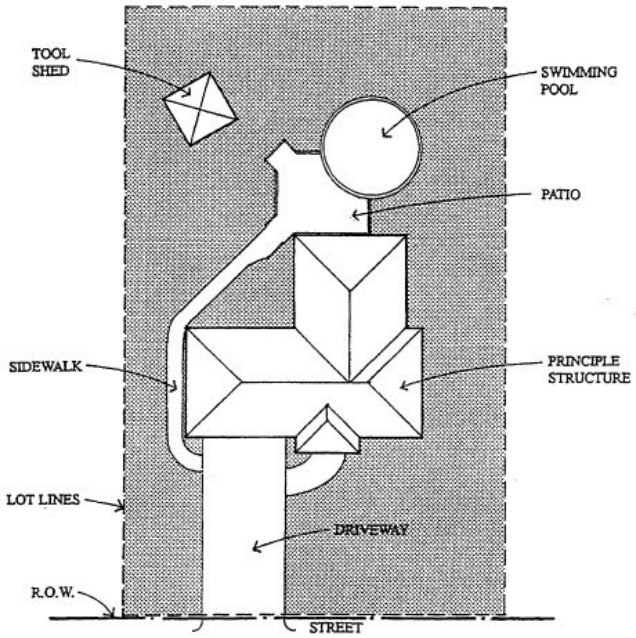
Inspections are scheduled for PM (12:30-4:30) Monday through Friday, with AM availability (8-12) on Tuesdays. Time sensitive inspections outside of these hours may be requested on a case-by-case basis. Inspections must be requested by 4 p.m. the day before the requested inspection day by calling 847-251-1666. Same day re-inspections are not available.

Required Inspections

- Base
- Final
- Drainage and grading (if applicable)
- Any other inspection identified as necessary by the plan reviewer

Costs

- **Permit Fee**: 3% cost of construction; $30 minimum
- **Zoning Review Fee**: $100-$200
- **Engineering Review Fee**: $150-$300 (if applicable)
- **Plan Review Fee**: $50
- **Escrow**: 25% of construction cost up to $2,500 refunded upon completion of project/final inspection



Notes

If the permit is to repair existing impervious surfaces with new materials to match existing, or replace existing impervious surfaces to match the existing dimensions and locations, the zoning compliance worksheet and civil plans are not required.

Any questions? Contact our Building/Planning Division at 847-251-1666 ext. 5253 or Community@vok.org.

Call J.U.L.I.E. (800-892-0123) before digging

Village of Kenilworth

Checklist

Required Documents	Document Attached
• Permit Application	
• Detailed Scope of Work / Contractor Quote	
• Detailed Site Plan / Plat of Survey	
• Zoning Compliance Worksheet	
○ If adding new impervious surfaces	
• Tree Preservation Plan	
○ Indicate the location, species, and DBH of any Parkway Tree, Evergreen over 30' Tall, and Tree with a DBH of 8" or more	
Other Items to Note	
• Civil Plans - Required if any of the following occur	
○ Work will cause an increase in the ground surface elevation	
○ Work will cause an obstruction in the flow of stormwater runoff from any property	
○ Work will cause a change in the director or location of stormwater runoff from a property	
○ Work will disturb 200 square feet or more of the ground surface	
• Required Inspections	
○ Base	
○ Final	
○ Drainage and grading (if applicable)	
* Any other inspections deemed necessary by the plan reviewer	
• Final as-built plans must be submitted upon completion of project	

Adopted Building Codes	
• 2014 Illinois Plumbing Code	• 2021 Illinois Energy Conservation Code
• 2021 International Building Code	• 2021 International Existing Building Code
• 2021 International Residential Code	• 2021 International Swimming Pool and Spa Code
• 2020 National Electrical Code	• 2021 International Property Maintenance Code
• 2021 International Mechanical Code	• 2021 International Fire Code
• 2021 International Fuel Gas Code	• 2024 NFPA 101 Life Safety Code
• 2022 NFPA 13 Automatic Sprinklers	• 2024 NFPA 14 Standpipe and Hose Systems
• 2022 NFPA 72 Fire Alarm and Signaling	• 2023 NFPA 855 Stationary Energy Storage Systems

WHAT NEXT? FOLLOW THE PERMIT PROCESS BELOW:

SUBMIT COMPLETED PERMIT APPLICATION

Include necessary information: i.e. plans plat of survey, work order, proposal, or estimate

↓

PLANS AND DOCUMENTS REVIEWED

Applications involving new houses or garages additions to an existing house, or impervious surfaces will have a plan and zoning review

↓

IF APPROVED: NOTIFICATION

You will be notified when permit is ready, permit cost, and of refundable escrow. Payment is made when permit is issued.

↓

WHEN ISSUED: BEGIN CONSTRUCTION

Schedule inspections of work as indicated on Required Inspection Sheet by calling Village.

↓

FINAL INSPECTION, END PERMIT PROCESS

Call Village to schedule. Permit escrow will be refunded. Certificate of Occupancy needed for homes unoccupied during construction.

WANT TO LEARN MORE ABOUT DRAINAGE, GRADING, AND STORMWATER MANAGEMENT? CHECK OUT THESE WEBSITES:

- The EPA's site on stormwater
  https://www.epa.gov/npdes/npdes-stormwater-program
- The EPA's site on green infrastructure
  https://www.epa.gov/green-infrastructure
- Illinois Urban Manual
  http://www.aiswcd.org/illinois-urban-manual/
- Metropolitan Water Reclamation District of Greater Chicago
  https://www.mwrd.org

The Village of Kenilworth Drainage and Grading regulations can be found in Village Ordinance No. 1178 and will be codified in Sections 150.440 to 150.446 of the Kenilworth Village Code. These can be found on the Village's website:

http://www.vok.org

The Village of Kenilworth worked with the consultant team of Teska Associates, Inc. and Baxter & Woodman to prepare its drainage and grading regulations.

DRAINAGE & GRADING in KENILWORTH

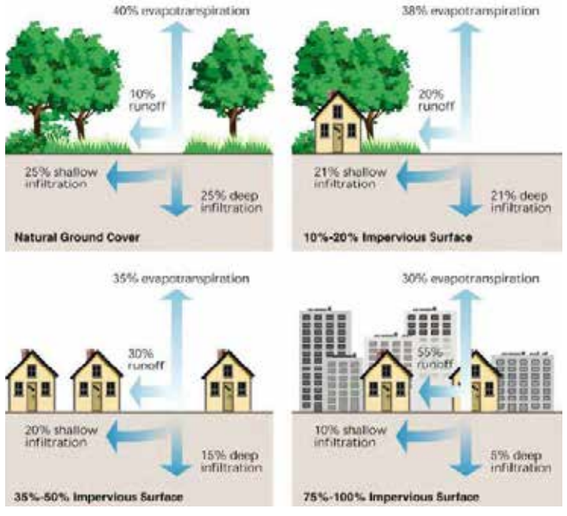
With characteristically flat topography and clay soil, stormwater in Kenilworth tends to collect in shallow pools throughout the Village and then drain slowly. Existing drainage can be affected by a new project on a neighboring property. **Drainage and grading regulations** strike a balance between allowing improvements to private property and protecting surrounding properties.

WHY HAVE REGULATIONS?

Drainage and grading regulations are used to mitigate the impact of development, construction, and landscaping projects on stormwater runoff. These projects tend to increase, concentrate, obstruct, or change the direction of the runoff. All of these changes can have negative impacts (flooding, erosion, etc.) on neighboring properties.

WHY IS GROUND COVER IMPORTANT?

Ground cover can be pervious or impervious, both affecting the amount of stormwater runoff from a property. Pervious surfaces, like a lawn, soak up stormwater, whereas impervious surfaces, such as a building or conventional pavement sidewalk or driveway do not. Impervious surfaces also tend to concentrate stormwater runoff in places where it would otherwise be dispersed, leading to standing water or flooding.



The diagram illustrates how increasing the amount of impervious surfaces increases the amount of runoff. (Source: Federal Interagency SRWG)

WHAT SHOULD I KNOW ABOUT SLOPES?

Elevated new homes and other improvements (planting beds, berms, etc.) create new slopes. However, while higher elevations may be attractive and move water away from a site, they can also impact adjacent properties.

Example of a site that has been elevated

DO I NEED A DRAINAGE AND GRADING PERMIT?
IT DEPENDS ON YOUR PROJECT. IF IT'S...

A retaining wall, deck, patio, shed, garage, sidewalk, driveway, house addition, or new house

- **Yes, you need a permit if: it disturbs 200 sq. ft. or more of the ground surface, increases the ground elevation, or causes an obstruction or change in the direction or location of stormwater runoff from a property.**

Retaining wall

Shed, garage, or driveway

Deck or sidewalk

Patio with erosion control blanket

Helpful Hint: A permit is required if the project disturbs less than 200 sq. ft. but is part of a larger common project that as a whole disturbs 200 sq. ft. or more.

Helpful Hint: A permit is required if gardening involves raised plantings or mulch beds, it causes an increase in ground elevation and an obstruction to stormwater flow.

OR IF IT INVOLVES...

Yard maintenance

- **No permit is required. Maintenance activities include:**

Mowing
Tree Trimming and Pruning
Edging
Mulching
Turf management
Sod
Removing dead or dying vegetation
Weed control
Fertilization
Compost
Pruning of trees/shrubs/groundcover
Pond maintenance

Gardening

- **No permit is required. Gardening activities include:**

Rock gardens
Vegetable gardens
Rain gardens
Pots, annuals
Planting beds
Bushes
Trees

Rain garden diagram (Source: City of Durham)

Helpful Hint: A permit is required if you are filling low-lying areas or excavating high ground to allow drainage as it increases the ground surface elevation.

Root systems of prairie plants are an example of how to reduce soil erosion and increase water absorbtion. (Source: Natural Resources Conservation Service Illinois)

Changing discharge direction of downspout

- **No permit is required, but it can't increase the property's stormwater runoff. Downspouts include:**

Roof downspouts
Sump pump discharges

Downspout extension that creates a concentrated discharge near the property line

Helpful Hint: A permit is required If a yard drain or swale changes the direction or location of stormwater runoff from a property.

Helpful Hint: A permit is required if the activity obstructs the flow of stormwatter runoff or causes a change in the direction or location of stormwater runoff from any property.

Village of Kenilworth

Building/Planning Division
419 Richmond Road
Kenilworth, IL 60043

Phone: 847-251-1666, ext. 5253
Fax: 847-251-3908
Email: Community@vok.org

APPLICATION FOR BUILDING PERMIT
IMPERVIOUS SURFACES

DATE: _____

Application is hereby made for a permit to: (check all that apply)

☐ Repair existing impervious surfaces with new materials to match existing

☐ Replace existing impervious surfaces to match the existing dimensions and locations

☐ Add new impervious surfaces - **complete Zoning Compliance Worksheet**

☐ Drainage and Grading: For site improvement projects that disturb 200 square feet of more of the ground surface, increases ground elevation or changes direction/location of stormwater runoff, a Drainage and Grading Permit is required. Drainage and Grading Regulations and a User Manual are on Village website: www.vok.org.

PROPERTY ADDRESS: _____

DESCRIPTION OF WORK AND MATERIALS TO BE USED: _____

_____

CONSTRUCTION COST: _____

	NAME	ADDRESS	EMAIL	PHONE #
Property Owner				
Architect				
General Contractor				
Paving Contractor				
Landscaping Contractor				
Other				

I (or We) hereby certify that I am (or We are) the legal owner(s) of the property described above. I (or We) hereby agree to perform the above described work in accordance with plans and specifications submitted herewith, and in strict compliance with the description set forth in this application and will comply with all the provisions of the Kenilworth Zoning Ordinance, building codes, and all applicable codes and rules.

Checked By: _____
Permit Authorized: _____
Permit Issued: _____
Permit #:

Owner or Owner's Representative: _____
Print Name: _____
Email or Daytime Phone # _____

ZONING COMPLIANCE WORKSHEET

Completion of this worksheet is required for any construction that alters building floor area or existing impervious surfaces on a lot.
See Section 6 for definitions of building coverage, impervious surfaces, and floor area, as well as samples of required diagrams and calculations.

Complete each Section of the worksheet based on the proposed scope of work: DATE:

Section	1	Property Data	- complete for all projects
	2	Building Coverage	- complete for changes to any roofed structure or impervious surfaces
	3	Impervious Surfaces	- complete for changes to any other impervious surfaces
	4	Floor Area Calculations	- complete for changes to any roofed structure
	5	Required Minimum Yards	- complete appropriate section for new construction
	6	Diagrams and Calculations	- definitions and examples of diagrams and calculations required for all projects

1: PROPERTY DATA

code §153.033

STEEP SLOPE ZONE? Y N

1A Project address

1B: Using a current Plat of Survey, calculate the lot area in square feet.
If the lot area is noted on the Plat, input that number in 1B.
* Lakefront Lot Area: extends to toe of the bluff (base of sea wall closest to the lake), or where bluff meets the beach if there is no sea wall.

1B Lot area* Sq.Ft. = lot width x lot length

2: BUILDING COVERAGE

code §153.068(B)

2A: Complete the appropriate calculation for the lot area (1B), and enter product in line 2A

2A Building Coverage: Maximum Allowed Sq.Ft. =
- For lot area < 5,716 s.f. LOT AREA X .3
- For lot area 5,716 - 19,999 s.f. (LOT AREA X .16) + 800
- For lot area 20,000+ s.f. LOT AREA X .2

2B: Enter the sum of numbers 2C-2E in line 2B.
Submit diagrams with dimensions and square footage calculations per Section 6A.

2B Building Coverage: Total Existing + Proposed Sq.Ft. =
- 2C Total existing building coverage Sq.Ft.
- 2D Existing building coverage to be removed - Sq.Ft.
- 2E New building coverage to be added + Sq.Ft.

3: IMPERVIOUS SURFACES

code §153.068(C)

3A: Enter the sum of 3C and 3D in line 3A. If 3D is a negative number, subtract it from 3C.*
*For single family attached dwellings, the maximum impervious surface allowed is:
100 + (.35 x lot area)

3A Impervious Surfaces: Maximum Allowed* Sq.Ft. =
- 3C Maximum impervious allowed*: LOT AREA X .25 = Sq.Ft.
- 3D 2A MINUS 2B = Sq.Ft.

3B: Enter the sum of numbers 3E-3G in line 3B.
Submit diagrams with dimensions and square footage calculations per Section 6B.

3B Impervious Surfaces: Total Existing to remain + Proposed Sq.Ft. =
- 3E Total existing impervious surfaces + Sq.Ft.
- 3F Existing impervious surfaces to be removed - Sq.Ft.
- 3G New impervious surfaces to be added + Sq.Ft.

ZONING COMPLIANCE WORKSHEET

PROJECT ADDRESS

4: FLOOR AREA

§153.068(A)

4A: Complete the appropriate calculation for the building type and enter product in line 4A

Sq.Ft. = 4A Floor Area: Maximum Allowed

- New building or substantial alteration built after 10/22/2005 — (LOT AREA **x** .21) + 1,200
- Existing buildings built on or before 10/22/2005 — (LOT AREA **x** .24) + 1,200

4B: Enter the sum of 4C through 4F in line 4B.
Submit diagrams with dimensions and square footage calculations per Section 6C.

Sq.Ft. = 4B Floor Area: Total Existing to remain + Proposed

4C Total existing floor area		Sq.Ft.
4D Subtract existing floor area to be removed	-	Sq.Ft.
4E Subtract Zoning Credit (see Section 5 for description of applicable areas).	-	Sq.Ft.
4F Add proposed new floor area	+	Sq.Ft.

5: REQUIRED MINIMUM YARDS + BUILDING HEIGHT

§153.067 + §153.070 + 153.085*

Complete the appropriate information for the proposed scope of work. Submit with site plan or annotated survey showing dimensions to lot line.

ROOFED STRUCTURES

Principal Building:	distance to lot line
Front	
Side	
Side	
Rear	
Height	

Accessory Structure (includes detached garage)	
Side	
Side	
Rear	
Height	

Roof overhang	
Distance to nearest lot line	

ALL OTHER EQUIPMENT + SURFACES

Air conditioning units:	distance to lot line
Side	
Side	
Rear	
Installed at grade?	Y N
Screened from street view?	Y N
Wall mounted?	Y N

Other outdoor electrical equipment	
Side	
Side	
Rear	
Installed at grade?	Y N
Screened from street view?	Y N

Other impervious surfaces*	
Distance to nearest lot line	
Height from grade	

* Additional sections of village code regulate distance of new impervious surfaces to lot lines and/or the public right of way.

ZONING COMPLIANCE WORKSHEET

6: Diagrams and Calculations

Instructions: Diagrams + calculations showing existing conditions, demolition, and proposed conditions are required for all submissions.

1. Attach plans or diagrams showing existing conditions, areas to be demolished, and proposed additions
2. Identify each area with either a letter or number that is keyed to calculations showing the dimensions and total square footages.
3. Whenever possible, use either a graphic or color key to differentiate areas on a diagram
4. Calculations are required showing how the square footages were determined.
5. Separate diagrams and calculations are to be included for each of the following:
   a. Building Coverage b. Other Impervious Surfaces c. Floor Area

Graphic and color keys used in sample diagrams:

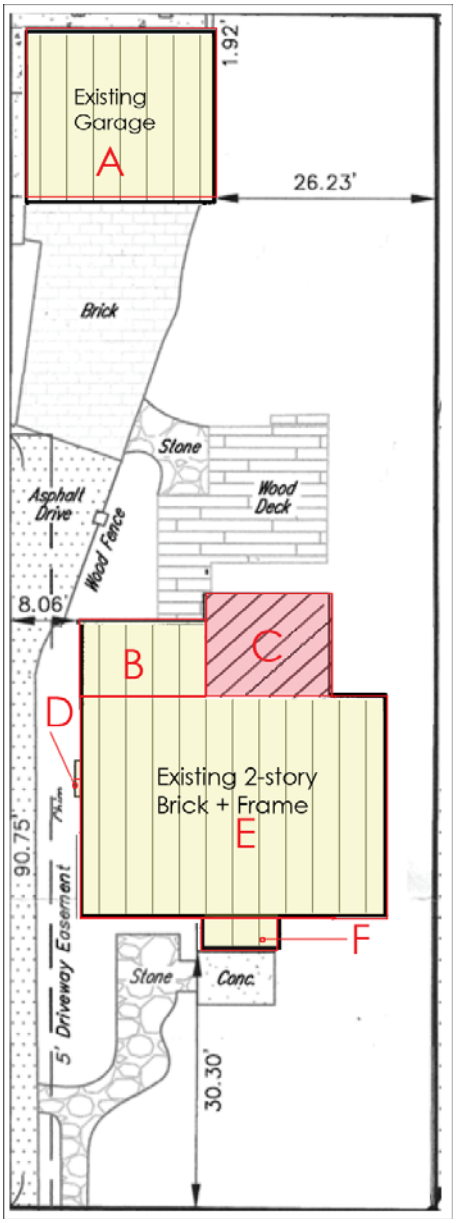
GRAPHIC KEY: EXISTING | DEMO | NEW

COLOR KEY: yellow EXISTING | red DEMO | green NEW

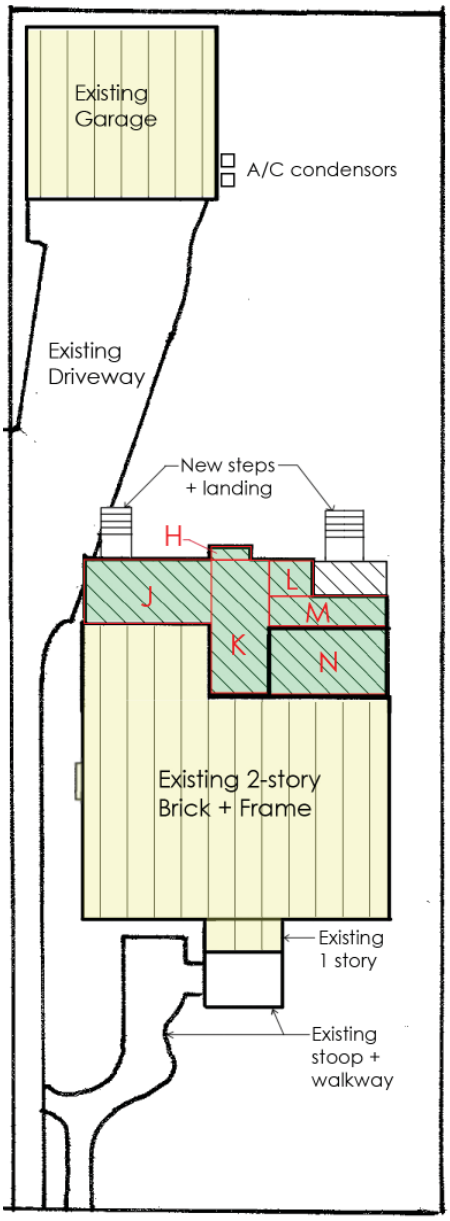
6A: BUILDING COVERAGE: SAMPLE DIAGRAMS + CALCULATIONS

Definition: Building Coverage includes all roofed structures + areas on the first floor and at grade level; see Village zoning code for further information. (i.e. principal + accessory structures, roofed entries + porches, second floor projections, carports, gazebos, etc). Excludes Porte Cochere.

SAMPLE DIAGRAMS



EXISTING + DEMO BUILDING COVERAGE



PROPOSED NEW BUILDING COVERAGE

SAMPLE CALCULATIONS

Total Existing Building Coverage					Demo
Area	Description	w	l	sq.ft.	sq.ft.
A	Garage	21.95	19.90	436.81	
B	House	14.80	8.75	129.50	
C	House - Demo	14.58	11.92	173.79	173.79
D	house	1.00	6.50	6.50	
E	house	35.77	26.06	932.17	
F	uncovered porch	8.95	4.00	35.80	
			Total Existing Bldg.Cov.	**1714.56**	
			Total Existing Bldg.Cov. to be demolished	173.79	173.79
			Total Existing Bldg.Cov. to remain	**1540.77**	

Total Proposed Building Coverage				
Area	Description	w	l	sq.ft.
H	House - 1 story	5.00	1.50	7.50
J	House - 1 story	14.50	7.75	112.38
K	House - 1 story	7.00	16.25	113.75
L	House - 1 story	8.50	4.25	36.13
M	House - 1 story	13.50	3.75	50.63
N	House - 2 story	13.50	8.25	111.38
			Total Proposed Bldg.Cov.	**431.75**
			Total Existing to remain + proposed Building Coverage	**1972.52**

ZONING COMPLIANCE WORKSHEET

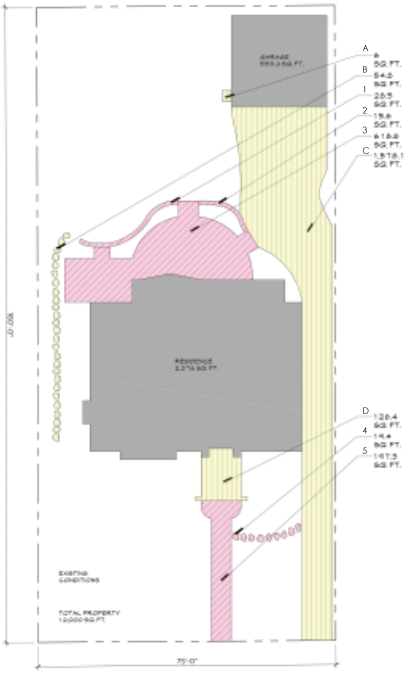
6: DIAGRAMS AND CALCULATIONS

Required for all submissions

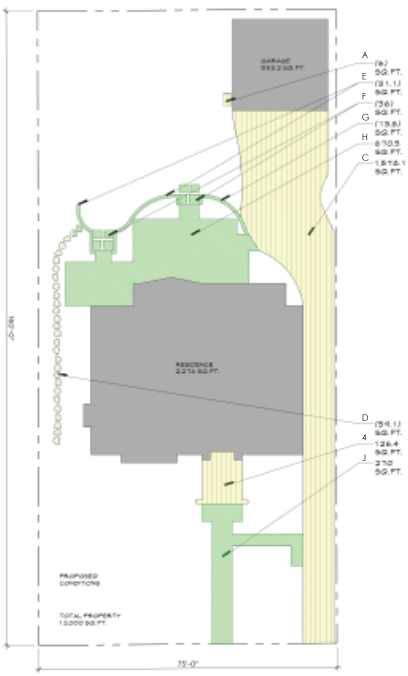
6B OTHER IMPERVIOUS SURFACES: SAMPLE DIAGRAMS + CALCULATIONS

Definition: Other Impervious Surfaces includes all impermeable areas not listed under Building Coverage, (i.e. driveways, walkways, patios, decks). Includes Porte Cochere. See Village zoning code for further information.

SAMPLE DIAGRAMS



EXISTING + DEMO SITE PLAN



PROPOSED SITE PLAN

SAMPLE CALCULATIONS

Total Existing Other Impervious Surfaces					Demo
Area	Description	w	l	sq.ft.	sq.ft.
A	a/c pad	3.00	2.00	6.00	
B	stone steppers	irregular		54.80	
C	driveway	irregular		1578.10	
D	stoop	14.40	8.78	126.43	
1	demo - edging	irregular		28.50	28.50
2	demo - edging	irregular		15.60	15.60
3	demo - patio	irregular		618.80	618.80
4	demo - steppers	irregular		19.40	19.40
5	demo - walkway	25.50	7.75	197.63	197.63
Total Existing Other Impervious Surfaces				**2431.00**	
al Existing Other Impervious. to be demolished				879.93	879.93
Total Existing Other Impervious to remain				**1551.08**	

Total Proposed Impervious Surfaces				
Area	Description	w	l	sq.ft.
E	edge + stepper	irregular		31.10
F	edging	irregular		36.00
G	edging	irregular		13.80
H	patio	irregular		670.50
J	walkway	irregular		270.00
otal Proposed Other Impervious Surfaces				**1021.40**

Total Existing to remain + proposed Other Impervious Surfaces	**2572.48**

6c FLOOR AREA: SAMPLE DIAGRAMS + CALCULATIONS

Definition: Floor Area includes the areas listed below, see Village zoning code for further information:

Principal Building floor area
- Basement: any areas that are used for automobile storage and/or garage.
- First floor: all areas included under Building Coverage section - see example diagram + calculations
- Second floor: all area except half stories above the first story with a floor to ceiling height of less than 5 ft.
- Third floor: excludes half stories above the second floor

Accessory Structures floor area
- First floor and grade levels: all areas included under Building Coverage section.
- Excludes half stories above the first floor

Zoning Credits for the following floor areas in single family homes where both the home and feature existed before 6/22/1990
- Bay windows, open porches, and covered entries.

SAMPLE DIAGRAMS

EXISTING + DEMO FLOOR PLAN

PROPOSED FLOOR PLAN

SAMPLE CALCULATIONS

Total Floor Area				
Area	Description	w	l	sq.ft.
Floor 1	See Building Coverage	Existing 1st Floor Area		1714.56
		Demo 1st Floor Area		173.79
		Exist. to remain 1st Floor		1540.77
Floor 2				
	P	14.80	8.33	123.28
	Q	35.77	26.48	947.19
	R	13.50	5.25	70.88
		Total Existing 2nd Floor Area		1070.47
	S	13.50	8.25	111.38
		Total New 2nd Floor Area		111.38
		Total Existing to remain + new 2nd Floor Area		1181.85
		Total existing to remain + new Floor Area		**2722.62**