

VILLAGE OF KENILWORTH

REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

The following is a list of items required for submittal of an Application for **Building Permit**. All required application materials shall be submitted at the same time. Partial information will not be accepted.

1. PERMIT APPLICATION

Complete and sign Building Permit Application, with the total cost of materials, labor, fixtures and equipment required for the proposed work. For projects requiring zoning review, an estimated construction cost may be submitted. The actual construction cost and the general contractor / sub-contractor information must be submitted prior to the issuance of the Building Permit.

Attach to the Building Permit Application the following items that may be applicable to the proposed work: Plat of Survey, Site Plan, Architectural Drawings/Plans, Work Order/Proposal and Fees.

2. PLAT OF SURVEY

The Village requires a copy of the Plat of Survey prepared by an Illinois registered surveyor for the property that reflects the current site conditions. A Plat of Survey less than 5 years old is preferred. A Plat of Survey is not required for interior remodeling or other work not affecting the building exterior or site.

A Topographic Plat of Survey with spot elevations or topographic lines indicating existing topography is required for new buildings, large additions, new detached garages, and major site improvement projects that require a Drainage and Grading Permit.

3. SITE PLAN

The site plan must show all proposed improvements in addition to all existing improvements shown on the Plat of Survey. This would include existing and proposed buildings, driveways, walks, pavements, decks, patios, pools, etc. All dimensions should be shown and all set-back distances from all structures to the property lines should be provided. An up-to-date Plat of Survey usually serves as the basis for the site plan.

For new buildings, large additions, new detached garages, and site improvement projects that disturb 200 square feet or 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 the Village website: www.vok.org.

For projects along the lakefront or on the Skokie Ditch ravine east of Sheridan Road, a **Steep Slope Permit** is required. Steep Slope Regulations and a User Manual are on the Village website: www.vok.org.

A Tree Protection Plan is required for new buildings, large additions, and new detached garages and is to show trees that can be impacted by construction activity on the site and on adjacent properties. Provide an arborist's inventory of existing trees with size, species, condition and recommendations for protection of root zones.

4. ARCHITECTURAL DRAWINGS / PLANS

For new buildings, additions and remodeling projects, 3 sets of architectural drawings / plans are required of the proposed work with sufficient detail to be used for construction. For large additions, existing floor plans and demolition floor plans are also required. New buildings, additions and remodeling projects involving structural work are to be prepared and sealed by a Registered Architect licensed in the State of Illinois. Depending on the scope of the work, projects may have a Zoning Review and a Plan Review prior to the issuance of a building permit. For projects requiring Zoning Review, design development drawings may be submitted. Complete construction documents are required to be submitted for Plan Review. Attached are additional requirements for new buildings.

