



835 Midway Drive | Willowbrook, IL 60527-5549 | Phone: (630) 323-8215 | Fax: (630) 920-2489

Building Department: [bzadmin@willowbrook.il.us](mailto:bzadmin@willowbrook.il.us)

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**RE: NEW SANITARY CONNECTION PROCEDURE (EXISTING STRUCTURE ON A 'SEPTIC' SYSTEM)**

The Following checklist should be used by any applicants proposing to disconnect from a septic system and connecting to a municipal sanitary system in the Village of Willowbrook:

1. If parcel is located on a County Road (DuDot) or a State Road (IDOT), a separate Permit is required from said applicable jurisdiction – share [applicable jurisdiction] Permit / document with Village at time of application.
  - a. DuDot Roads: 63<sup>rd</sup> St., 75<sup>th</sup> St., Plainfield Rd., Madison St.
  - b. IDOT Roads: Joliet Rd., Frontage Rd., Kingery Hwy.

2. Note: As the Sanitary Systems serving the Village of Willowbrook are not owned or operated by the Village, proof of a separate Permit is required from the applicable Sanitary District.

- a. Flagg Creek, <https://flaggcreekwrd.org/>
- b. DuPage County <https://www.dupageco.org/public Works/24579/> > [Downers Grove North](#) - Township 09

Please provide [Sanitary District] Permit / document with Village at time of application.

3. A Building Permit from Willowbrook, this will both cover the "Plumbing" work & "Right-of-Way" work.

For a copy of the Willowbrook Permit Application, please use/follow these links:

<https://www.willowbrookil.org/83/Forms-Documents> > [Building Permit Application \(PDF\)](#)

Note: The Permit application must be completed prior to submittal – please note the "Required" areas.

4. Submitted 'Scope of Work' & 'Supplemental Documentation' shall include:

- a. A current 'Plat-of-Survey' of the parcel/property indicating the both the:
  - i. Septic system to be decommissioned, &
  - ii. The path of the new proposed sanitary piping from structure to the sanitary sewer system.
- b. Septic System Decommissioning Procedure (note that the Scope of Work needs to indicate the following):
  - i. The "Headline" needs to be completely removed.
  - ii. The "Tank" will be pumped and disposed of properly per all applicable codes / requirements.
  - iii. The "Tank" needs to be completely removed (it will not be allowed to be demolished or abandoned in place).
  - iv. "Tank" area backfill procedures needs to be detailed.

As of this time there are two (2) backfill methods that are allowed:

1. Filled ~90% with 3" stone, capped with gravel and topsoil top accept seed/sod.
2. ~90% Backfilled in one-foot (1') lifts of clay, each lift shall be compacted prior to the introduction of the next lift, capped with gravel and topsoil top accept seed/sod. **Noting that at the Final Inspection – if the "1' Lift Method" is chosen, a 'Notarized Affidavit', from the contractor performing the work, shall be required indicating that the lift procedure was followed.**

Application / Scope shall detail which method will be used.

- v. The "Septic Field" can be abandoned in place. (Note that as of this time only the "Septic Field" portion of the decommissioning can be abandoned in place.)

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- c. Plumbing Scope shall include, but not be limited to, the following:
  - i. Piping Specifications, including but not be limited to:
    - 1. Materials & Sizing,
    - 2. Elevations at both the building point of discharge & at the (Municipal) Sanitary Sewer System connection point.
  - ii. Provide isometric plan which reflects the change of direction from rear outlet of property to the front outlet of property for the building drain (inside bldg., up to and including from five feet (5') outside foundation).
  - iii. Indicate that minimum slope, as required by the Illinois Plumbing Code, will be achieved and continue with the building sewer (from five feet (5') outside foundation to connection with municipal infrastructure – or private sewage disposal (septic system).
- 5. Note: you may utilize the existing building drain (typically located at the rear of the residence/structure) and pipe the 'new' building sewer around the rear and side of the residence/structure, provided that the minimum slope required per the IL Plumbing Code can be maintained.

Please allow a minimum of 10 business days to process any complete submittal.

If you have any questions regarding this matter, please do not hesitate to contact us.

Bldg. Dept.: (630) 920-2240