



# Village of WILLOWBROOK



## Residential Pavement & Flatwork Permit Checklist

(For Driveways, Patios, Aprons, Stoops, Sidewalks, Garage Floors & More)

### 1. Start Application in LAMA Portal

- Log into [willowbrook.onlama.com](http://willowbrook.onlama.com)
- Create a user account if new
- Select the appropriate permit type (Residential – Pavement/Flatwork)
- Upload completed permit application and supporting documents

### 2. Required Documents

Upload all of the following to your LAMA application:

- Signed General Permit Application**
- Contractor Certificate of Insurance** naming the **Village of Willowbrook** as certificate holder
- Plat of Survey**, highlighting:
  - Proposed work with dimensions
  - Material type (concrete, asphalt, or brick paver)
- Signed Proposal or Contract** by the property owner
- Brick Pavers?** Include manufacturer's specs and edge restraint detail
- Check HOA/Bylaws** for conflicts—owner is responsible for compliance

### 3. General Site Standards

Minimum setback:

- Driveway: **5'** from side property lines
- Patio: **5'** side / **10'** rear
- Driveway width limit: **33' max**
- Service walk width: **5' max**

### 4. Material & Construction Specifications

#### Portland Cement Concrete

Surface	Base	Concrete
Driveway	4" CA-6 Base	5" Concrete (4000 PSI)
Apron	4" CA-6 Base	5" Concrete (4000 PSI)
Garage Floor	4" CA-6 Base + 6 mil vapor barrier (if attached)	6" Concrete (4000 PSI) with wire mesh (#10)
Private Walk	4" CA-6 Base	4" Concrete
Public Walk	4" CA-6 Base	4" Concrete (5" min if through driveway, with wire mesh)
Stoop/Stairs	4" CA-6 Base	4" Concrete + tied to foundation

#### Brick Paver & Asphalt

- Pavers: Must follow manufacturer specs
- Asphalt:
  - 8" compacted CA-6 base, 2" asphalt surface (Class I-11)
  - Subgrade must be compacted to 95% optimum density

## 5. Special Construction Notes

- Use 2x6 lumber or approved metal forms
- Concrete: 6-bag mix, 4000 PSI @ 14 days, 5–8% air entrainment
- Expansion joints ( $\frac{1}{2}$ ") required at patios/private walks next to buildings
- Control joints on patios every 8'x8', min. depth:  $\frac{3}{4}$ "
- **No wire mesh allowed in driveway apron within ROW**

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## 6. Required Inspections

Schedule inspections through our online permit portal

**Allow at least 24 hours** advance notice

**Inspection days:** M / W / F, 9:00 AM–12:00 PM

**Inspections include:**

-  Pre-Pour (Concrete)
-  Base Inspection (Asphalt or Paver)
-  Final Electrical (if applicable)
-  Final Inspection