



# Village of WILLOWBROOK

835 Midway Drive | Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 920-2489 | [willowbrookil.org](http://www.willowbrookil.org)

## **Mayor**

Frank A. Trilla

## **Village Clerk**

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Proud Member of the  
Illinois Route 66 Scenic Byway

## **SINGLE FAMILY RESIDENTIAL CONSTRUCTION (INCLUDES NEW SINGLE-FAMILY RESIDENCES & ADDITIONS) INFORMATION AND 'CHECKLIST' FOR BUILDING PERMIT**

<http://www.willowbrookil.org/>

(Effective Date: July 1, 2019)

When applying for a Building Permit for new construction of a Single-Family home or an Addition to an existing single-family home, please refer to the checklist itemized below for information regarding requirements and materials that must be submitted. In *some* cases, not all the materials listed below are required. If you are not sure, or if you have any questions regarding any of the items listed in this checklist, please call the Municipal Services Department, Building & Zoning Division at (630) 920-2240 or [bzadmin@willowbrook.il.us](mailto:bzadmin@willowbrook.il.us).

1. Submit a minimum of five (5) original copies of Architectural Plans Signed & Sealed by a State of Illinois Licensed Design Professional (e.g. Architect, Professional Engineer, etc.). (Minimum number of plans applies to both initial and subsequent re-reviews.)
  - a. Drawings must include sufficient detail to verify full compliance with the following construction codes. For the list of currently adopted codes, please refer to the full list of currently "[Adopted Codes & Amendments List \(PDF\)](https://www.willowbrookil.org/83/Forms-Documents)" on the Village website: <https://www.willowbrookil.org/83/Forms-Documents>
  - b. PLEASE refer to Title 4, Chapter 2 of the Village Code of the Village of Willowbrook for Amendments to these listed construction codes and other requirements. The Design Professional of record shall be familiar with these Local Amendments.
    - <https://www.willowbrookil.org/121/Municipal-Code>
    - [Municipal Code / Amendments](#)
2. Submit a minimum of four (4) copies of the current Plat-of-Survey of the property for which the Permit Application is be submitted.
  - a. Survey must be prepared by a Land Surveyor Licensed by the State of Illinois;
  - b. Survey must include the existing principal structure, all accessory buildings and easements;
  - c. Survey must show the location of proposed building or addition and include dimensions from the proposed buildings to all lot lines;
  - d. For a new single-family home, the proposed foundation location must be shown on the survey and the proposed top of foundation elevation indicated.

The Plat or Survey is important to determine that the proposed structure, or addition, will comply with all the applicable Title 9 Zoning Regulations.

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3. Grading/Topographical/Utility Plan: For new single family home construction, or an addition larger than 500 Sq. Ft, please refer to the "Civil Engineering / Grading and Utility Plan Checklist (PDF)" (available on our website, <https://www.willowbrookil.org/83/Forms-Documents>) for details required in the Grading, Topo and Utility Plan. Submittal of a minimum of four (4) copies that contains all of the information outlined in the checklist must be submitted. Note, if an "Easement" is required to be granted on this project, whereas a 'Mylar' shall be required, it shall be noted in the initial Plan Review, additional instructions for this process will be forwarded at your request. Drawings must include sufficient detail to verify full compliance with the following stormwater code: 2019 DuPage County Countywide Stormwater and Floodplain Ordinance (w/ Local Amendments).
4. Complete and submit the following Permit Application forms and information (available on our Website): "Building Permit Application (PDF)" <https://www.willowbrookil.org/83/Forms-Documents>
  - a. General Building Permit Application (can be completed by General Contractor or Property Owner)  
**PLEASE NOTE:** Property Owner's Signature is required.
  - b. Electrical Permit Application, including:
    - i. The "Supervising Electrician's Signature" is required;
    - ii. Municipal Electrical license (other jurisdictions licenses are accepted);
    - iii. \*Certificate of Insurance (COI)\*;
    - iv. \$10,000 Surety Bond
  - c. Plumbing Permit Application, including: (Applies to both the "Interior" & "Exterior" Plumbers)
    - i. The "Supervising Plumber's Signature" is required
    - ii. A State of Illinois 055 Plumbing License;
    - iii. A "Notarized" Letter of Intent
  - d. Any contractor listed on the Permit Application (left margin, Page 2) are required to submit a \*COI which includes minimum coverage's as follows:
    - i. Public liability insurance for each person in the sum of \$100,000.00 and for each accident in the sum of \$300,000.00;
    - ii. Property damage insurance in the amount of \$50,000.00 limited to not less than \$10,000.00 for each accident.
- \* All COI's shall name "**The Village of Willowbrook**", at our current address listed above, as the "**Certificate Holder**" \*
5. Sanitary Impact Fee: Submit a copy of the Sanitary Sewer Connection Permit from either the 'Flagg Creek Water Reclamation District' or the 'DuPage County Department of Public Works' clearly indicating / verifying that all applicable fees have be "Paid in Full".
6. Roadway Impact Fee:
  - a. Submit copy of Illinois Department of Transportation (IDOT)/(Kingery Hwy, Joliet Rd.) or DuPage County Division of Transportation (DuDOT)/(All other roads in Willowbrook) Driveway Permit if roadway access is required.
  - b. Submittal of a receipt clearly indicating / verifying that all applicable "IDOT" and/or "DuDOT Roadway Impact Fee fees have been "Paid in Full".
7. DuPage County Health Department (DPCHD): Submit written verification of Approval by the DPCHD if a well and/or septic field is being 'proposed' or 'eliminated' from the property.
8. DuPage County Stormwater Permit Application (SWMP): Submit a completed SWMP Application form for new construction, or an addition larger than 500 Sq. Ft., of area on grade (electronic copies of this application can be obtained from our website).
9. Plan Review Deposit: For all new SFR homes, a \$1000.00 Plan Review deposit fee is required at the time of Permit Application / Plan submittal – applications will not be processed without this deposit.  
(WB 4-2-11(A)(1)(g))
10. **Note:** This checklist is *not all inclusive*, other site-specific requirements may apply, contact the Village with any questions at (630) 920-2240 or [bzadmin@willowbrook.il.us](mailto:bzadmin@willowbrook.il.us). Please have the project address available.