



Building & Life Safety Department
Village of Arlington Heights
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

New Single Family Residence

Submittal Process and Checklist

APPLYING FOR PERMITS:

Submit all materials via email to: Building@vah.com. You will receive an email notification within 24 hours that your email was received. If you do not receive an email response, contact us at 847-368-5560.

APPLICATIONS AND FORMS REQUIRED:

The applications and forms that you need to submit are listed on the next page of this checklist. Please be careful to fill these out completely. Incomplete, illegible or lack of information, can delay your permit from being processed.

* If you are the homeowner doing the work yourself, please fill out and submit the Homeowner as General Contractor form with your applications. This form is found at www.vah.com.

CONTRACTOR LICENSE:

The Village of Arlington Heights Contractor license number must be listed on the permit applications. Their license numbers can be looked up on our web-site at:

https://www.vah.com/village_services/permits_and_licenses

REVIEW TIME FRAMES:

Please allow 10 working days for plan review. Each revision or re-submittal can take an additional 10 working days.

PROCESSING NOTIFICATIONS:

When reviews are completed, if approved, you will receive a pick-up notification packet by email. If a correction or revision is required, you will receive Plan Review Comments. When submitting revisions/corrections, please provide detailed written response of the changes.

FEES:

Fees are not pre-set based on project type. The pick-up notification packet will show the detailed permit cost for the project.

Once payment is received, your plans and permit placard will be emailed to the applicant within 24 hours. Please print the plans and permit placard and have available at the site for inspection.

INSPECTIONS:

Inspections are required; please call 847-368-5560 at least one day in advance to schedule your inspection. The **permit number** and **project address** are required when scheduling.

Applications, Forms and Other Materials to be supplied for the following type of project:

New Single Family Residence

Supply those items marked below to ensure your submittal is complete. Fill out all forms clearly and accurately.

Applications Required:

- Building Permit Application
- Plumbing Permit Application (if applicable)
(include Letter of Intent and IDPH "055" license)
- Electrical Permit Application (if applicable)
(include copy of Electrical License)

Forms Required: *(as applicable)*

- Contractor List *(if more than one contractor)*
- Brick Paver Requirement *(if applicable)*
- Brick / Decorative Concrete Waiver Letter *(if applicable)*
- Concrete Asphalt Acknowledgment
- Tax Assessor Supplemental Information *(Complete the 1st & 2nd boxes)*
- New Water and Sewer Acknowledgment
- Zoning Worksheet – Long form

Materials to be Submitted (one set of each of the indicated items):

- Plans – fully dimensioned, scaled drawings stamped and sealed by a licensed architect or registered engineer
- Civil Engineering, Sewer and Water drawings included.
- REScheck, if applicable
- Grading Plan showing top of foundation, grades and topography
- Plat of Survey showing buildings, setbacks, height of foundation and dimensions of all flat work to be included in this project.
- Contractor's Proposal explaining the scope of work to be performed.
- Copy of Design Commission Certificate of Appropriateness

Requirements available for Reference:

- Engineering Plan Review Requirements
- Residential Driveway Handout

Reports to be submitted through the course of the project: (provide to inspector at job-site):

- Certified Soils Report - provide at footing pre-pour inspection
- Blower Door Test - provide to final inspection

Preliminary Engineering Plan Checklist

- The name of the proposed project, vicinity map, a north-point indication, scale, date of preparation of the plans, and by whom prepared. Plans to be 24"x36" maximum.
- The location and dimensions of existing streets, easements, improvements and public and private utilities within and immediately contiguous to the proposed project.
- The location and dimension of proposed streets, easements, improvements and public and private utilities within the proposed project. Location, size and approximate grades of proposed sewers.
- Cross-sections of proposed streets showing width of roadways and location of sidewalk and proposed street grades. Existing and proposed contour lines at one foot (1') intervals.
- Stormwater detention calculations per Village requirements showing HWL, storage required, storage provided, and restrictor sizing calculations. Any detention storage system located under pavement must be designed to AASHTO HS-25 loading standard. The Village's allowable release rate is 0.18 cfs/Ac. Use C=0.50 for pervious areas, C=0.95 for impervious areas. Use Updated Bulletin 70 rainfall data. Clearly show the overflow route for the site. Minimum restrictor size allowed for maintenance reasons is 2". Restrictors between 2" and 4" must be in a trap in a catch basin. Show the location and size of the restrictor. Provide a detail showing the restrictor catch basin. MWRD regulations must also be met when required.
- Show location and approximate size of the underground stormwater detention facilities. Details of final facility type (cast-in-place, pre-cast, pipe, box culvert, etc.) can be provided during final engineering.
- Provide an exhibit to engineering scale showing the turning patch of the Fire Department's responding vehicle, in this case the tower truck. Exhibit must show front and rear wheel paths and the extent of the front and rear overhangs, as provided in an "Autoturn" exhibit. The vehicle shall be shown maneuvering through the site in all possible directions of travel. Attached are the specifications for the tower apparatus. Fire lanes adjacent to buildings must have a minimum pavement width of 18' to accommodate the tower truck's outriggers. Fire lanes require a heavy - duty pavement section. Asphalt pavement section to consist of: 2" Surface, 2 1/4" N-50 Binder, 5" N-50 Binder, and 4" CA-6 Stone Subbase.
- When on-site lighting is proposed, provide a site photometric lighting diagram indicating lighting intensities. Also provide the associated catalog cuts for all roadway, parking lot, and building mounted luminaries. All fixtures must be flat bottom, sharp cut-off, and no wall pack style fixtures will be permitted.
- A recent site Plat of Survey must accompany the Preliminary Engineering Plan submittal.

The Village of Arlington Heights Municipal Code can be accessed over the internet at www.vah.com

Site Plan Requirements

The purpose of this handout is to compile the various Village documents that pertain to the review of site plans. For reference, this overview will highlight the key elements of each document.

When is a Site Plan required?

A site plan is required for all new single-family homes, additions, patios, and detached structures such as a garage. Site plans are also required for all private development where work is proposed on the site such as underground utilities, parking lot modifications, or detention facilities. The site plan should include at a minimum, the items listed on the Engineering Plan Review Requirements handout.

Typical items to look for:

- Existing and proposed T/F. For new single-family homes, the plan should include the existing conditions and the proposed conditions. The proposed T/F in general should be the average of the T/F for the adjacent properties. In the event the proposed T/F is higher than the average, the architect may elect to step down the foundation or drop the siding such that the finished grade around the home is equivalent to what the finished grade would be if the T/F were the average.
- Existing and proposed topography for the site and sufficient information for the adjacent properties to show the existing and proposed drainage patterns. The T/F and finished grade around the home must be conducive to provide proper drainage swales along the property line. Maximum grade is 5:1. Cross sections of the side yard may be necessary to evaluate the proposed grading.
- Existing and proposed downspout discharge location(s) and direction. Discharge location to be a maximum of 10 ft from the home and directed to the front or rear yard.
- Existing and proposed sump pump discharge location(s) and direction. Discharge location to be a maximum of 10 ft from the home and directed to the center of the front or rear yard.
- Private storm sewer systems that may be needed to address an existing low-lying area are allowed in separate storm sewer areas. Connecting a sump pump to the Village storm sewer is allowed in most circumstances. A sump pump cannot be connected to a combined sewer unless approved by the Village Engineer. Storm sewer systems that connect to the combined sewer system must be approved by the Village Engineer.
- Water and sewer service locations. Water and sanitary sewer services are to be separated 10 ft minimum horizontally. If separation cannot be achieved, the sanitary sewer shall be constructed of water main quality pipe.
- Show the main locations, size and pipe materials for all utilities (water, storm, sanitary, combined) and tie in locations. Show clean out location(s) for the sanitary sewer service. If the utility tie in is located in the pavement, the pavement must be repaired to Village standards which shall be the fire lane cross section, or match existing. Streets with a concrete base can be repaired with full depth asphalt.

- Provide details of water service, sewer service, and sump discharge. Single-family home plans must include Village detail sheet(s).
- Location and dimensions for all window wells. Per Village code, window wells shall be a minimum of 3 ft from the property line.
- Location of driveway, including dimensions and spot elevations at the curb, sidewalk, and at the garage. Show the proposed material for the driveway (asphalt, concrete, brick). Aprons should be a maximum of 5% slope where practical to prevent bottoming out on vehicles. For driveways, it is recommended to be less than 1:12 (8.3%). Sidewalk through a residential driveway shall be 6" thick. Sidewalk through a commercial driveway shall be a minimum of 8" thick. Please refer to the Driveway Permit Guidelines.
- When an existing driveway will not be replaced in its current location, if there is a depressed curb the curb shall be removed and replaced with a full head curb.
- Utility easements and any utilities located within the easement must be shown. If the site plan proposed work to take place within that easement, such as a fence or shed, the owner must obtain written permission from all utilities before issuance of the permit.



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BUILDING PERMIT APPLICATION

Indicate application type: **New Application** _____

Addendum _____

Job Address: _____

Real Estate #: _____

Value of Work: \$ (New) _____

Value of Work: \$ (Addendum) _____

New Sq. Footage: _____

Project – Select all that apply

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> A/C (Single Family) | <input type="checkbox"/> Demolition (Single Family) | <input type="checkbox"/> Grading | <input type="checkbox"/> Re-roof (Single Family) |
| <input type="checkbox"/> A/C (Comm): Units ____ Tons ____ | <input type="checkbox"/> Drainage - Landscaping | <input type="checkbox"/> Hot Tub / Spa | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Apron | <input type="checkbox"/> Drain Tile - Building | <input type="checkbox"/> Kitchen Remodel | <input type="checkbox"/> Shed / Gazebo |
| <input type="checkbox"/> Basement Remodel | <input type="checkbox"/> Driveway | <input type="checkbox"/> Multi-family Addition | <input type="checkbox"/> Single Family – Addition |
| <input type="checkbox"/> Basketball Pole | <input type="checkbox"/> Early Start | <input type="checkbox"/> Multi-family(New) | <input type="checkbox"/> Single Family - Interior |
| <input type="checkbox"/> Bathroom Remodel | <input type="checkbox"/> Elevator (Mod) | <input type="checkbox"/> New Water / Sewer Connect | <input type="checkbox"/> Single Family (New) |
| <input type="checkbox"/> Boiler | <input type="checkbox"/> Elevator – No. of Floors ____ | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Site Clearing |
| <input type="checkbox"/> Commercial Addition | <input type="checkbox"/> Facade | <input type="checkbox"/> Patio | <input type="checkbox"/> Site Improvement |
| <input type="checkbox"/> Commercial Alteration | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Pergola | <input type="checkbox"/> Solar Panel Installation |
| <input type="checkbox"/> Commercial (New) | <input type="checkbox"/> Foundation Repair | <input type="checkbox"/> Pool (In-ground) | <input type="checkbox"/> Stoop |
| <input type="checkbox"/> Chimney | <input type="checkbox"/> Foundation Start | <input type="checkbox"/> Pool (Above Ground) | <input type="checkbox"/> Temporary Trailer |
| <input type="checkbox"/> Crawl Space Conversion | <input type="checkbox"/> Furnace | <input type="checkbox"/> Pool (Demo) | <input type="checkbox"/> Water upgrade |
| <input type="checkbox"/> Deck / Porch | <input type="checkbox"/> Garage | <input type="checkbox"/> Private Walks | <input type="checkbox"/> Windows (Commercial) |
| <input type="checkbox"/> Demolition (Commercial) | <input type="checkbox"/> Garage Addition | <input type="checkbox"/> Public Walk | <input type="checkbox"/> Windows (Multi Family) |
| <input type="checkbox"/> Demolition (Garage) | <input type="checkbox"/> Garage Floor | <input type="checkbox"/> Re-roof (Commercial) | <input type="checkbox"/> Windows (Single Family) |
| <input type="checkbox"/> Demolition (Interior) | <input type="checkbox"/> Generator | <input type="checkbox"/> Re-roof (Multi Family) | <input type="checkbox"/> Other _____ |

Specific Scope of Work: _____

IMPORTANT – PLEASE READ

Does this project have multiple contractors? ☐ Yes ☐ No

If Yes, this application must be accompanied by the Contractor List.

I, the applicant, certify that I have the proper authority to apply for this permit, to list the contractor provided below, and that all information provided is complete and accurate to the best of my knowledge.

Date: _____ **Applicant's Signature:** _____ **Print Name:** _____

Phone: _____ **Fax:** _____

Applicant's Email: _____

Applicant's Address: _____

City: _____ **State:** _____ **Zip:** _____

Contractor: _____ **Contractor's VAH License #** _____

Contractor's Address: _____ **Contractor's Email:** _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____

Owner of Property: _____ **Owner's Phone:** _____



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APPLICATION FOR ELECTRICAL PERMIT

Indicate application type: New Application _____

Addendum _____

THE PERMIT ISSUED ON THIS APPLICATION IS AUTHORIZED ONLY FOR WORK SPECIFIED. ELECTRICIAN MUST PROVIDE COPY OF REGISTRATION WITH EACH SUBMITTAL. CONTRACTOR MUST GIVE COMPLETE INFORMATION, AS INDICATED BELOW:

DATE: _____ ADDRESS OF WORK TO BE DONE: _____

OWNER OF PROPERTY: _____

OWNER'S ADDRESS: _____ OWNER'S PHONE #: _____

OWNER'S CITY: _____ STATE: _____ ZIP CODE: _____

ELECTRICAL CONTRACTOR'S COMPANY NAME: _____

CONTRACTOR'S NAME: _____ CONTRACTOR'S E-MAIL: _____

CONTRACTOR'S PHONE #: _____ CONTRACTOR'S CELL PHONE #: _____

CONTRACTOR'S ADDRESS: _____

CONTRACTOR'S CITY: _____ STATE: _____ ZIP CODE: _____

REGISTRATION NO. AND CITY: _____

SPECIFIC SCOPE OF WORK: _____

NEW SINGLE FAMILY DWELLING	
No. of Sq. Ft.	

LIGHTING, CIRCUITS AND OUTLETS	TOTAL #
15 / 20 AMP CIRCUITS	
30 & Up AMP CIRCUITS	

POWER	TOTAL #
AIR CONDITIONERS	
APPLIANCES	
MOTORS	

ELECTRICAL SERVICE: Voltage _____ ☐ OVERHEAD ☐ UNDERGROUND ☐ 100 AMP ☐ 200 AMP ☐ 400 AMP

OTHER: _____

LOW VOLTAGE CABLING/ALARM SYSTEMS:

☐ PHONE ☐ TV/AUDIO ☐ INTERCOM ☐ COMPUTER/NETWORK ☐ SECURITY SYSTEM ☐ FIRE ALARM
☐ OTHER:

SPECIAL EQUIPMENT: ☐ GENERATOR ☐ SWIMMING POOL/HOT TUB ☐ SIGN ☐ OTHER: _____

ELEVATOR: NO OF FLOORS: _____ ☐ NEW ☐ MOD ☐ PLATFORM LIFT ☐ ESCALATOR ☐ DUMBWAITER
☐ OTHER: _____

ELECTRICIAN or AUTHORIZED AGENT

OFFICE USE ONLY

PERMIT NO: _____ FEE: _____

SIGNATURE OF ELECTRICAL INSPECTOR

IMPORTANT
PLEASE READ BEFORE FILLING OUT APPLICATION

A permit must be obtained for all installations or alterations of electric equipment.

A permit must be obtained before the work is started.

Application for the permit must give the location by street and number. Locations on corners will not be accepted. The street number must be correct.

Application must be filled out in its entirety and signed by the Electrician or an Authorized agent.

Electrician must provide copy of registration with each submittal. Both Application and license / registration must be received together or neither will be accepted.

The inspection fee must be paid before a permit is issued. As this fee is based on the apparatus installed, a correct statement of such apparatus must appear on the application.

The permit issued on this application will authorize only work here applied for. If other work is done, it must be covered by additional permits or as an addendum to the existing permit.

Contractor shall not make connection to existing wiring where same is defective. In all cases the contractor installing the apparatus, in addition to existing load, shall be held responsible for any overload of service, branch mains or circuits.

No current shall be used on the apparatus installed under authority of a permit without approval of Building & Life Safety Department.

When this installation is ready to be energized, an inspection must be approved by the Electrical Inspector.



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APPLICATION FOR PLUMBING AND SEWER WORK

Indicate application type: New Application _____

Addendum _____

DATE: _____ ADDRESS OF WORK TO BE DONE: _____

OWNER OF PROPERTY: _____

PLUMBING CONTRACTOR'S COMPANY NAME: _____

CONTRACTOR'S NAME: _____ CONTRACTOR'S E-MAIL: _____

CONTRACTOR'S PHONE #: _____ CONTRACTOR'S CELL PHONE #: _____

CONTRACTOR'S ADDRESS: _____

CONTRACTOR'S CITY: _____ STATE: _____ ZIP CODE: _____

STATE OF IL PLUMBING REGISTRATION # (055): _____

(INDICATE NUMBER OF NEW FIXTURES)

___ BATH TUB	___ WATER CLOSETS	___ DRINKING FOUNTAIN	___ SEWER REPAIR/CLEAN OUT
___ SHOWERS	___ WATER HEATER	___ MOP BASIN	___ FLOOD CONTROL SYSTEM
___ LAVATORY	___ DISHWASHER	___ PREP SINKS	___ BACK FLOW PREVENTER
___ KITCHEN SINKS	___ FLOOR DRAIN	___ WATER CONNECTION	___ GREASE TRAP
___ HAND SINK	___ URINALS	___ EJECTOR PUMP	___ LAWN SPRINKLERS
___ LAUNDRY TRAY	___ TRIPLE SINKS	___ WASH MACHINE	___ DOWNSPOUTS (Internal)

MISCELLANEOUS: _____

IN CONSIDERATION OF THE ISSUE AND DELIVERY BY THE BUILDING & LIFE SAFETY DEPARTMENT OF THE VILLAGE OF ARLINGTON HEIGHTS OF THE ABOVE PERMIT, APPLICANT AGREES TO ALL OF THE PROVISIONS OF THE PLUMBING CODE AND ALL STATE LAWS PERTAINING TO BUILDING AND AGREES TO SAVE, INDEMNIFY, AND KEEP HARMLESS THE VILLAGE OF ARLINGTON HEIGHTS, ITS OFFICERS AND EMPLOYEES AGAINST ALL LIABILITIES, JUDGEMENTS, COSTS AND EXPENSES.

EVERY PLUMBING PERMIT APPLICATION MUST BE ACCOMPNIED BY A COPY OF THE STATE OF ILLINOIS PLUMBING CONTRCTOR LICENSE AND LETTER OF INTENT AT THE TIME OF APPLICATION SUBMISSION.

SIGNATURE OF LICENSED PLUMBER

OFFICE USE ONLY

PERMIT NO: _____

FEE: _____

TOTAL NO. OF FIXTURES _____

SIGNATURE OF PLUMBING INSPECTOR

**PLUMBING CONTRACTOR'S
EXAMPLE LETTER OF INTENT**

- Letter must be on company letterhead.
- If company is incorporated, letter must have corporate seal.
- If company is not incorporated, letter must be notarized.

Date: _____

Project Address: _____
Arlington Heights, Illinois

To Whom It May Concern:

It is the intent of _____ to perform the
(Name of Company)

(Description of Plumbing Work)

per the Arlington Heights and State of Illinois Plumbing codes at the above address in the Village of
Arlington Heights as a subcontractor for _____.
(Name of General Contractor)

Name of Company: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Contact Number: _____

State of IL Plumbing Registration # (055): _____

Signature of Licensed Plumber: _____

Name of Licensed Plumber: (Print) _____

((225 ILCS 320/37) (from Ch. 111, par. 1135) A letter of intent shall be included with all plumbing permit applications. The letter shall be written on the licensed plumber of record's business stationery and shall include the license holder's signature and, if the license holder is incorporated, the license holder's corporate seal. If the license holder is not incorporated, the letter must be notarized.



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CONCRETE/ASPHALT ACKNOWLEDGMENT

INSPECTIONS PERFORMED BY THE BUILDING & LIFE SAFETY DEPARTMENT

MINIMUM CONCRETE PLACEMENT REQUIREMENTS FOR ELEVATED STRUCTURE BASE MATERIALS FOR CONCRETE

- All concrete work to be placed on a minimum of 4" of compacted crushed aggregate CA-6 or better.
- Pea gravel or sand base is NOT ALLOWED on exterior concrete work.

GARAGE FLOOR REPLACEMENTS

- Install thickened concrete edge at overhead door 14" down and 20" wide. This 14" measurement INCLUDES the 4" for the concrete floor replacement.
- Install (2) #5 (5/8" diameter) rebar approximately 3" from bottom of thickened edge at overhead door.
- Install vapor barrier under attached garage slabs. - Dowel beam into existing foundation.

STOOP AND STAIR REPLACEMENTS

- Place ALL stoops on a 42" deep trench or piers 4'-0" O.C. 42" deep and a diameter of 8" minimum.
- Note: Any stoop that has 3 or more risers has to be placed on a 42" deep trench. Use steel dowels into existing foundation.

SCREENED PORCHES

- Screened porches that are additions to the existing residences have to be placed on a minimum of a 42" deep trench by 8" wide.

CONCRETE WORK SUCH AS: PATIOS, PRIVATE WALKS, ETC. PLACED AT GRADE:

- Minimum 4" thickness of concrete for private walks, patios, etc.
- Minimum 6 bag mix with water reducer.
- Expansion and control joints as required.
- Welded wire reinforcement is optional in all work.
- Pitch all work away from house for drainage.
- Minimum 4" gravel base below all concrete; no pea gravel allowed.
- The top of concrete slab shall be lower than the top of the existing foundation.

INSPECTIONS PERFORMED BY THE ENGINEERING DEPARTMENT

FOR CONCRETE WORK ON: DRIVEWAYS, DRIVEWAY APPROACHES AND PUBLIC SIDEWALKS:

- Forms in approach to be a minimum of 6" in depth.
- Concrete to be a minimum 6.1 bag mix, Class PV, or equivalent.
- Expansion joints 6" x 1/2" required between sidewalk and driveway approach, and curb and driveway approach, or as directed.
- Driveway approaches and areas where a public sidewalk crosses a driveway, require a minimum concrete thickness of 6" and 2" compacted CA-6 gravel base (no wire mesh allowed; no pea gravel allowed).
- Public sidewalks not intersecting a driveway require a minimum concrete thickness of 5", and 2" compacted CA-6 gravel base (no wire mesh allowed; no pea gravel allowed).
- Private driveways (from house to public right-of-way) require a minimum concrete thickness of 4", and 4" compacted CA-6 gravel base; (wire mesh optional; no pea gravel allowed). Forms to be a minimum of 4" in depth.
- Any concrete work on an easement will require permission for all utilities involved.

ASPHALT WORK ON DRIVEWAYS:

- Minimum 2 1/2" compacted depth of surface mix over 6" compacted CA-6 gravel; no pea gravel allowed.

ALL FLAT WORK REQUIRES A PREPOUR/BASE INSPECTION AND A FINAL INSPECTION

- Prior to scheduling a final inspection the forms must be removed and the area backfilled.

I agree to conform to all the above minimum standards for concrete / asphalt work in the Village of Arlington Heights.

Date: _____ Job Address: _____

Print Name: _____ Signature: _____

ALL INSPECTIONS SHALL BE SCHEDULED THROUGH THE BUILDING & LIFE SAFETY DEPARTMENT 847-368-5560

Mr. Michael Pagones
Village Engineer
Village of Arlington Heights
Engineering Division
33 S Arlington Heights Road
Arlington Heights, IL 60005

RE: Proposed Brick Paver or Decorative Concrete/Asphalt Driveway Approach
Address: _____
A.H.E. #2019-12

Dear Mr. Pagones:

I understand that Village Code does not allow for the construction of a driveway in the public right of-way surfaced with any other material than concrete or asphalt. I agree that the driveway to be constructed in the public right-of-way at the above address out of brick paver/decorative concrete/embossed or colored asphalt will be my responsibility to maintain, repair, and replace if necessary, due to any damage by the Village or other public agencies, or due to normal wear and tear.

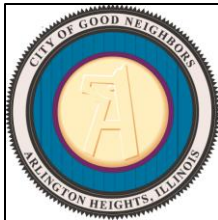
I further understand that, on streets without curbs, the decorative drive must end no less than 2 feet from the edge of existing pavement. The Village Public Works Department will fill in the remaining 2 feet upon notification that the drive has passed final inspection.

Sincerely,

Homeowner's Signature

Date: _____

cc: Director of Building & Life Safety Department



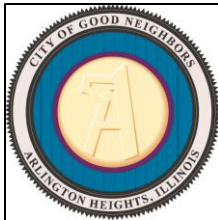
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BRICK PAVING REQUIREMENTS

1. Wet saw **MUST** be used for all concrete and / or brick cutting.
2. Paved surfaces are to finish below the top of foundation and slope away from an primary and adjacent building.
3. Finish new paving to match existing grades where feasible. Surface water may not be directed to adjacent properties.
4. Excavate an area large enough to accommodate the paved surface and required edge retaining material.
5. Compact the excavated sub base and install 6" minimum compacted granular base (*e.g.*, CA-6) and a minimum 1" sand setting bed over the compacted base. Note 8" compacted base is required under surfaces subject to vehicular traffic.
6. Partial bricks are to be saw-cut to provide straight true joints.
7. Edge restraints are to be spiked securely through the compacted base material and the bricks seated into the bedding sand by compaction.
8. Complete by sweeping sand to fill all surface joints.

Date: _____ Job-Site Address: _____

Signature: _____ Print Name: _____



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NEW WATER & SEWER CONNECTIONS ACKNOWLEDGMENT

NEW WATER

- ✓ Minimum size for new water service is 1 1/2".
- ✓ All water service piping shall meet State of Illinois Plumbing Code requirements .
- ✓ Water service shall have a minimum ground cover of 5 foot 6 inches (5' 6")".
- ✓ Water meter size shall be determined by the Plumbing Inspector and the Director of Public Works based upon water service fixture units as indicated in the Illinois State Plumbing Code.
- ✓ Water service shall be installed with an IPS flared ball valve, and threaded connection before and after water meter. Installation of a ball valve will be required after water meter. " Install drip valve between water meter and 2nd ball valve. **All underground water service piping shall be back-filled with a minimum of 12" of sand.**
- ✓ Water service passing through or under more than one foundation wall shall be protected by a sleeve of a minimum size of 2 sizes larger than water service size.
- ✓ A temporary meter spread shall be installed at connection of the Village of Arlington Heights water service to water distribution system.
- ✓ Water taps will be scheduled with the Public Works Department directly at (847) 368-5800. Water tap inspections shall also be scheduled for Plumbing and Engineering by calling the Building & Life Safety Department at (847) 368-5560.
- ✓ The water meter shall be installed within seven days after installation of water service. Contact the Public Works Department at (847) 368-5800 to schedule water meter installation.

NEW SEWER

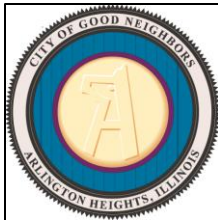
- ✓ Sewer service passing through or under foundation wall shall meet the requirements of the Illinois State Plumbing Code 2014 Section 890.1150A (2).
- ✓ The building drain shall extend a minimum of 5foot (5') outside of foundation wall.
- ✓ The building sewer shall be SDR-26 with SDR-26 fitting. Section 890.1150A (1).
- ✓ All sewer services passing over water service/water main shall meet or exceed the Illinois State Plumbing Code requirements. Section 890.1150B (1, 2, 3).
- ✓ All connections between dissimilar piping shall be made with non-shear couplings.
- ✓ All sewer clean outs shall be at grade elevation.
- ✓ Coring machine shall be used for new sewer connection to main sewer.
- ✓ **If sewer repair is within 10 feet of water service line, PVC Schedule 40 pipe and solvent joints are required. Section 890.1150A (2)**

Inspections made in the street or public right-of-way will be made by the Engineering Department and the Building & Life Safety Department at (847) 368-5560.

The undersigned has read and understands the information provided in this informational handout, and agrees to comply with all applicable Village codes.

Date: _____ Signature: _____ Print Name: _____

Title: _____ Job Address: _____



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33 S. Arlington Heights Rd.
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Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

DATE: _____

TAX ASSESSOR SUPPLEMENTAL INFORMATION

NEW STRUCTURES - Complete the first two boxes.

ADDITIONS - Complete first and third boxes.

ADDITIONS W/INTERIOR ALTERATIONS - Complete first, third and fourth boxes.

INTERIOR ALTERATIONS ONLY - Complete first and fourth boxes.

GENERAL INFORMATION

☐ RESIDENTIAL ☐ COMMERCIAL

Job Site Address: _____ Permit #: _____

P.I.N. #: _____ Value of Work: _____

Name of Business to Occupy Space: _____

NEW STRUCTURES

Square Footage: 1st Floor: _____ 2nd Floor: _____ Garage: _____

Basement: _____ Attic: _____

Number of Bathrooms: _____ Number of Bedrooms: _____

Will basement be finished: ☐ Yes ☐ No ☐ N/A Will attic be finished: ☐ Yes ☐ No ☐ N/A

ADDITIONS

Square Footage: 1st Floor: _____ 2nd Floor: _____ Garage: _____

Basement: _____ Attic: _____

Number of New Bathrooms: _____ Number of New Bedrooms: _____

Is basement finished: ☐ Yes ☐ No ☐ N/A Is basement to be remodeled: ☐ Yes ☐ No ☐ N/A

Is attic finished: ☐ Yes ☐ No ☐ N/A Is attic to be remodeled: ☐ Yes ☐ No ☐ N/A

INTERIOR ALTERATIONS

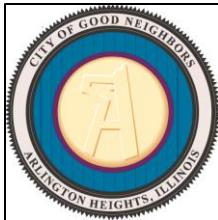
Square Footage of Existing Space to be Altered:

1st Floor: _____ 2nd Floor: _____ Garage: _____ Basement: _____ Attic: _____

Number of Bathrooms: _____ Number of Bedrooms: _____

Is basement finished: ☐ Yes ☐ No ☐ N/A Is basement to be remodeled: ☐ Yes ☐ No ☐ N/A

Is attic finished: ☐ Yes ☐ No ☐ N/A Is attic to be remodeled: ☐ Yes ☐ No ☐ N/A

**VILLAGE OF ARLINGTON HEIGHTS**

33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
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Website: www.vah.com

Department of Planning and Community Development

Single Family Zoning Worksheet

Applicant and Subject Property Information

Contact Name: _____
Contact Address: _____
Phone #: _____ Fax #: _____
Subject Property Address: _____
PIN #: _____ Zoning District: _____
Lot Dimensions: _____ Lot Area: _____

Principal Structure Floor Area Calculations

Please refer to Section 5 of the Zoning Ordinance for more information

Total Allowed _____ Square Feet

Proposed (including Existing)

First Floor Area:	_____	Square Feet
Second Floor Area:	+ _____	Square Feet
Basement Floor Area:	+ _____	Square Feet
Attic or Volume Area:	+ _____	Square Feet
Garage Area (over 400 SF):	+ _____	Square Feet
Total Proposed:	= _____	Square Feet

Basement:

The basement is included in the Floor Area Calculation if 50% or more of the basement height of above the established curb level or the finished lot grade level.

Building Lot Coverage Calculations

Please refer to Section 5 of the Zoning Ordinance for more information

Total Allowed _____ Square Feet

Proposed (including Existing)

First Floor Area:	_____	Square Feet
Garage Area:	+ _____	Square Feet
Accessory Structures:	+ _____	Square Feet
Total Proposed:	= _____	Square Feet

Basement:

The basement is included in the Floor Area Calculation if 50% or more of the basement height of above the established curb level or the finished lot grade level.

Building Height

Please refer to Section 3 and 5 of the Zoning Ordinance for more information

Existing Building Height: _____ Proposed Building Height: _____

Building Height is measured per guidelines set forth in Section 3.28 of the Zoning Regulations.

Accessory Building Information

Please refer to Section of the Zoning Ordinance for more information

Garage Type: Detached ☐ Attached ☐
If Attached: Total Area: _____ Square Feet
If Detached: Total Area: _____ Square Feet
Garage Height: _____ Feet
Detached Shed Height: _____ Feet
Total Shed Area: _____ Square Feet

Garage Impact on Floor Area

*All garage space in excess of 400 square feet is counted towards the Floor Area of the principal structure. However, if the proposed garage is detached, it may qualify for the **Floor Area Bonus for Detached Garages**. Please refer to Section 6.5-7 of the Zoning Ordinance for more information.*

Impervious Coverage Calculations

Please refer to Section 5 of the Zoning Ordinance for more information

Total Allowed: Subject Property: _____ Square Feet Front Yard Only: _____ Square Feet

Proposed: Subject Property

First Floor Area: _____ Square Feet
Garage Square Footage: + _____ Square Feet
Accessory Structures: + _____ Square Feet
Other Impervious Coverage: + _____ Square Feet
Total Proposed: = _____ Square Feet

Proposed: Front Yard Only

Total Proposed: = _____ Square Feet

Proposed Setbacks and Building Height

Please refer to Section 5 of the Zoning Ordinance for more information

Front*: Required: _____ Feet Proposed: _____ Feet Direction: N S E W
Side: Required: _____ Feet Proposed: _____ Feet Direction: N S E W
(Ext.*) Side: Required: _____ Feet Proposed: _____ Feet Direction: N S E W
Rear: Required: _____ Feet Proposed: _____ Feet Direction: N S E W

** Please refer to the attached form that explains the calculation of the required front yard and exterior side yard setbacks.*

Architect's Statement of Accuracy

I, _____, hereby certify that the information provided on this form is a correct representation of the proposed modifications to the subject property.

Dated this _____ day of _____, 20____.

(Signature)

**VILLAGE OF ARLINGTON HEIGHTS
CONTRACTOR LIST**

Job Address: _____ **Permit #:** _____

**IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE ALL CONTRACTORS ARE PROPERLY LICENSED,
LOCALLY AND AT STATE LEVEL**

	Name	Address	Phone	License Number
General:				
Electrical:				
Plumbing:				055-
Concrete Foundation:				
Carpenter:				
HVAC:				
Insulation:				
Drywall:				
Concrete / Paver Flatwork:				
Masonry:				
Excavator:				
Steel Erector:				
Other:				

**ALL CONTRACTORS MUST BE LICENSED PRIOR TO THE ISSUANCE OF THE PERMIT
CONTRACTOR'S LICENSE MUST REMAIN VALID THROUGH DURATION OF THE CONSTRUCTION PROJECT.**