



## Building & Life Safety Department

Village of Arlington Heights

Phone (847) 368-5560

www.vah.com

### PERMIT TYPE: PARKING LOT

**APPLYING FOR PERMITS:** All permits are applied for through the Civic Access Portal (See portal instruction for setting up an account and videos on using the system.

[https://www.vah.com/government/permits\\_licenses/index.php](https://www.vah.com/government/permits_licenses/index.php)

Use the Apply tab to search for the permit type for which you want to apply. Use a key term in the search bar and various options appear to can select from. Be certain to read the information that describes the permit you are applying for because choosing the wrong permit type, will cause the permit to be declined and the process will have to start again.

### **LOCATION:**

Click Add Location to enter the project location. Enter the street number, followed by the direction (E, W, N, S) then part of the street name. A list of addresses will populate. Check the correct one and Add.

The screenshot shows a web form titled 'Add Address As'. At the top right, there is a dropdown menu currently set to 'Location'. Below this is a 'SEARCH' button. Underneath the button is a search input field with the text '33 s arli' entered. To the right of the input field are 'X' and 'Q' icons for clearing and searching, respectively.

### **PERMIT DETAILS:**

On the PERMIT DETAILS screen you will need to provide a basic description of the project. You may also be required to supply the following:

- the valuation of the project.

### **CONTACTS:**

Each project requires various contacts to be provided. In order for a contractor to be added their information must be in the system which requires they have set up their portal access. The contractors are also required to have a contractor license. The owner is typically required to be included as a contact on the permit which requires them to have created a portal account also.

For this permit, the required contacts are:

- Applicant, Owner, Contractor

Other contacts beyond the required need to be added using the using the Add Contact card, selecting the trade (contractor type) and to create a new contact, then providing the information.

### **MORE INFO:**

No additional information required.

**ATTACHMENTS:**

All required documents are to be provided as requested.

Plans must be a single compiled attachment – not a series of individual sheets.

For this project the following documents are required:

- Contractor's Proposal – detailed scope of work with cost of construction.
- Plat of Survey – Marked with the location of work.
- Concrete Asphalt Acknowledgment
- Resurfacing and Striping Plan:
  - 1. Areas to be removed & resurfaced must be shown and dimensioned on plans. A barrier curb will be required if removing 50% or more of the parking lot; and
  - 2. Striping plan: Specify total number of parking spaces within the lot (existing and proposed), size of the standard parking bay; the total number of ADA spaces; the location of and width of handicap parking stalls including access aisle; the location of the \$250 Handicap Parking signage must be shown on the plans.
  - 3. Indicate parking and passenger loading zones per Illinois Accessibility Code;

**REVIEW TIME FRAMES:**

The typical time frame allowed for initial reviews of this type is 13 days. Revisions are allowed the same length of time. Not all reviews require the full amount of time allotted for the reviews. Invoicing, document stamping and other processing activities take place after the documents are approved.



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## **Concrete/Asphalt Acknowledgment**

### **Inspections Performed by the Building & Life Safety and Engineering 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 2½" compacted depth of surface mix over 6" compacted CA-6 gravel; no pea gravel allowed.

**ALL FLATWORK 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 all the minimum standards for concrete/asphalt work in the Village of Arlington Heights.

Job Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

All inspections shall be scheduled through the citizen self-service portal.

Revised 4/17/2024

Date: \_\_\_\_\_

Village Engineer  
Village of Arlington Heights  
33 South Arlington Heights Road  
Arlington Heights, IL 60005

RE: Proposed Brick Paver or Decorative Concrete/Asphalt Driveway Approach

Address: \_\_\_\_\_

ATTN: Village Engineer

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 remaining 2 feet must be replaced with a minimum of 3” of hot mix asphalt.

Sincerely,

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeowner's Printed Name

cc: Director of Building 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: \_\_\_\_\_