



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](http://www.vah.com)

## FLAT WORK

### Submittal Process and Checklist

#### **APPLYING FOR PERMITS:**

Submit all materials via email to: [Building@vah.com](mailto: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](http://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](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:**

Flat Work which includes walks, patio, stoop, driveways, aprons

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

**Applications Required:**

- Building Permit Application

**Forms Required:**

- Brick Paver Requirement *(if applicable)*
- Brick / Decorative Concrete Waiver Letter *(if applicable)*
- Concrete Asphalt Acknowledgment *(if applicable)*

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

- Plat of Survey - show the location and dimensions of all flat work
- Contractor's Proposal explaining the scope of work to be performed
- If the project includes burying downspouts, provide this information on your plat of survey and in the explanation of work to be performed.
  1. Show where the tile is being installed.
  2. Show the exterior trench information and distance between the point of discharge and the residence.



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# BUILDING PERMIT APPLICATION

Indicate application type: **New Application** \_\_\_\_\_

**Addendum** \_\_\_\_\_

**Value of Work: \$ (New)** \_\_\_\_\_

**Value of Work: \$ (Addendum)** \_\_\_\_\_

**Job Address:** \_\_\_\_\_

**Real Estate #:** \_\_\_\_\_

**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:** \_\_\_\_\_

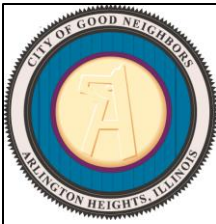
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**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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## **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**

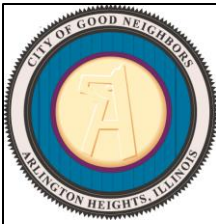
- Prior to scheduling a final inspection the forms must be removed and the area backfilled.

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**



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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: \_\_\_\_\_

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