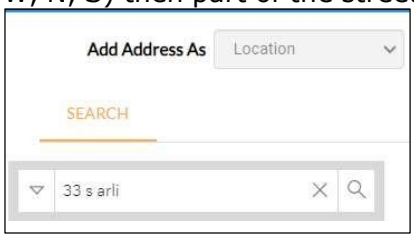
Building & Life Safety Department
Village of Arlington Heights
Phone (847) 368-5560
www.vah.com

PERMIT TYPE: NEW CONSTRUCTION - SINGLE FAMILY RESIDENTIAL STRUCTURE

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

Use the **Apply** tab to search for the permit type you need. Enter a keyword in the search bar, and a list of options will appear for you to choose from. Be sure to carefully read the description of each permit type before applying. Selecting the wrong permit will result in your application being declined, and you will need to restart the process.

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.



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 size of the project area in square fee
- the valuation of the project

CONTACTS:
Each project requires specific contacts to be provided. To add a contractor, their information must already exist in the system, which means they must have created a portal account. Contractors are also required to hold a valid contractor license. In most cases, the property owner must also be listed as a contact on the permit, which requires them to create a portal account as well.

For this permit, the required contacts are:
- Applicant
- Owner
- General Contractor
- Carpenter
- Roofer
- HVAC/Mechanic
- Electrical
- Plumbing
- Architect

If you need to add additional contacts beyond these required roles, use the **Add Contact** card. Select the appropriate trade (contractor type), then create a new contact by entering the required information.

MORE INFO:
Each permit requires information relevant to the specific permit application type. Answer the information relative to your project activities and the proposed new construction (versus existing conditions). The more involved the permit, the greater the volume of information and detail needed to be supplied.

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:

- Concrete Asphalt Acknowledgment form - provides the standard dimensions and make up of various flatwork installation that needs to be met.
- Construction Plans – construction plans need to be dimensioned and scaled and submitted as a single document.
- Contractor's Proposal -providing scope of work and the valuation of the project.
- Copy of Design Commission Certificate of Appropriateness
- New Water and Sewer Acknowledgment form – Village form that needs to be read, filled out and submitted.
- Plat of Survey – Plat must reflect current conditions of the property. The proposed structure and any other changes to the site needs to be shown with the dimensions of the structure, as well as the distances to two intersecting lot lines.
- Plumber's Letter of Intent –stamped/notarized. The plumbers IDPH "055" should be attached to this contractor registration.
- Site Plans - The site plan should include the existing and proposed conditions for the property: existing and proposed T/F; existing T/F of adjacent properties; existing and proposed topography sufficient to show the existing and proposed drainage patterns; downspout discharge locations; sump pump discharge locations; storm sewer connection (if applicable); location of water and sanitary/combined sewer services with location of cleanouts; location of existing mains including the size and inverts; location of driveway including spot elevations at the curb, sidewalk and garage; proposed material for driveway; location of window wells; and all dimensions including setbacks from property lines, building setback lines, and any utility easements that are located on the property. The site plan must also show any proposed work within the right-of-way and include the Village details for the water service, sewer service, and sump discharge.
- Tax Assessor Supplemental Information form (complete the 1st and 2nd boxes).
- Construction Fence and Silt Fence Acknowledgment Form
- Zoning Work Sheet – Long Form

Optional documents for submittal, if your project includes this type of work includes:

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

If you want to add materials that will aid the reviewers in understanding the scope of work, use the Add Attachment dropdown to select the type of document you are attaching.

If there is an "i" in a circle in the upper right-hand corner of the attachment, there is additional information explaining the attachment.

REVIEW TIME FRAMES:
Once placed into review, the typical time frame allotted for initial review or revisions is 15 business days. 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.

Revised April 2026

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

Village of Arlington Heights
Building & Life Safety Department
847-368-5560
www.vah.com

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: _____

Revised 3/21/2024

Village of Arlington Heights
Building & Life Safety Department
847-368-5560
www.vah.com

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 ½” 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

Village of Arlington Heights
Building & Life Safety Department
847-368-5560
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
Building & Life Safety Department
847-368-5560
www.vah.com

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: _____

Revised 4/16/2024

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

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 he 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 he 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 t he proposed modifications to the subject property.

Dated this _____ day of _____, 20_____.

_____

(Signature)

Village of Arlington Heights
Building & Life Safety Department
847-368-5560
www.vah.com

Concrete/Asphalt Acknowledgment

Inspections Performed by the Building & Life Safety and Engineering Department

Minimum Concrete Placement Requirements for Elevated Structure Base Materials for Concrete

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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

Village of Arlington Heights
Building & Life Safety Department
847-368-5560
www.vah.com

New Water & Sewer Connections Acknowledgment

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- ✓ All sewer clean outs shall be at grade elevation.
- ✓ Coring machine shall be used for new sewer connection to main sewer.
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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: _____

Revised 4/16/2024

Village of Arlington Heights
Building & Life Safety Department
847-368-5560
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**

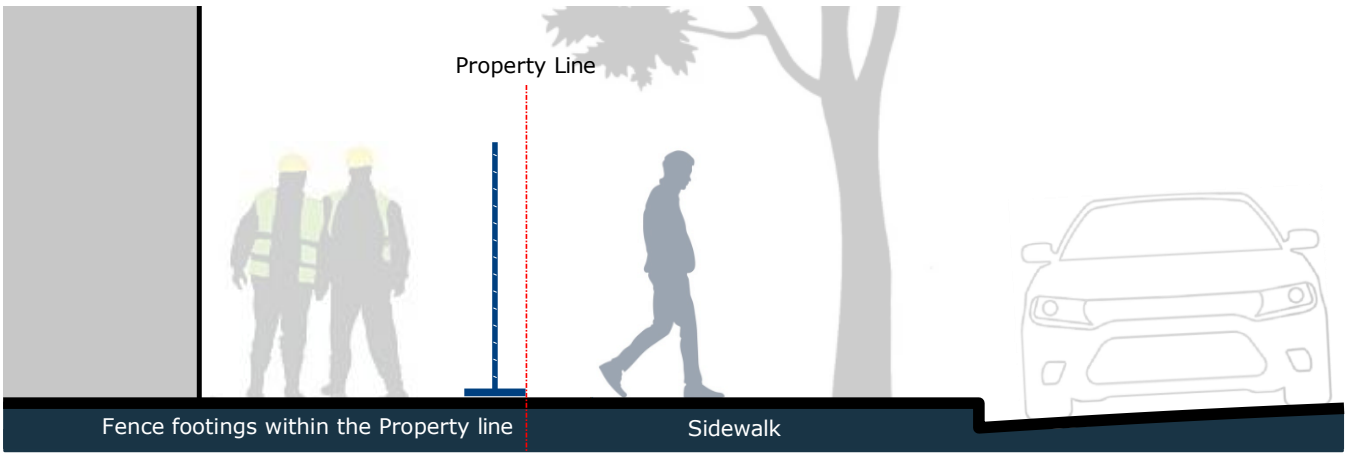
Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005
847-368-5000
www.vah.com

Construction Fence / Silt Fence Acknowledgment

Both silt fences and construction fences must be installed and inspected prior to the start of work, when applicable. A 6-foot-tall chain-link construction fence with driven posts or sandbag-supported will be required. All fencing must be maintained in good condition throughout the duration of the project and removed upon final site stabilization, completion of work, and approval during the fence removal inspection.

1. **New Construction (Residential or Commercial)**
   - Required prior to any grading, excavation, or foundation work.
   - Silt fence prevents soil runoff into public right-of-way or storm drainage systems.
   - Construction fence secures the site for public safety and restricts unauthorized access.
2. **Additions or Major Alterations**
   - Required when ground disturbance occurs (e.g., digging footings, new foundation walls, exterior utility work, or re-grading).
   - Also needed if upper-story work creates a falling debris hazard (e.g., adding a second story on an existing house).
3. **Pools (In-ground or Large Above-ground)**
   - Both fences are required:
     - Silt fence for erosion control during excavation.
     - Construction fence for site safety and to prevent unauthorized entry.
4. **Commercial Site Work or Tenant Build-outs**
   - Typically required when exterior work includes grading, sidewalk installation, underground utilities, or façade renovations involving scaffolding.
5. **When Not Required (in practice)**
   - Minor work that doesn't disturb soil or pose public hazard concerns:
     - Roof, siding, or window replacements.
     - Sewer repair (short-term excavation may be managed with standard barricades)
     - Interior remodeling with no exterior exposure.
6. **Installation and Inspections**
   - At Installation: Engineering inspector will verify compliance for both silt and construction fences.
     - All fence footings must be placed entirely within the property lines of the construction site.

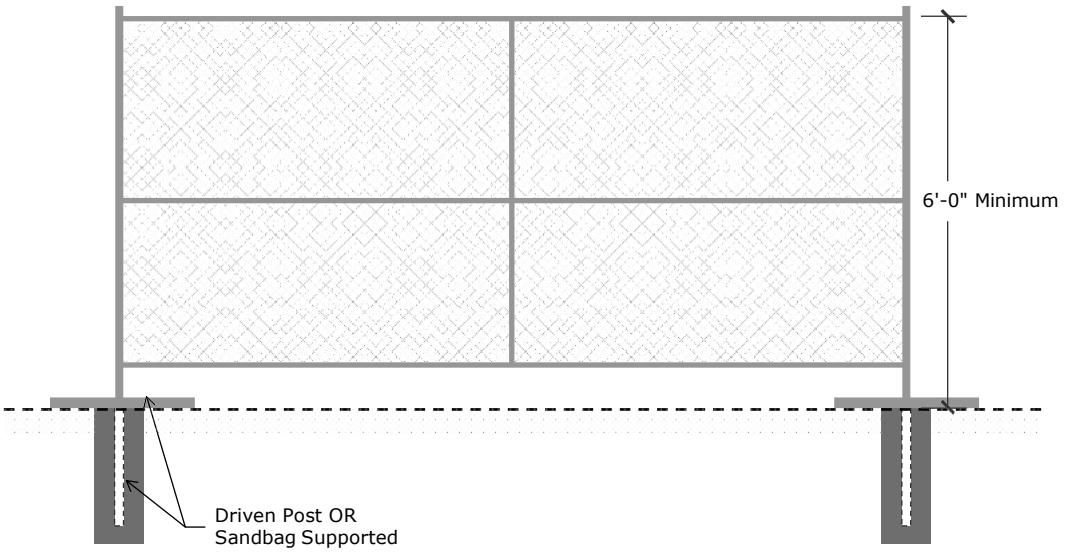


Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005
847-368-5000
www.vah.com

- At removal: Building inspector will verify compliance with the followings during fence removal:
  - All doors must be installed or properly boarded up.
  - Window well must be adequately covered.
  - Scaffolding must be removed.
  - No open trenches shall remain.
  - All construction materials and debris, including nails and trash containers, must be cleared from the site.

I acknowledge the requirements for construction fences and silt fences. The fences will be installed prior to any construction activities outlined above and will be inspected in accordance with the procedure described.



Job Address: _____ Permit Number: _____
**Leave the permit number blank if it is not yet available*

Print Name: _____ Signature: _____

Phone Number: _____ Date: _____

Drafted 12/1/2025

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

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 he 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 he 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			Proposed: Front Yard Only
First Floor Area:		Square Feet	Total Proposed: = _____ Square Feet
Garage Square Footage:	+	Square Feet	
Accessory Structures:	+	Square Feet	
Other Impervious Coverage:	+	Square Feet	
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 t he proposed modifications to the subject property.

Dated this _____ day of _____, 20_____.

_____

(Signature)

VILLAGE OF ARLINGTON HEIGHTS
INC. 1887

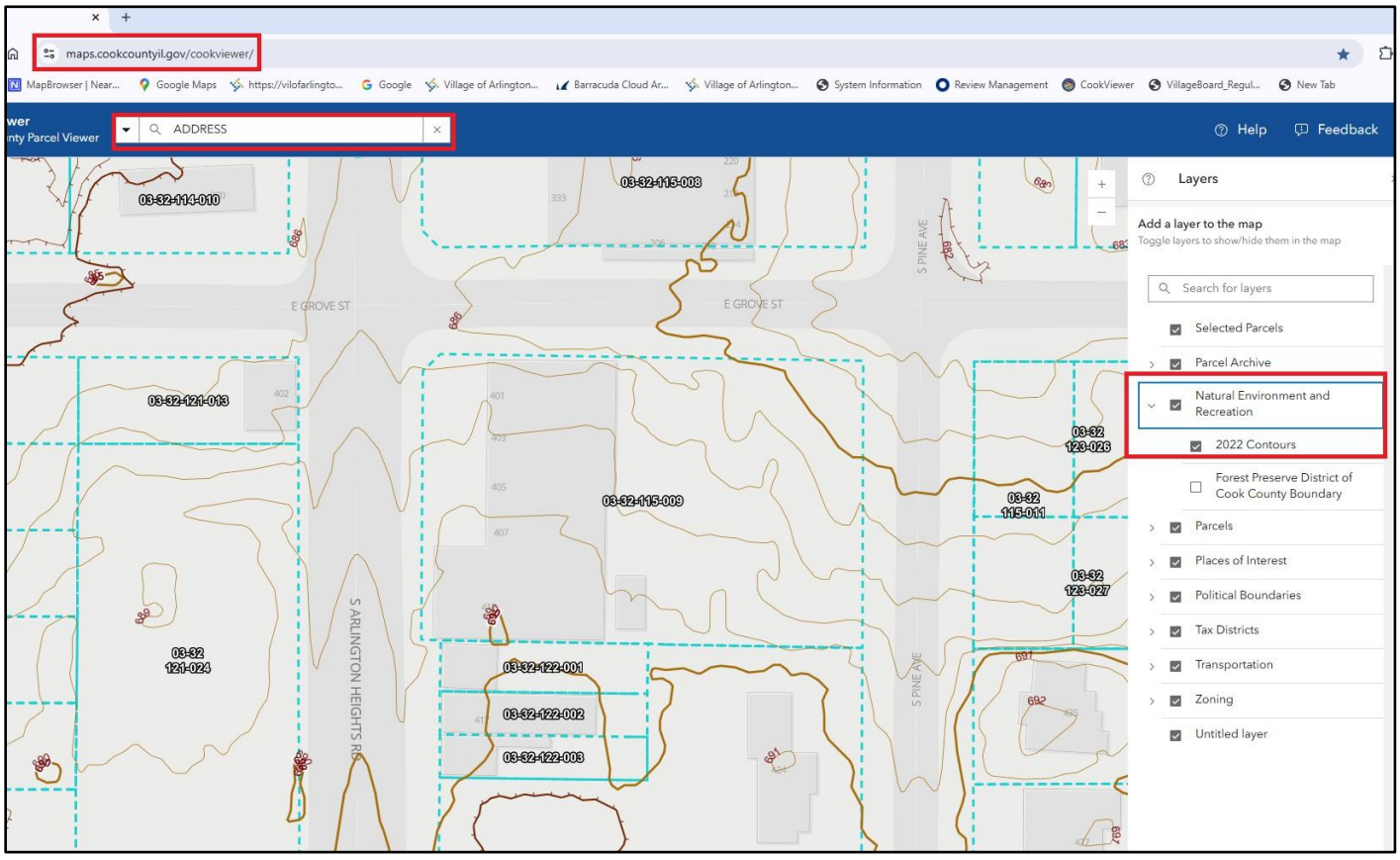
ENGINEERING SITE PLAN REQUIREMENTS

A site plan is required for all new single-family homes, additions, patios, pools, sport courts and detached structures such as a garage or shed. The site plan must reflect current and proposed conditions of the property. New single-family homes will require a detailed survey for the site plan. An example of an Engineering Site Plan for a new single-family home is included with this packet.

Contour elevations available through Cook County's website would be sufficient for most other residential permit application types (additions, patios, pools, sport courts and detached structures).

https://maps.cookcountyil.gov/cookviewer/

1. Enter the address.
2. The 2022 contours are available under the **Natural Environment and Recreation** layer.



ENGINEERING SITE PLAN REQUIREMENTS

New single-family homes, additions, patios, pools, sport courts, detached structures:

The site plan should include sufficient information to reflect the scope of work.

The site plan can be shown on a current plat of survey or as a separate attachment.

The following are typical elements of an Engineering site plan:

- ☐ Existing and proposed topography for the site, with sufficient information for the adjacent properties to show the existing and proposed drainage patterns.
- ☐ Existing and proposed downspout and sump discharge locations and direction. Discharge location to be a maximum of 10 ft from the home and directed to the front or rear yard.
- ☐ Location of the driveway, including dimensions at the curb, sidewalk, at the garage, and the proposed material for the driveway.
- ☐ Existing and proposed top of foundation (T/F). The T/F and finished grade around the structure must be conducive to provide proper drainage swales along the property line.
- ☐ Location and dimensions for all window wells. Window wells shall be a minimum of 3 ft from the property line.
- ☐ Water and sanitary sewer service locations. Water and sanitary sewer services are to be separated 10 ft minimum horizontally.
- ☐ Provide details of water service, sewer service, and sump discharge. Single-family homes must include the Village details.
- ☐ Show the main locations, size and pipe materials for all utilities (water, storm, sanitary, combined) and the tie in locations.
- ☐ Show the clean out location(s) for the sanitary sewer service.
- ☐ Utility easements and any utilities located within the easement.
- ☐ Village utility information (water, sanitary, storm, combined) can be requested by emailing Engineering@vah.com.

ENGINEERING SITE PLAN REQUIREMENTS

Residential Driveways:

☐ *Dimensions* – Provide all dimensions and setbacks on the plat of survey or site plan.

☐ *1 or 2 car garage* – Maximum 22 ft wide, minimum 9 ft wide.

☐ *3 car garage* – Maximum 32 ft wide within 18 ft of the garage's front elevation, provided the driveway width will not be detrimental to drainage. Driveway to taper to 22 ft.

☐ *Garage in the rear of the residence* – side drive shall be a minimum of 9 ft wide.

☐ *Lot width 70 ft or greater* – driveway must be setback at least 3 ft from the side or rear lot line.

☐ *Side-load garage* – driveway pavement shall be a minimum of 22 ft from the face of the garage to the edge of the driveway pavement along the side lot line.

☐ *Aprons* – Maximum 22 ft wide at the curb or property line, up to 3 ft flare on each side at the street. The width of the apron shall match the width of the driveway at the sidewalk.

☐ *Unimproved streets (no curb)* – Driveways other than asphalt shall stop 2 ft from the edge of pavement and an asphalt wedge installed.

☐ *Drainage* – Driveways may require a side curb to direct the water towards the rear yard or the street. If downspouts or sumps are to be buried, the pop-up emitter shall be no further than 10 ft from the home.

☐ *Sidewalk* – Sidewalk through a driveway shall be constructed with a minimum 6 inches thick over 2" compacted CA-6 gravel base, 2% maximum cross slope.

☐ *Brick/Decorative Concrete Waiver (if applicable)* - A waiver is required for brick pavers or decorative concrete in the public right-of-way.

☐ *Impervious surface coverage* - Impervious surface coverage for front yard 50% maximum.

☐ *Existing non-conforming driveways* – Per Chapter 28, Section 7.5, existing driveways that exceed the current maximum dimensions (non-conforming) will typically be allowed to be removed and replaced in kind provided there is no increase in the non-conformity.

☐ *Circular driveways* – driveways with two curb cuts are typically only allowed on 100 ft wide lots or greater with the approval of the Village Engineer. Inquiries on circular driveway can be sent to Engineering@vah.com.

☐ *Outside Agency Permits* – several roads within the Village are under the jurisdiction of outside agencies including the Illinois Department of Transportation (IDOT) or the Cook County Department of Transportation and Highways (DoTH). Driveway permit applications on such roads will require permits from IDOT or DoTH.

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Resource Guide – Impact Protection for Energy Storage System

Where an Energy Storage System (ESS) is installed in the normal driving path of vehicle travel within a garage, impact protection complying with 2024 International Fire Code, Section 1207.11.3 shall be provided. The normal driving path is a space between the garage vehicle opening and the interior face of the back wall to a height of 48 inches above the finished floor. The width of the normal driving path shall be equal to the width of the garage door opening. Impact protection shall also be provided for an ESS installed at either of the following locations:

1. On the interior face of the back wall and located within 36 inches to the left or to the right of the normal driving path.

2. On the interior face of a side wall and located within 24 inches of the back wall and 36 inches of the normal driving path.

   Exception: Where the clear height of the vehicle garage opening is 7 feet 6 inches or less, ESS installed not less than 36 inches above the finished floor are not subject to vehicle impact protection requirements.

Where ESS is required to be protected from impact in accordance with 2024 International Fire Code, Section 1207.11.7.1 or 1207.11.7.2, such protection shall comply with one of the following:

1. Bollards constructed in accordance with one of the following:
   a. Minimum 48 inches in length by 3 inches in diameter schedule 80 steel pipe embedded in a concrete pier not less than 12 inches deep and 6 inches in diameter, with at least 36 inches of pipe exposed, filled with concrete, and spaced at a maximum interval of 5 feet. Each bollard shall be located not less than 6 inches from an ESS.
   b. Minimum 36 inches in height by 3 inches in diameter schedule 80 steel pipe fully welded to a minimum 8 inches by $^1/_4$-inch-thick steel plate and bolted to a concrete floor by means of four $^1/_2$-inch concrete anchors with 3-inch minimum embedment. Spacing shall be not greater than 60 inches, and each bollard shall be located not less than 6 inches from the ESS.
   c. Pre-manufactured steel pipe bollards shall be filled with concrete and anchored in accordance with the manufacturer's installation instructions, with spacing not greater than 60 inches. Each bollard shall be located not less than 6 inches from the ESS.

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2. Wheel barriers constructed in accordance with one of the following:
    a. 4 inches in height by 5 inches in width by 70 inches in length wheel barrier made of concrete or polymer, anchored to the concrete floor not less than every 36 inches and located not less than 54 inches from the ESS. Minimum $3^1/_2$-inch diameter concrete anchors with 3-inch embedment per barrier shall be used. Spacing between barriers shall be not greater than 36 inches.

    b. Pre-manufactured wheel barriers shall be anchored in accordance with the manufacturer's installation instructions.

3. Approved method designed to resist a 2,000 pounds-force impact in the direction of travel at 24 inches above grade.

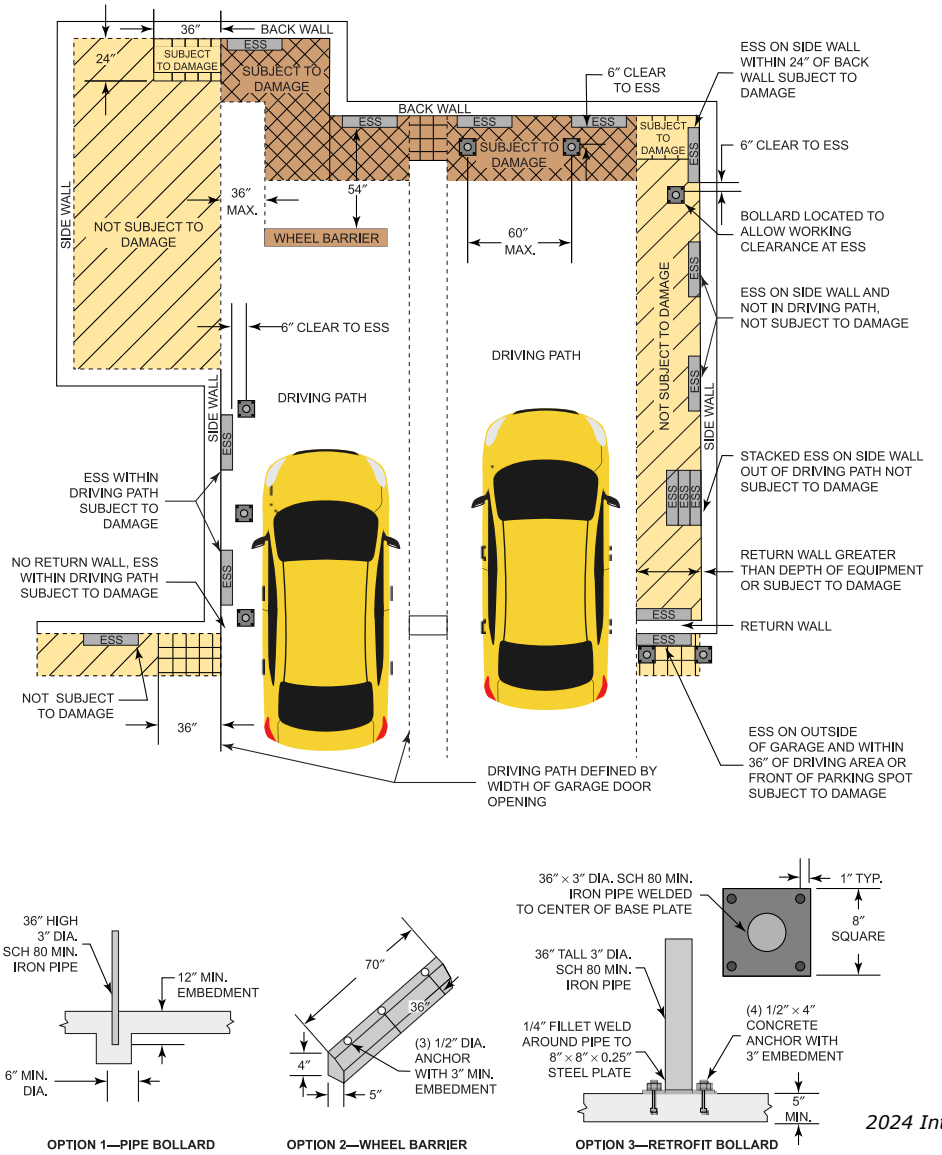


Image source:
2024 International Fire Code
Figure 1207.11.7.1