

OFFICE USE ONLY



31 S. Prospect St., Roselle, IL 60172
buildingdepartment@roselle.il.us

APPLICATION FOR BUILDING PERMIT

NO.
DATE SUBMITTED
DATE ISSUED

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This permit is to be used for the purpose of constructing a(n)

Address of property

Square feet of planned construction

Valuation of improvement \$

<u>ID</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
_____	Prop. Owner/Tenant		
_____	Architect		
_____	Gen'l Contractor		
_____	Electrician		
_____	HVAC		
_____	Plumber		
_____	Brick Mason		
_____	Carpenter		
_____	Excavator		
_____	Concrete		
_____	Paver		
_____	Roofer		
_____	Sewer Contractor		
_____	Fire Sprinkler		
_____	Fence		
_____	Other		
	Property Owner Name (MANDATORY)	Property Owner Signature (MANDATORY)	
	Applicant Name	Applicant Signature	
	Applicant Phone	Applicant E-mail	

- **PER VILLAGE ORDINANCE CONSTRUCTION HOURS ARE: MONDAY – FRIDAY, 7AM – 6PM**
- **CAUTION: BEFORE YOU DIG, CALL J.U.L.I.E. FOR LOCATIONS OF UTILITIES 1-800-892-0123**
- **ALL TRADES MUST NOTIFY BUILDING DIVISION FOR INSPECTION 24 HOURS IN ADVANCE**
- **THE APPLICANT OF THIS PERMIT AGREES TO PAY ALL PLAN REVIEW FEES WHETHER THEY RECEIVE A PERMIT OR NOT.**
- **PERMIT WORK MUST START WITHIN 6 MONTHS OF ISSUE DATE**

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Reviewed By
Approved By
Date

Total Village Fees \$
BUILDING OFFICIAL
Amount Paid \$

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PERMIT CONDITIONS, REQUIREMENTS, AND GUIDELINES

1. All work must comply and conform with all Village codes, ordinances, standards, and details. Project specific handouts can be found on the Village's website: [Building Permits | Roselle, IL - Official Website](#) An application shall be accompanied by a current Plat of Survey. Permits may be revoked at any time upon violation of any provision of said ordinances. Any other special conditions attached to the approved permit shall also apply. A permit becomes void if construction work is not started within six (6) months of the date of permit issuance. If construction exceeds one year the permit must be renewed.
2. A permit card must be displayed on the job site. If there is no permit card, then no inspections will be completed. The Community Development Department must be notified and perform inspections of work as required. Additional inspections may be requested at least 24 hours in advance by calling 630-671-2821. Approved plans and permit card must be posted on site until the final inspection has been made and approved.
3. This permit cannot occupy any street, alley or sidewalk or any part thereof, either temporarily or permanently without prior permission. Encroachments on public property must be approved by the jurisdiction, including but not limited to the Illinois Department of Transportation, DuPage County, Cook County and Township Highway Departments. Street/alley grades and public sewers (depth and location) may be obtained from the Public Works Department. The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restriction. A permit is required when entering a street to perform any work and appropriate bond needs to be submitted. Additional permits may be required for work in streets under other jurisdictions. Contractors are also required to contact J.U.L.I.E.: (1-800-892-0123) 48 hours in advance of the start of construction.
4. Any closure of a public sidewalk for any time requires the permittee to place all necessary signage. Closures & signage must be in accordance with Highway Standards established by the Illinois Department of Transportation. All roadways must always be open to two-way traffic unless approved by the Village. Equipment in the roadway must be properly barricaded. Construction materials and debris shall not be stockpiled on the street and/or public right-of-way.
5. All proposed improvements must follow Village ordinances including those related to grading and drainage and shall not create drainage issues for adjacent properties. Construction debris and excavated materials are to be removed from the property and properly disposed of. No yard filling is allowed.
6. Deviation from the approved plans must be authorized in advance of any work, the approval of revised plans follows the same procedure as the review of the original plans. Additional permit fees and bonds may be charged based on the extent of the deviation from the original plans. New changes impacting work within the right of way will require additional bonds.
7. Upon pouring the foundation walls, no further construction will be done until a spot survey is given to the Community Development Department with all dimensions for setbacks, top of foundation and top of curb at the property line extended. The foundation grade must be the proposed grade approved by the Public Works Department prior to construction. Nonconformance can result in permit denial on the remaining construction.
8. The Community Development Department reserves the right to reject any work which has been concealed or completed without first having been inspected and approved by the Department in accordance with the requirements of the various codes and ordinances. There is a charge for any work that needs to be reinspected.
9. The applicant shall make a detailed report to the Village of Roselle describing any extraordinary use of the water and sewer systems beyond normal domestic drinking and sanitary use.
10. Request for final inspection should be made a minimum of five (5) days prior to closing by calling the Community Development Department at 630-671-2821. Construction must be completed and heating apparatus installed. Where a Certificate of Occupancy is required, such building shall not be occupied until final inspection has been made and a Certificate of Occupancy is issued.
11. The issuance of a permit is not to be construed as a waiver of any restrictive covenant or any other matters that are recorded or unrecorded that may affect the real estate.