

DRIVEWAYS & APRONS & CURB CUTS (INCLUDING DRIVEWAY EXTENSIONS)

BUILDING PERMIT APPLICATION

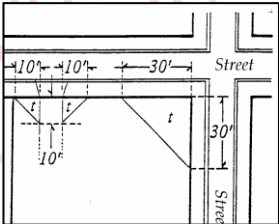
Application Date ____/____/____

Property & Owner Information			
Owner Name			
Phone			
Email Address			
Street Address	_____		
	Romeoville, Illinois 60446		
Subdivision & Lot #	Subdivision _____	Lot # _____	
Work Performed by Homeowner			
If you are doing the work yourself complete the <i>Property Owner's Acknowledgement of Responsibility</i> form.			
Contractor Information			
If you are using a contractor or sub-contractor, a copy of the signed contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors doing work in Romeoville shall be registered, insured and bonded with the Village.			
Contractor Name		Village Registration No.	
Contractor Address (no P.O. Box)			
Contractor Phone		Email Address	
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor		
Who will be doing the work? Check all that apply.	<input type="checkbox"/> Self <input type="checkbox"/> General Contractor <input type="checkbox"/> Sub-Contractor(s)		
Who is the contact person?	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor		
Estimated Cost	\$		

Office Use Only		<div style="border: 1px solid black; padding: 5px; text-align: center;"> Status Sticker <small>OFFICIAL USE ONLY</small> </div>
Application Date:		
Received By:		
Permit #:		COST OF PERMIT: \$

The Village of Romeoville has codes that guide the size and location of driveways & curb cuts. Use this form and checklist as you plan the installation and replacement of driveways and the modification of existing mountable curb providing access to driveways (commonly referred to as a curb cut) to ensure that you include all information needed to review your application. Please note that this form is designed to assist you in submitting an application for a driveway and/or curb cut.

Site Requirements

Requirement	✓ to confirm that you have shown ...	Office Use
You shall submit a Plat of Survey or scaled plot plan which shows all structures on the lot, including the home, decks, porches, sheds, garages, pools, gazebos, driveway etc. The structures shall be drawn to scale, labeled, and dimensioned.	all structures	
The driveway & curb cut shall be shown. It shall be labeled and dimensioned.	the proposed structure	
The driveway & curb cut may not be on an easement, except with the written permission of the Village and all utility companies having rights to the easement.	the structure not located on any easement	
<p>The driveway shall be located where access is safe and visibility is good. No landscaping or obstruction can be located in the sight triangle.</p> <p>The sight triangle is the area formed when two drives or streets intersect. The sides of the triangle are 10 feet from the point where a driveway crosses a street.</p> 	The driveway in a location where obstructions are not within the sight triangle.	
Requirement	Fill in the blanks.	Office Use
The driveway shall be not less than 9 feet wide for the length of the driveway.	Minimum width of proposed driveway: _____ feet	
The driveway may not exceed 25 feet where it crosses the property line.	Width of driveway at property line: _____ Feet	
The curb cut may not exceed 25 feet.	Width of curb cut: _____ Feet	
Only one driveway and curb cut are permitted on a residential property. The only exception is for horseshoe driveways on lots wider than 100 feet.	Number of curb cuts / driveways:	
Only one driveway is permitted on a residential property. If there are multiple driveways on the property, all driveways other than the proposed driveway shall be closed. The area where a driveway is removed shall be replaced with seed or sod.	_____ # of driveways / curb cuts now on lot _____ # of driveways to be on property when work is completed	
In total, no more that 50% of the property can be covered with building, structures, or pavement.	Size of proposed driveway & curb cut: _____ % of lot covered with structures: _____%	

Construction Requirements

<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</i>		Office Use
General Requirements		
	<p>Expansion joint material shall be used at the following locations:</p> <ul style="list-style-type: none"> ➤ Driveway to foundation. ➤ Driveway to garage slab. ➤ Driveway to public walk. ➤ Driveway to service walks. ➤ Driveway to curb. 	
Curb Cuts		
	Curb cuts in residential zoning districts may not exceed 25' feet in width at the curb line.	
	Curb cuts may be made in one of two ways. If the existing curb is in good condition it may be saw cut by a contractor who performs this service. If the existing curb is to be removed, it shall be replaced with concrete. ASPHALT CURB & GUTTERS ARE PROHIBITED. Concrete curb cuts shall be constructed so that the flow of water in the gutter is not inhibited.	
Concrete Driveway Installation (The following standards shall apply only to concrete driveways, aprons, and curb cuts).		
	Excavation for concrete driveways and aprons shall be not less than a minimum of 10" inches in depth from the top of the finished driveway. CA-6 crushed stone base shall be placed to a depth not less than eight (8) inches. Sand or pea gravel shall not be allowed.	
	After the CA-6 base is installed and compacted, 6"x 6" #10 wire mesh shall be placed along the entire length of the driveway. Fiberglass reinforcement can be substituted for wire mesh in the concrete.	
	Concrete driveways shall be poured to a minimum depth of not less than five (5) inches.	
	Concrete driveways and aprons shall be not less than a 6 bag mix.	
	Concrete aprons shall be poured to a minimum depth of not less than six (6) inches.	
	Concrete driveways and aprons shall have a broom finish. "California" finishes are allowed.	
	Concrete driveways and aprons shall have the proper amount of contraction joints installed per the ACI.	
	Concrete driveways and aprons shall be installed, so that water does not run off onto an adjacent property.	
	Concrete driveways shall not be installed from November 1st through April 1 st without the approval from the Building Official. The minimum outdoor air temperature shall be not less than 40 degrees and rising.	
Asphalt Driveway Installation (The following standards shall apply only to asphalt driveways and aprons).		
	The existing stone base shall be removed and replaced with CA-6 crushed stone base placed to a depth not less than eight (8) inches. Sand or pea gravel shall not be allowed. Asphalt shall not be installed over an existing driveway.	
	Asphalt aprons are permitted providing that the concrete curb and gutter remain undisturbed. Under no circumstances shall asphalt be laid over existing curb and gutter to provide a ramp. If the curb and/or gutter are removed it shall be replaced with concrete. A minimum of not less than two and one half (2.5) inches of compacted bituminous shall be installed over the gravel base.	
	Asphalt driveways shall not be installed from November 1st through April 1 st without the approval from the Building Official. The minimum outdoor air temperature shall be not less than 40 degrees and rising.	

Requirements:	Fill in the blanks.	Office Use
Please check the jobs that will be performed.	<input type="checkbox"/> concrete driveway <input type="checkbox"/> asphalt driveway <input type="checkbox"/> concrete driveway extension <input type="checkbox"/> asphalt driveway extension <input type="checkbox"/> concrete apron <input type="checkbox"/> asphalt apron <input type="checkbox"/> curb cut <input type="checkbox"/> concrete curb replacement <input type="checkbox"/> concrete gutter replacement	
CA-6 shall be used as the gravel base to a depth of not less than six (6) inches.	What base course material will be used? _____ What is the depth of the base course? ____ Inches	
If there are crawl space vents in the foundation wall abutting the proposed driveway, extra attention is needed. If the bottom of the vents will be less than two (2) inches from the finished surface of the driveway, they shall be relocated. The old vent holes shall be filled in with concrete to the satisfaction of the building inspector.	Are crawl space vents present? _____ If yes, do they need to be relocated? _____	
Asphalt driveways and aprons shall have a compacted finished layer of bituminous not less than two and one half (2.5) inches. Asphalt driveways shall not be overlaid with another layer of asphalt.	Depth of the finished layer? _____ inches	
Concrete driveways and aprons shall be not less than a 6 bag mix.	What will be the bag mix? ____ Bag Mix	
Permit & Inspection Requirements <i>Please read the requirements and place a ✓ in the box to the left to confirm that you understand and agree.</i>		Office Use
<input type="checkbox"/> The Building Permit shall be posted in the building's window where it can be seen from the street. Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction. <input type="checkbox"/> • A Pre-Pour (concrete) or Pre-Pave (asphalt) Inspection shall be performed once the base course and forms are in and before pouring concrete or laying asphalt. <input type="checkbox"/> • A FINAL INSPECTION SHALL BE PERFORMED WHEN THE DRIVEWAY AND/OR CURB CUT HAS BEEN INSTALLED. Once the inspection passes, a Certificate of Completion will be issued. The driveway & curb cut may not be used until the Certificate of Completion has been issued. <input type="checkbox"/> • All inspections shall be scheduled in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org . Your permit number shall be provided when inspections are scheduled. <input type="checkbox"/> • Failure to call for required inspections may result in a "STOP WORK ORDER". <input type="checkbox"/> • Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. INVOICED AFTER 5 DAYS. <input type="checkbox"/> The project shall start within ninety (90) days from the date the permit is issued and completed within one hundred and eighty (180) days.		

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____

This Page for Office Use Only
Approval & Review Status

Building	Date Plans Received		Date Plans Approved	
	Plans Examiner		Plans Approved By	

Planning:	Date Plans Received		Date Plans Approved	
	Plans Examiner		Plans Approved By	

Clerical	Check for Outstanding Debt:		Contacted Date:	
	Person Contacted:		Contacted By:	

Notes	
-------	--

