



Village of Woodridge

Community Development Department • Five Plaza Drive • Woodridge, IL 60517-5014
(630) 719-4750 • FAX (630) 719-2900

COMMERCIAL PERMIT REQUIREMENTS

- All plans are required to be prepared and sealed by a registered architect licensed in the state of Illinois Chapter 8-1A-9 of Woodridge's building code
- 5 Sets of plans are required to be submitted for most commercial projects.
- Potentially a receipt for fees or waiver letter from DuPage County Public Works
- Potentially a receipt for fees or waiver letter from DuPage County DOT

- A permit is required for any building, remodeling, electrical or plumbing modification
- A separate permit is required for any modifications to the fire alarm system
- A separate permit is required for any modification to the sprinkler system
- A separate permit is required for any racking to be added
- A separate permit is required for any permanent furniture (cubicles) to be installed
- A separate permit is required for any exterior or window mounted signs that are to be added or modified.

REQUIREMENTS FOR CONTRACTORS

THERE IS NO FEE TO REGISTER AS A CONTRACTOR IN THE VILLAGE OF WOODRIDGE

Contractor requirements for the Village of Woodridge:

- There are no registration fees
- All requirements listed on this page must be met
- All permits must be picked up and signed for at the Woodridge Village hall, permits will not be mailed

If you have additional questions, please call (630) 719-4750.

I. General Contractors

Insurance

All contractors who use the streets or other public property shall file with the village, prior to the issuance of a building permit, a Certificate of Insurance with coverages as follows:

- Public liability insurance for one person in the sum of \$100,000 and for one accident in the sum of \$300,000 or a combined single limit of \$300,000
- Property damage insurance in the amount of \$50,000 limited to not less than \$10,000 for each accident
- List the Village of Woodridge as the certificate holder

II. Plumbing Contractors

1. Plumbing contractors must be licensed in accordance with State statutes (55 and 059 license)
2. Provide a copy of the plumber's photo ID license

III. Electrical Contractors

1. Surety company bond payable to the Village in the penal sum of \$10,000
2. Electrical contractors must be licensed in a municipality in Illinois and provide evidence that such license is in good standing

IV. Blacktop, Concrete, & Paver Brick Contractors

1. Insurance - same as requirements for general contractors
2. Surety company bond payable to the Village in the penal sum of \$10,000

V. Roofing Contractors

1. Roofing contractors must be licensed by the State of Illinois and provide evidence that such license is in good standing

VI. Water & Sewer Contractors

1. Insurance - same as requirements for general contractors
2. Surety company bond payable to the village in the penal sum of \$10,000

VII. Fire Alarms / Burglar Alarms

1. Copy of license from State of Illinois

VIII. Fire Suppression

1. Insurance - same as requirements for general contractors

IX. Excavator

Excavators are typically covered under the general contractor except when they are applying for the permit (e.g. in ground pool):

1. Insurance - same as requirements for general contractors.
2. Surety company bond payable to the Village in the penal sum of \$10,000

X. HVAC

HVAC contractors are typically covered under the General Contractor except when they are applying for the permit (e.g. furnace):

1. Insurance - same as requirements for general contractors

CODES ADOPTED BY THE VILLAGE OF WOODRIDGE

- 2012 International Residential Code
- 2012 International Building Code
- 2011 National Electric Code
- 2014 State of Illinois Plumbing Code
- 2012 International Mechanical Code
- 2012 International Fire Code
- Life Safety Code NFPA No. 101, 2006 Edition
- Illinois Accessibility Code, 1997
- 2012 International Property Maintenance
- DuPage County Countywide Stormwater & Flood Ordinance
- Minimum Security Code
- 2012 Energy Conservation Code
- Village of Woodridge Local Amendments

VILLAGE OF WOODRIDGE BUILDING PERMIT

5 Plaza Drive
Woodridge, IL 60517
Phone: (630) 719-4750 Fax: (630) 719-2900

Plan # or Name _____ Date _____

Permit Application Address _____

Lot# _____ Subdivision _____

Description of Work _____

Zoning _____ Size of Lot _____ X _____ Total Estimated Cost \$ _____

Property Owner _____ Address, Town, Zip _____ Phone _____

Tenant _____

General Contractor _____

Architect _____

Brick _____

Carpenter _____

Concrete/ Asphalt Contractor _____

Electrician _____

Low Voltage Contractor _____

Excavator _____

Fire Alarm _____

Fire Protection _____

Heating Contractor _____

Plumber _____

Roofer _____

Sewer Contractor _____

Kind of Construction _____ Width _____ Length _____ Height _____

Contact Email Address _____ Applicant's Signature _____

Permit # _____

APPROVED

Plan Review _____ Date _____

ISSUED

Plan Review _____ Date _____

ACCOUNTING CODE	AMOUNT
101-0000-323-0100	Building Permit
	Electrical Permit
	Plumbing Permit
	Plan Reviews
	Deck Permit
	Driveway Permit
	Fence Permit
	Flatwork Permit
	Lawn Sprinkler
	Sewer Permit
	Shed Permit
	Swimming Pool
	Roof Permit
	Misc.
501-0000-344-0500	Water Connection
501-0000-344-0600	Water Meter
501-0000-344-0200	Unmetered Water
	School District
101-0000-207-1100	School Dist. 66
101-0000-207-1200	School Dist. 68
101-0000-207-1300	School Dist. 99
101-0000-207-1412	School Dist 113A
101-0000-207-1701	School Dist 203
101-0000-207-1500	School Dist 210
101-0000-207-19XX	School Dist 365
	Park District
101-0000-207-16XX	Woodridge Park District
101-0000-207-20XX	Bolingbrook Park Dist
206-0000-365-0000	Charitable Contributions
	GRAND TOTAL

OFFICE USE ONLY