



# Village of Woodridge

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

## SINGLE FAMILY HOME PERMIT APPLICATION CHECKLIST

### PLEASE BE SURE TO INCLUDE:

- Contractor’s Information and Email**
- All Subcontractors**
- Estimated Cost**

### MUST BE SUBMITTED WITH PERMIT APPLICATION:

- 3 SETS OF DRAWINGS**
- 2 PLATS OF SURVEY (11 x 17)**
- SEWER CONNECTION RECEIPT(S)**
- IMPACT FEE RECEIPT**
- 2 SETS OF LANDSCAPE DRAWINGS**

### USEFUL TELEPHONES NUMBERS

#### VILLAGE OF WOODRIDGE

Community Development .....	(630) 719-4750
Village Engineer.....	(630) 719-4753
Public Works.....	(630) 719-4753
Police Non-Emergency.....	(630) 719-4740

**J.U.L.I.E.**..... (800) 892-0123

#### NEW CONSTRUCTION

DuPage County Sewer Connection Fees.....	(630) 407-6809
DuPage County Impact Fees.....	(630) 682-7238

**Contact Community Development department with the proposed house location for zoning packet and subdivision requirements.**



## **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

**For more information, contact the Community Development Department at 630-719-4750.**

**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
	<b>GRAND TOTAL</b>

**OFFICE USE ONLY**