



**CITY OF DARIEN**  
**Community Development Department**  
**1702 Plainfield Road**  
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## **BUILDING PERMIT INFORMATION PACKET**

Revised: February 2025

### **Building Codes:**

2021 International Residential Code  
2021 International Building Code  
2021 International Mechanical Code  
2020 National Electrical Code  
2024 International Fire Code  
2021 International Energy Conservation Code  
2021 International Property Maintenance Code  
2021 International Fuel Gas Code  
2021 International Swimming Pool and Spa Code  
2021 International Solar Energy Provisions  
2018 Illinois Accessibility Code  
2014 Illinois State Plumbing Code

A copy of the local amendments to the adopted building codes can be provided upon request.

### **Hours of Construction:**

Construction activity may not commence before 6:30 AM, Monday through Friday, or 7:30 AM on Saturday and Sunday. Construction activity may not continue after 10:00 PM. Violators are subject to a fine.

### **Application Requirements:**

A building permit application will not be processed until all necessary information is submitted and the application is complete. Necessary information includes:

1. **Application:** Fill out completely

2. **Plat of Survey:** Submitted along with all permits for new construction, additions and accessory structures, including replacing patios/decks. **See page 6 for details regarding requirements for new construction.**
3. **Site Plan:** Required for new construction, additions and accessory structures, drawn to scale, with the building dimensions noted. The site plan can be shown on the plat of survey.
4. **Engineering/Grading Plan:** Required for new construction. Engineering/grading plans are reviewed by a consulting engineer for storm water management compliance. All engineering review fees are to be paid by the building permit applicant.
5. **Building Plan:** Architect stamped plans for new construction, additions and in some cases, accessory structures.
  - a. Single-Family: 2 sets of plans
  - b. Multi-Family: 3 sets of plans
  - c. Commercial, Office, Industrial: 3 sets of plans

Key items to include on building plans:

Single-family detached residential:

Light and vent schedule  
Window sizes (Egress)  
Water, waste and vent piping details  
Attic access location, size  
Column and beam sizes  
Stair riser and tread dimensions  
AFCI/GFI outlet locations, smoke detector locations, etc.  
House/garage separate

Multi-family, commercial and industrial:

Sprinkler details  
HVAC details, including mechanical ventilation schedule  
Electrical details, including exit signs, emergency lighting, fire alarm, etc.  
Wall types, including hourly rating, construction material of walls, U.L. Design Numbers, etc.  
Handicap accessibility (elevator, restrooms, parking, etc.)  
Door schedule

6. **Business License:** For all new businesses locating in Darien or existing businesses relocating within Darien, a business license is required. Contact the City Clerk's Office regarding the requirements to obtain a business license, (630) 353-8110.

7. **Contractor's License:**

- a. **All Contractors** shall obtain a City of Darien contractor's license. This shall include all sub-contractors. The Darien contractor's license is valid from May 1<sup>st</sup> through April 30<sup>th</sup> of the following year. The annual fee is \$60.00. After November 1<sup>st</sup>, the fee is \$30.00. *(Per Illinois State code, there is no fee for Plumbers, Roofers or Fire Alarm contractors.)*
- i. **All contractors, except plumbing, roofing & fire alarm contractors**, shall submit proof of liability insurance and a \$10,000 bond to the City of Darien. A general contractor may submit a \$20,000 bond in lieu of a separate bond for each sub-contractor.
- b. **Electrical Contractors** shall give evidence of a license with any other City, County or State jurisdiction in Illinois. It must be from a testing facility. Proof of liability insurance and a \$10,000 bond is also required.
- c. **Plumbing Contractors** must be licensed with the State of Illinois. Contractors shall submit a copy of their State license. Plumbing contractors performing sewer work shall be required to obtain a City of Darien contractor's license.
- d. **Roofing & Fire Alarm Contractors** must be licensed with the State of Illinois. Contractors shall submit a copy of their State license along with the contractor license application only.

**Inspections:**

1. Inspections are required on all work performed. The owner/contractor is responsible for obtaining all inspections. **FAILURE TO CALL FOR AN INSPECTION WILL RESULT IN FINES.**

**TO SCHEDULE A BUILDING INSPECTION, CALL (630) 353-8115.  
(2:00 PM cut off for an inspection the following day.)**

2. **To cancel a scheduled building inspection, call the Community Development Department prior to 2:00 PM the day before the scheduled inspection.** Scheduled building inspections canceled without prior notice as required and failed inspections will incur a re-inspection fee. The re-inspection fee schedule is \$80.00. Subsequent re-inspection fees are \$100.00. **Re-inspection fees must be paid before said inspection is scheduled.**

3. **Single-Family Homes:** Generally, the following inspections are required:
  - a. Footing: After footing excavation has been completed and formed, before concrete is poured.
  - b. Foundation: After forms and rebar are in place, prior to pouring.
  - c. Spot Survey
  - d. Backfill: After drain tile and 12 inches of gravel placed, walls have been damp-proofed and window wells have been installed, before backfill is placed.
  - e. Under slab plumbing and electrical: After insulation, vapor barriers and/or wire mesh is installed, before plumbing and electrical installed, before concrete is poured or anything is concealed.
  - f. Slab: Basement, garage, crawl, etc., prior to pouring.
  - g. Plumbing and electrical rough-in: After rough plumbing and electrical have been installed, before insulation, vapor barrier or wall finish has been applied. Proper ladders or stairs required for basement access.
  - h. Framing/Firestopping: After rough framing is complete, before any insulation, vapor barrier or wall finish is applied.
  - i. Fireplace: After fire box is constructed, before construction of the chimney, fire stopping and the fireplace is concealed for a pre-fab chimney.
  - j. Insulation: After insulation and vapor barriers are installed, before wall finish is applied.
  - k. Plumbing and electrical final.
  - l. Final: After all work is completed, final grading survey submitted (**see page 7 for details**), approval by the Darien Water Department, before any use, occupancy or furnishings are moved into the structure.
  
4. **Commercial, Office and Industrial:** In addition to the above, the following inspections are required:
  - a. Water final, Darien Water Department, (630) 353-8115
  - b. Fire alarm or sprinkler alarm final, Fire District and City Inspector
  - c. DuPage County Health Department , if applicable, (630) 682-7400

## General Information:

1. If the building permit is for construction within a new subdivision, all public improvements are to be constructed prior to the issuance of a building permit.
2. **New construction of residential** dwelling units within new subdivisions is subject to **impact fees**, including DuPage County, City of Darien, park, schools and library districts. *See attached fee sheet.*
3. The following **additional permits** may be required depending on the type of work being done, including new construction, additions or remodels, for residential, commercial, office and industrial buildings:
  - a. **DuPage County Transportation:** A copy of the receipt showing **DuPage County impact fee** has been paid, (630) 407-6882.
  - b. **DuPage County Stormwater Permit:** Paid to the City of Darien.
  - c. **Public Water Permit:** Call the Darien Public Works Department to determine what is required for water service, (630) 353-8115.
  - d. **Public Sanitary Sewer Permit:** Call the **DuPage County Sanitary Sewer** Department to determine if a permit will be required from them, (630) 407-6809. Provide the city with a copy of the receipt showing that the fee has been paid.  
**\*ALL NEW COMMERCIAL, COMMERCIAL ALTERATION OR ADDITION MUST CONTACT THE COUNTY TO DETERMINE IF A PERMIT IS REQUIRED. ALL NEW RESIDENTIAL AND RESIDENTIAL ADDITIONS 800 SQ FT OR LARGER MUST CONTACT DUPAGE COUNTY FOR PERMITTING.** (Provide a set of plans for review.)

“Any remodel, reconstruction of any dwelling unit, commercial or industrial building, or mixed use building which results in the increased sewage flow and is connected to the DuPage County Wastewater Treatment System must first obtain a DuPage County. Additional fees will be assessed by the County for increased sewage flow. Examples include: restaurants, beauty shops, Laundromats, car washes, etc. Any demolition or addition of 800 sq. ft. or larger could require the replacement of the existing sanitary sewer pipe, especially if the existing pipe is a clay tile pipe, or if the County requires its replacement.” All sanitary sewer pipes should be plastic pipe. If you have any questions, call Duane Kozack, DuPage County, (630) 964-7503.
  - e. **DuPage County Health Department:** Call (630) 682-7400.
  - f. **Local Fire District Plan Review and Inspections:** For all commercial projects. Plans will be sent to the fire district by the City of Darien. Fees will be charged directly from the Fire District. Please contact them to determine applicable fees.

3. Construction driveway: Either an existing hard surface or a stone driveway is required, within 5 days after the foundation has been placed, for new construction. No other inspections will be scheduled until the stone is in place.
4. Erosion control: Erosion control devices, such as a silt fence or hay bales, shall be maintained around the perimeter of the site of any property under construction, at all times. **Erosion control devices are to be placed prior to construction.**
5. A portable restroom must be on site for all new construction.
6. Spot Survey: Three copies of a spot survey are required within 14 days after the foundation is placed. No construction is permitted until the spot survey has been approved by the City, except for water, sanitary sewer and related items. The spot survey is to include:
  - a. True U.S.G.S. elevations of the top of foundation wall and existing grade of curb, sidewalk or existing grade of street.
  - b. Building setbacks from the property boundaries
7. “As-Built”, Final Grading Survey: Three copies of the final grading survey, or “As-Built” drawing, are required at least 4 days prior to the request for a final occupancy permit. See page 7 for details on required information to be shown. **SOD OR SEED IS NOT TO BE PLANTED UNTIL THE “AS-BUILTS” OR FINAL GRADING HAS BEEN APPROVED BY THE CITY.**
8. Final Occupancy: A final occupancy permit will not be issued until the sod or seed has been planted, sidewalk, driveway and public and private landscaping installed. A temporary occupancy permit may issued with a cash bond placed to cover unfinished work.
9. Revisions: If, during the course of the permit review or construction, changes are to be made to either the building plans or the site development plan, a revised architectural stamped plan and/or a revised site plan, including grading plan, is required. Additional review fees may be incurred.
10. Expiration: A building permit becomes null and void if work has not started within 60 days after the issuance of a permit, or if a request for a building inspection has not been received. Permits become null and void after 1 year from the date of issuance, unless an extension is granted by the City at the request of the permit holder.
11. One Permit Limit: No more than one building permit shall be issued for a property unless construction required under prior permit continues at a reasonable pace.
12. Permit Fees: Building permit fees are based on several factors, including the type of work being done, value of the proposed construction, building plan review fees and engineering review fees for site/grade related construction activity.

### **Plat of Survey/Grading Plan Requirements:**

For all new construction (not additions), 3 copies of a plat of survey/grading plan are required to be submitted. **A resubmittal fee of \$100.00 may be imposed if all of the required information is not provided and/or if revisions are required.** The following information is required to be shown:

1. Legal description of property.
2. Lot lines, including easements.
3. Proposed building foundation location, with all dimensions and setbacks from lot lines noted.
4. Proposed location of the driveway, including width at the lot line. Driveways not permitted within easements, must be at least 5 feet from a side/rear lot line, cannot exceed a width of 24 feet at the lot line and cannot exceed a slope of 8 percent.
5. Proposed foundation elevations, with all steps noted, if applicable.
6. Proposed garage floor elevation.
7. Show proposed deck/patio location, including dimensions of such structures and distances from lot lines.
8. Existing curb flow line elevation at the driveway.
9. Top of foundation elevation of all homes/buildings on adjacent properties.
10. Existing and proposed elevations of the lot at all corners of the lot.
11. Proposed elevations of the lot at all critical drainage points within the lot.
12. Proposed 2-foot contour levels extending 20 feet beyond the lot lines.
13. Arrows indicating direction of drainage flow.
14. Indicate sump pump discharge location from building.
15. Erosion Control Plan. The installation of erosion control devices shall be shown on the plat of survey/grading plan and shall comply with the requirements of the DuPage County Stormwater Ordinance.
16. A professional engineer or land surveyor must seal the plat of survey/grading plan.

### **Final Grading (As-Built) Survey Requirements:**

For all new construction (not additions), 3 copies of a final grading survey, or as-built drawing, are required to be submitted **before any seed or sod is installed**. **A resubmittal fee of \$100.00 may be imposed if all of the required information is not provided and/or if revisions are required**. The following information is required to be shown:

1. Legal description.
2. Building foundation location, including dimensions and setbacks from all lot lines.
3. Foundation elevations, with all steps noted.
4. Garage floor elevation.
5. Curb flow elevation at the driveway.
6. Driveway location, dimensions and slope.
7. Show deck/patio location, dimensions and distance from lot lines.
8. Top of foundation elevation of all homes/buildings on adjacent properties.
9. Show all easements.
10. Elevations of all critical drainage points within the lot.
11. Show 2-foot contour levels extending 20 feet beyond the lot lines.
12. Arrows indicating direction of drainage.
13. Sump pump discharge location from house.
14. Show all public improvements, such as public sidewalks, inlets and manholes. Manhole rim and invert elevations are to be noted.
15. The final grading survey is to be sealed by a professional engineer or land surveyor.