

**DRIVEWAYS & CURB CUTS (INCLUDING DRIVEWAY EXTENSIONS)**  
**BUILDING PERMIT APPLICATION**

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Property & Owner Information	
Owner Name	
Phone	
Email Address	
Birth date	
Drivers License No.	
Street Address	_____
	<i>Romeoville, Illinois 60446</i>
Subdivision & Lot #	Subdivision _____ Lot # _____
<input type="checkbox"/> Corporation – Corporate No. _____	
<input type="checkbox"/> Limited Liability Company or Partnership LLC or LLP No. _____	
Registered Agent:	
Address: (no PO Box)	
City, State, Zip:	
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;"> <b>Status Sticker</b> OFFICIAL USE ONLY           </div>
Application Date:		
Received By:		
Permit Date:		
Permit #:		Cost of Permit: \$ _____

**Work Performed by Homeowner**

If you doing the work yourself, please also complete the *Property Owner's Acknowledgement of Responsibility* form.

**Contractor Information**

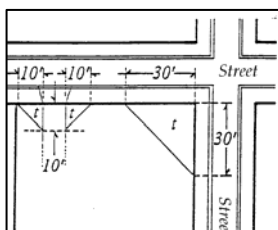
If using a contractor or sub-contractor, a copy of the signed contract must be included with the application and the following information must be provided. All contractors and sub-contractors in Romeoville must be registered with the Village.

Contractor Name		Village Registration No.	
Contractor Address (no P.O. Box)			
Contractor Phone		Email Address	
Birth date			
Drivers License No.			
<input type="checkbox"/> Corporation – Corporate No. _____			
<input type="checkbox"/> Limited Liability Company or Partnership LLC or LLP No. _____			
Registered Agent:			
Address: (no PO Box)			
City, State, Zip:			

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. It addresses the most common questions asked by residents. Please refer to the Village's Code of Ordinances for more detailed specifications.

**Site Requirements**

Requirement	✓ to confirm that you have shown ...	Office Use
You must 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 must be drawn to scale, labeled, and dimensioned.	all structures	
The driveway & curb cut must be shown. It must 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	
The driveway must be located where access is safe and visibility is good. No landscaping or obstruction can be located in the sight triangle.  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.	The driveway in a location where obstructions are not within the sight triangle.	



Requirement	Fill in the blanks.	Office Use
The driveway must be at least 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 must be closed. The area where a driveway is removed must 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
<b>General Requirements</b>		
	All organic materials, sod and topsoil shall be removed to a sub-grade within the area on which the construction of the driveway is to take place to a depth that reveals good bearing soil (clay). This sub-grade shall be leveled so that the stone depth, when placed, will be consistent for the length of the entire driveway.	
	Soil accumulated, as the result of excavating, shall not be placed on any easement, sidewalk, or street and shall be removed from the construction site immediately. Only that soil that is needed for backfill will be allowed to remain on site.	
	Upon completion of the removal of the top soil and the creation of the sub-grade, the contractor shall call the building department for an inspection to approve the sub-grade. If during this inspection the inspector finds that the sub-grade is not satisfactory the Contractor shall undercut any areas or the entire excavation until acceptable bearing soil is found. Upon approval of the sub-grade by the Building Inspector, the forms may be constructed in preparation for the concrete pour.	
	The base course shall be mechanically compacted.	
	Driveways shall be pitched to the center so that water run-off is toward the street and mainly down the center of the driveway and not on to adjacent property or foundations.	
	If there is an existing garage slab or garage apron, the existing concrete and the new concrete must be separated by an expansion joint.	

	<p>Expansion joint material shall be used at the following locations:</p> <ul style="list-style-type: none"> <li>➤ Driveway to foundation.</li> <li>➤ Driveway to garage slab.</li> <li>➤ Driveway to public walk.</li> <li>➤ Driveway to service walks.</li> <li>➤ Driveway to curb.</li> </ul>	
	<p>Garage and driveway aprons shall be poured separately and separated from the walk by expansion joints</p>	
	<p>Wire mesh or approved equivalent must be utilized as reinforcement.</p>	
	<p>Aprons and curbs shall be separate pours. Asphalt aprons are permitted provided that the concrete curb and gutter remain undisturbed.</p>	
	<p>All work performed must be in compliance with all of the relevant codes and standards adopted by the Village of Romeoville which regulate the construction, alteration, addition, repair, removal, demolition, use, location, occupation and maintenance of all buildings and structures.</p>	
	<p>48 hours before digging, you must call JULIE utility locator at (800)892-0123. They will ask for the County (Will), Village (Romeoville), township, section and ¼ sections. Please refer to the legal description on your Plat of Survey for this information.</p>	
<p><b>Concrete Driveway Installation</b> (The following standards apply to concrete driveways &amp; curb cuts only.)</p>		
	<p>Forming shall be done in such a way that there is a minimum of 8" inches of depth from the sub-grade. It shall be well braced to prevent losing the driveway dimension when concrete is placed against it. ¾" (CA6) Grade 8 crushed stone or equal shall then be placed on the sub-grade to a depth not less than 4" inches. A minimum of 4" inches of concrete must be installed. In no case will sand or pea gravel be used in the place of aggregate for any driveway base.</p>	
	<p>After the stone is in place, 6"x 6" #10 wire mesh shall be placed along the entire length of the driveway. If Fiberglass additive is to be used in the concrete, the wire mesh can be eliminated.</p>	
	<p>Concrete driveways shall be poured to a minimum depth of 4".</p>	
	<p>Concrete for driveways shall be not less than a 5 bag mix and be poured at not less than four (4") inch slump.</p>	
<p><b>Asphalt Driveway Installation</b> (The following standards apply to asphalt driveways &amp; curb cuts only.)</p>		
	<p>An intact driveway, which does not have large areas of broken or missing concrete or asphalt and that conforms to all sections of the Village Code, may be overlaid. If, however, there are areas where concrete or asphalt is missing, the areas must first be prepared by cleaning them out, removing all flaking particles and other debris, and then coating the exposed edges with tar.</p>	
	<p>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 must be replaced with concrete.</p>	
<p><b>Curb Cuts</b></p>		
	<p>Curb cuts in residential zoning districts may not exceed 25' feet in width at the curb line.</p>	
	<p>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 must be replaced with concrete. ASPHALT CURB &amp; GUTTERS ARE PROHIBITED. Concrete curb-cuts shall be so constructed so that the flow of water in the gutter is not inhibited.</p>	

Requirement	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	
A maximum, ¾ inch gravel, ½ inch crushed stone or CA6 (road mix) shall be used as a base course placed on a sub-grade to a depth of not less than four (4) inches.	What base course material will be used? _____ What depth is the base course? _____ Inches	
If there are crawl space vents on the foundation wall abutting the proposed driveway, extra attention is needed. If the bottoms of the vents are less than four (4) inches from the surface of the driveway, they must be relocated. The old vent holes must be filled to the satisfaction of the building inspector.	Are crawl space vents present? _____ If yes, will they be relocated? _____	
Concrete for driveways shall be not less than a 5 bag mix and be poured at not less that four (4) inch slump.	If concrete driveway is being installed or extended, what will be the depth of the pour? _____ inches What will be the slump? _____	
Asphalt driveways shall consist of a finished 2 inch layer.	Depth of the finished layer? _____ inches	
Concrete used for the slab must be a minimum 6 bag mix.	What will be the bag mix? _____ Bag Mix	

<b>Permit &amp; Inspection Requirements</b> <i>Please read the requirements and place a ✓ in the box to the left to confirm that you understand and agree.</i>	<b>Office Use</b>
<input type="checkbox"/> The Building Permit must be posted in the building's window where it can be seen from the street. Each phase of construction must 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 must be performed once the base course and forms are in and before pouring concrete or laying asphalt.  <input type="checkbox"/> • <b>A FINAL INSPECTION MUST BE PERFORMED WHEN THE DRIVEWAY AND/OR CURB CUT HAS BEEN INSTALLED.</b> If the inspection is passed, 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 must be scheduled 48 hours in advance by calling (815)886-7203 or by emailing <a href="mailto:buildinginspections@romeoville.org">buildinginspections@romeoville.org</a> . Your permit number must be provided when inspections are scheduled.  <input type="checkbox"/> • Failure to call for required inspections may result in a <b>"STOP WORK ORDER"</b> .  <input type="checkbox"/> • Should you fail an inspection, a re-inspection fee must be paid before continuing work and before scheduling another inspection. <b>INVOICED AFTER 5 DAYS.</b>  <input type="checkbox"/> Work must be started within thirty (30) days of the issuance date of the permit and must be completed within 365 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: \_\_\_\_\_

- Owner   
  Tenant   
  Agent   
  Contractor   
  Other specify \_\_\_\_\_

**This Page for Office Use Only**

Approval & Review Status

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

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

Clerical	Check for Outstanding Debt:	
	Contacted Date:	
	Person Contacted:	
	Contacted By:	
	<input type="checkbox"/> Received copy of Drivers License	

Notes	
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