

PATIOS OPEN TO SKY (INCLUDES WALKWAYS)
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;"> Status Sticker <small>OFFICIAL USE ONLY</small> </div>
Application Date:		
Received By:		
Permit Date:		
Permit #:		Cost of Permit: \$ _____

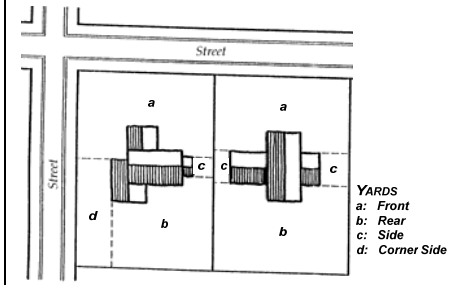
Work Performed by Homeowner			
If you doing the work yourself, please also complete the <i>Property Owner's Acknowledgement of Responsibility</i> form.			
Contractor Information			
If using a contractor or sub-contractor, a copy of the signed contract must be included with the application and the following 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)	Village of		
City, State, Zip:	Romeoville		

The Village of Romeoville has codes that guide the size and location of patios. Use this form and checklist as you plan your patio 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 patio that is open to the sky. It addresses the most common questions asked by residents. Please refer to the Village's Code of Ordinance 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, etc. The structures must be drawn to scale, labeled, and dimensioned. <i>Please refer to Page 3 for an example.</i>		all structures	
The patio must be shown. It must be labeled and dimensioned.		the proposed structure	
The patio 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 patio must be at least 5 feet from the side property line.		the distance to the side property line	
The patio must be at least 10 feet from the rear property line. <i>However, if the property is zoned R-5A (Hampton Park, Poplar Ridge & Honeytree Unit 5,) the structure must be at least 7 feet to the rear property line.</i>		the distance to the rear property line	

Requirement	Fill in the blanks.	Office Use
<p>A patio, that is open to the sky, may be located in the rear yard (shown as 'b' on the diagram) or side yard (shown as 'c' on the diagram).</p>	<p>In which yard is the proposed structure: _____ Yard</p>	
<p>In total, no more that 50% of the property can be covered with building, structures, or pavement. <i>Patio stones or blocks are included in the overall lot coverage.</i></p>	<p>Size of proposed patio: _____ <i>Decorative patio stone or block under 100 square feet in area does not require a permit.</i> % of lot covered with structures: _____ %</p>	

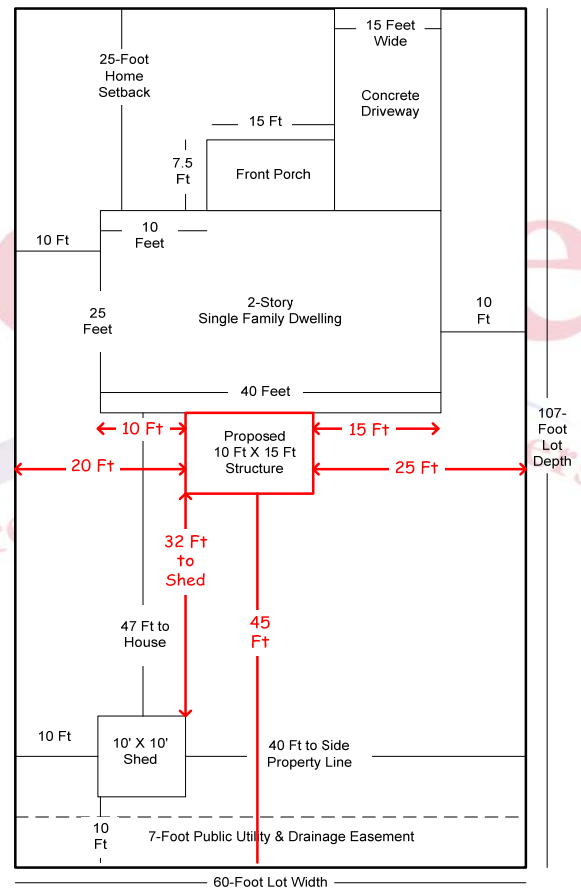


SAMPLE PLOT PLAN

This illustration is provided as an example of what must be submitted with your application. Please note that it must show:

- The size of the lot
- The location and size of the house
- The location and size of all existing structures
- The location of the proposed patio
- The size of the proposed patio
- The distance from the patio to the rear property line
- The distance from the patio to the side property line

All of this information must be shown on your plat so that we can review your application.



Construction Requirements

Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree.	Office Use
All sod, topsoil, and organic material shall be removed to a sub-grade that reveals good bearing soil (clay).	
Additives are <u>not</u> allowed in the concrete.	
The patio must slope away from the residence or foundation to allow for drainage.	

	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.	
	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 section. Please refer to the legal description on your Plat of Survey for this information.	
Requirement	Fill in the blanks.	
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 3.5 inches. The base course must be mechanically compacted.	What base course material will be used? _____ What depth is the base course? _____ Inches	
Wire mesh or approved equivalent shall be used as a reinforcement	What material will be used for reinforcement? _____	
Patio slabs must be monolithically poured (as one uniform piece) to a minimum thickness not less than 3.5 inches.	What will be the thickness of the slab? _____ Inches	
Concrete used for the slab must be a minimum 5 bag mix.	What will be the bag mix? _____ Bag Mix	
The concrete can not be pour against the exterior wall covering unless it is removed and properly flashed.	Will the concrete be poured against the siding, T-111, brick etc? _____ If so, provide a flashing detail.	

Permit & Inspection Requirements	Office Use
<p><i>Please read the requirements and place a ✓ in the box to the left to confirm that you understand and agree.</i></p> <p><input type="checkbox"/> The Building Permit must be posted in the building's window where it can be seen from the street.</p> <p>Each phase of construction must be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction.</p> <p><input type="checkbox"/> • A Pre-Pour Inspection must be performed once the base course and forms are in and before pouring concrete.</p> <p><input type="checkbox"/> • A FINAL INSPECTION MUST BE PERFORMED WHEN THE PATIO HAS BEEN INSTALLED. If the inspection is passed, a Certificate of Completion will be issued. The patio may not be used until the Certificate of Completion has been issued.</p> <p><input type="checkbox"/> • All inspections must be scheduled 48 hours in advance by calling (815)886-7203 or by emailing buildinginspections@romeoville.org. A permit number must be provided when inspections are scheduled.</p> <p><input type="checkbox"/> • Failure to call for required inspections may result in a "STOP WORK ORDER".</p> <p><input type="checkbox"/> • Should you fail an inspection, a re-inspection fee must be paid before continuing work and before scheduling another inspection. INVOICED AFTER 5 DAYS.</p> <p><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.</p>	

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

Village of
Romeoville
Where Community Matters