NEW HOUSE CONSTRUCTION PERMITS

BUILDING PERMIT APPLICATION DOCUMENTS:

- Application Form
- (www.southbarrington.org, Government, under Building & Engineering)
- Real Estate (Property) Index Number (PIN #)
- Legal Description of Property
- Accurate Estimated Construction Cost
- All Contractor Names, Addresses, Phone numbers and Email Addresses
- Signatures of Property Owner and General Contractor
- Three (3) sets of Architectural Drawings signed & sealed by Illinois Licensed Architect
- Five (5) copies of Septic Design / Site Development Drawings (Signed & sealed by Registered Professional Engineer)
- Soil Analysis for Septic Suitability
- Plat of Survey with Legal Description
- Subdivision Architectural Approval Letter
- $500.00 Application Fee
- $500.00 Deposit toward Plan Review Fee

PERMIT PROCESS TIMEFRAME: Please allow approximately three weeks for the initial review process. The architectural plans and septic design drawings are reviewed by the Building Department and the Village Engineer reviews the site development/site grading information. Upon completion of the initial plan review by both Village Departments, review email(s) will be sent to the property owner, General Contractor and/or Engineer for plan or design corrections and/or additional required information. Copies of revisions and/or additional information shall be submitted to the attention of the Building Department or Village Engineer.

Upon receipt of the revised plans, designs and/or additional information requested, the permit normally takes about five (5) business days to be processed by the Building Department. The applicant(s) will be emailed with the amount of any outstanding fees to be collected and any remaining paperwork or conditions that remain to be satisfied prior to picking up the permit.

BUILDING LOCATION CRITERIA: No portion of the building, addition, or deck, etc. may extend into the required front, rear or side setbacks of the property.

The building must be located so that all required minimum distances to septic system components and access to the well are maintained. The following are the minimum distances required:

- Building to septic tanks: 10 feet
- Building to drop boxes: 20 feet
- Building to septic field: 20 feet
- Septic system to lake: 50 feet
- Septic system to property line: 10 feet

See Village Code Title 4, Chapter 7, Section 2 for additional setbacks.

ARCHITECTURAL DRAWING REQUIREMENTS: Architectural plans shall conform to the requirements outlined in the Village Architectural Plan Review Checklist.

SEPTIC SYSTEM / SITE DEVELOPMENT PLAN REQUIREMENTS: All septic plans must be prepared by a licensed Engineer knowledgeable in the design of septic systems and shall conform to the requirements outlined in the Village Code Title 4, Chapter 7 “Private Sewage Disposal Systems”.
MISCELLANEOUS INFORMATION:

1. GRAVEL DRIVEWAY / SEPTIC FENCING INSPECTION: Immediately prior to the start of excavating, the following items must be completed and inspection by the Building Department:
   - Septic field protection (4-foot-tall plastic snow or approved fence around the entire septic area and other required areas.)
   - Stabilized construction entrance installed up to garage area (culvert pipe also if no curbs.)
   - Sign with lot number and street address (permit card to be displayed here also.)

2. PLAT OF SURVEY: A new Plat of Survey prepared by a Registered Illinois Land Surveyor must be prepared upon completion of the foundation. The survey must show the exact foundation location with dimensions to adjacent property line and all critical points.

3. IMPACT FEES: (per Ord. 2004 – 708)
   For any lot in a subdivision that had final plat approval prior to January 1, 1979 or any lot for which no payments have been made under Title 11, Chapter 4, Section 9 of the Village Code, all fees shall be due and payable at the time of building permit issuance. If applicable, impact fees will be due at time of building permit issuance.

PERFORMANCE DEPOSIT: A performance deposit (cash or check) is required from both the General Contractor and the property owner at the time the permit is issued. In the event that damage occurs to village streets, easements, etc. from any construction or landscaping work, or if the Plat of Survey indicates that the project encroaches into a required building setback, the deposit will be retained until the problem is resolved to the satisfaction of the Village Building Department and/or Village Engineer. “Performance Deposit Request for Release” forms are available on line at www.southbarrington.org. (per Ordinance 2005-738)

TIME LIMIT ON CONSTRUCTION: Whenever any building permit is issued, the construction contemplated by such permit shall begin within six (6) months from the date of the issuance of such permit. In the event such construction is not begun within said period, the building permit shall be considered null and void, with all fees paid being retained by the Village. All construction shall be completed within twenty-four (24) months of the issuance of such permit. A six (6) month extension shall be granted should the pace of construction so require if construction has reached the stage that the interior gypsum board wall surface has been installed. A six (6) month extension shall be available at the thirty (30) month point, or at the twenty-four (24) month point should the gypsum board wall surface not be installed, at one-fourth (1/4) of the original building permit fee should the pace of construction so require. Without such extension, each day that construction remains incomplete after the expiration of the twenty-four (24) month period, shall be deemed to be a separate offense. (Ord. 2006-764, 4/13/2006)

SURCHARGE FOR CONSTRUCTION WITHOUT A PERMIT: No construction work may be started without all applicable permits issued and all fees paid. A fee surcharge of fifty percent (50%), but not less than two hundred eighty-five dollars ($285.00) nor more than ten thousand dollars ($10,000.00), shall be assessed if construction is started before the necessary permit(s) is obtained.

CERTIFICATE OF OCCUPANCY: At the time of the final inspection of the house, the Builder will be given an inspection report that states, “As of this date Approval is given for occupancy”. This statement most always satisfies lenders/attorneys for closing purposes. A formal “Certificate of Occupancy” will be issued upon request only.