



VILLAGE OF SOUTH BARRINGTON  
30 S. Barrington Road  
South Barrington, IL 60010  
Phone (847) 381-7510 | southbarrington.org

## **NEW HOUSE CONSTRUCTION PERMIT**

### **BUILDING PERMIT APPLICATION DOCUMENTS:**

- Complete unrestricted PDF file permit submittal of all documents to [permits@southbarrington.org](mailto:permits@southbarrington.org)
- Hard copy permit submittal of all documents to include:
  - Building Application ([www.southbarrington.org](http://www.southbarrington.org), Government, Building & Engineering)
  - Three (3) sets of Architectural Drawings signed & sealed by Illinois Licensed Architect
  - Five (5) copies of Septic Design / Site Development Drawings (Signed & sealed by Illinois Registered Professional Engineer)
  - Soil Analysis for Septic Suitability
  - High Water Elevation of any Water Bodies On or Adjacent to Lot
  - Wetland Delineation and Report (if applicable)
  - US Army Corps of Engineers Jurisdictional Determination (if applicable)
  - Plat of Survey with Legal Description
  - Subdivision HOA Architectural Approval Letter
  - \$500.00 Application Fee (no credit cards)
  - \$500.00 Deposit toward Plan Review Fee (no credit cards)

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**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 [permits@southbarrington.org](mailto:permits@southbarrington.org).

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:

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|----------------------------------|---------|
| ▪ 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.
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**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 protective fence around entire septic area and other required areas.
  - ❑ Stabilized construction entrance installed up to proposed garage area. (Culvert pipe also if no curbs.)
  - ❑ Sign with lot number and street address. Permit card to be displayed here also.
  - ❑ Silt fence as shown on plan.
  - ❑ In certain cases, all silt fence and protection fence locations may be required to be staked by the engineer or surveyor.
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.
4. **Re-Inspections:** Whenever re-inspection of any construction work is required due to the failure of the work to meet the requirements of any ordinance of the Village, a re-inspection fee of eighty-five dollars (\$85.00) shall be paid to the Village prior to scheduling the re-inspection.

**PERFORMANCE BOND DEPOSIT:** A performance bond deposit (cash or check) is required from both the general contractor and the property owner at the time the permit is issued. Should damage occur 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. “Request for Release of Performance Bond Deposit” forms are available on line at [www.southbarrington.org](http://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. (Ord. 2006-764, 4/13/2006)

**SURCHARGE FOR CONSTRUCTION WITHOUT A PERMIT:** If construction is started before the necessary permit(s) is/are obtained a fee surcharge of fifty percent (50%), but not less than one hundred dollars (\$100.00) nor more than five thousand dollars (\$5,000.00), shall be assessed. (Municipal Code 8-1-6-1)

**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 generally satisfies lenders / attorneys for closing purposes. A formal “Certificate of Occupancy” will be issued only upon request.