

A Guide to Obtaining Your Foundation Review

Before you can begin construction on your home, all builders must obtain a building permit from the City of Naperville. The permit process is easy and efficient and will enable you to begin building as quickly as possible.

To expedite the full permit review, the city offers a Foundation Review – allowing you to install the home's foundation prior to a full building permit being issued by the City.

The City's review professionals are eager to partner with you to address all of your project's needs as you complete your review. Feel free to contact us should you have any questions and welcome to Naperville at **630.420.6100, Option 1**.

5 Easy Steps . . .

Frequently Asked Questions

DO MY CONTRACTORS NEED TO REGISTER?

All electrical and plumbing contractors must register with the City before permit issuance. Registration forms are available with the City Clerk at the Municipal Center. You may reach them at 630.305.5300

HOW DO I SCHEDULE A REVIEW MEETING?

Please call the City's Building Department at 630.420.6100, Option 1, to schedule your foundation review or if you have questions about your project. Please try to schedule at least one week in advance.

WHO CAN I CALL WITH QUESTIONS?

Please call the City's Building Department at (630) 420-6100, Option 1, to schedule your foundation review.

Appointments are subject to availability – please try to schedule at least one week in advance.



Naperville

Transportation, Engineering and
Development Business Group
400 S. Eagle Street
Naperville, IL 60540

Single Family Plan Review Made Easy



Single Family Plan Review Made Easy in **5** Steps

The City's Foundation Review Process (**Steps 1-3**) is designed to help you install a foundation prior to a full building permit being issued by the City.

1 Call to Schedule a Submittal Meeting

Call 630.420.6100, Option 1, to schedule a Foundation Review Meeting at the Municipal Center located at 400 S. Eagle Street. Review Meetings occur every Monday and Thursday by appointment only and will allow our staff to review your foundation & grading plans with the goal of:

- ▶ Discussing your foundation submittal with the city's design professionals
- ▶ Reviewing your complete plan submittal to ensure all necessary plans are there to conduct a full review
- ▶ Identifying any issues that need to be addressed prior to taking in your plan submittal

2 Attend a Submittal Review Meeting

For the submittal review meeting, bring a completed application, 7 sets of Final Grading, 2 complete sets of architectural, and mechanical plans. You will also meet with the City's review professionals to determine foundation only permit qualification.

3 Foundation Permit Issuance

If your plans substantially comply with the City's building codes, you will be issued a "Foundation Only" Permit which will allow you to begin excavation and pour your foundation.

4 Pick Up Your Approved Building Permit

Once your full submittal of building plans is approved, you will be notified to pick up your complete building permit.

5 Complete Your Work and Schedule Your Inspection

Call the Permit Hotline at least 72 hours in advance to schedule all inspections at

630.420.6082, Option 1



What happens next?

Once you are issued a "Foundation Only" Permit, our staff will conduct a full, comprehensive review of your architectural and mechanical plans so that your full permit can be issued at a later date.

Please note you may also submit your full architectural and mechanical plans concurrently with your foundation plans to expedite the full permit review process.



Naperville

Questions during your project or need to schedule an inspection?

Please call the Permit Hotline at 630.420.6100, Option 1

and ask to speak to a Project Manager.