



CITY OF NAPERVILLE

Transportation, Engineering, & Development (T.E.D.) Business Group

APPLICATION INFORMATION **RESIDENTIAL PATIO/ATHLETIC COURT PERMIT**

A permit is required for the installation or expansion of an existing patio unless the total area of the resulting patio is less than 500 square feet. Any patio that includes permanent fire pits, fireplaces, grills, is more than 30 inches from the adjacent ground, electrical, plumbing or gas fixtures will require a permit. All patios, regardless of the need for a permit, must still follow all setback and easement restrictions. All paved athletic courts, regardless of size require a permit for construction.

APPLICATION REQUIREMENTS

The following items must be submitted when applying for a permit:

- A. A completed and signed permit application form.
- B. A legal plat of survey of the property prepared by a registered land surveyor. On the plat, indicate the location of the following:
 - The patio drawn to scale showing the overall dimensions and the distance from the patio to the nearest property lines.
 - The location of the electric meter, electric line, and the electric pedestal or pole serving the property.
 - Any other utilities located near or under the proposed patio.
 - All escape windows or other windows in the vicinity of the patio.
 - Any other pertinent information that may be unique to the property or the design of the patio.
- C. Digital photographs of the rear and sides of the house and a photograph of the electric meter showing approximately ten feet of the house on each side.
- D. The Patio Grading Certification form signed by the contractor and the property owner(s).
- E. The cross-sectional design of the patio. This can be provided graphically, or a detailed description can be provided in writing. Please note that concrete patios require a minimum 4" thick slab over a minimum 4" thick compacted gravel base.
- F. Plans for any proposed stairs or landings. The design must be in accordance with all applicable building codes including proper tread and riser dimensions, guardrails and handrails.
- G. Landscape plan for athletic court screening. Per Section 5-10-3.8 of the Naperville Municipal Code, a game court shall be screened with landscaping consisting of shrubs

and/or bushes. The landscaping may be placed at any point between the sides of the game court facing adjacent lots and the lot line for the lot on which the game court is located. The landscaping need not provide a complete visual barrier to the game court but shall provide partial screening of the sides of the game court facing adjacent lots. The landscaping shall consist of shrubs and/or bushes planted at a maximum spacing of four feet (4') on center of each shrub or bush, and each shrub or bush shall have a minimum height of three feet (3') at the time of planting. A game court or a rear or side yard that includes a game court that is enclosed with a solid wood or a board-on-board fence or the equivalent screening shall not be required to provide the landscaping set forth in this subsection.

H. Contractor information. Add the contact information for all your contractors on the application and include following information as applicable.

- Electrician: Electrical sub-contractors must be licensed and registered in the City of Naperville when electrical work is being performed. Any questions regarding registration should be directed to the City Clerk at 630-305-5300.

If you are unsure of the subcontractors you will be employing at the time you apply for permit, you may still submit your application. The City will not issue a building permit however, until everyone working on your project has been identified. If, for any reason, you must change a subcontractor, you are responsible for notifying the City **in writing**, being sure to include the project name, address and permit number as well as the names of the former and current subcontractors.

I. Owner's Disclosure of Beneficiaries Form. A completed, signed and notarized copy must be provided if the value of the proposed improvements is \$50,000 or more.

APPLICATION REVIEW AND APPROVAL

All construction drawings must be legible and complete. **The items listed in "Application Requirements" must be included as part of your application. Omission of any of these items will delay the approval of your application for permit.** The applicant will be notified when the permit has been approved.

Every building permit shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance. The permit is to be displayed in the window nearest to the front door for the duration of the construction and inspection process. After the construction is complete, please remove the building permit from the window and retain it for your personal homeowner's records.

INSPECTIONS

It is the applicant's responsibility to request all required inspections. A list of inspections that must be completed based on the proposed scope of work will be listed on the permit.

Inspections are scheduled by calling 630/420-6100 option 1 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. **(Closed 1-2 pm daily)** Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 72 hours when scheduling an inspection.

FEES

See Building Permit Fee Schedule.

CONTACT INFORMATION

Inspection Dispatch

Monday-Friday, 8 am to 4 pm (**Closed daily 1 pm-2 pm**)

630/420-6100 Option 1

Development Services Counter

Monday-Friday, 8 am to 5 pm (**Closed daily 1 pm-2 pm**)

630/420-6100 Option 2

*******APPROVED PLANS MUST BE KEPT ON SITE*******



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APPLICATION FOR SECONDARY BUILDING PERMITS

This is an application for a building permit. A copy of the legal PLAT OF SURVEY for the property in question is required prior to further consideration. The plat must be signed and sealed by an Illinois Land Surveyor.

PLEASE COMPLETE THIS FORM ELECTRONICALLY.

SUBDIVISION _____
UNIT NUMBER _____ LOT NUMBER _____
ADDRESS _____
ZIP CODE _____

GENERAL CONTRACTOR _____
ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE _____

APPLICANT _____
ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE _____
FAX _____
E-MAIL ADDRESS _____

ELECTRICAL CONTRACTOR (if applicable):

ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE _____
FAX _____
NAPERVILLE REGISTRATION NUMBER _____

TYPE OF STRUCTURE:

PROJECT CONTACT PERSON: (Please print.)

DIMENSIONS OF STRUCTURE:
HEIGHT _____ WIDTH _____ LENGTH _____

PHONE _____
FAX _____

ZONING OF PROPERTY _____

E-MAIL ADDRESS _____

ESTIMATED COST OF WORK _____

OWNER _____
ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE _____
FAX _____
E-MAIL ADDRESS _____

PLEASE FILL OUT REVERSE SIDE. >>>>>>>>

UNDER THE PENALTIES OF PERJURY AS PROVIDED BY LAW, THE UNDERSIGNED CERTIFIES THAT THE STATEMENTS SET FORTH IN THIS APPLICATION, PLANS, SPECIFICATIONS AND PLAT ARE TRUE AND CORRECT AND ARE IN ACCORDANCE WITH THE PROVISIONS AND REGULATIONS OF THE BUILDING CODE AND ALL OTHER CODES AND ORDINANCES OF NAPERVILLE APPLICABLE THERETO AND IN FORCE WHEN CONSTRUCTION IS COMMENCED. IF THE APPLICANT KNOWINGLY FALSIFIES ANY INFORMATION IN THIS APPLICATION, APPLICANT SHALL BE CONSIDERED IN VIOLATION OF SECTION 1-12-4 OF THE NAPERVILLE MUNICIPAL CODE AND SHALL BE FINED NOT LESS THAN FIFTY DOLLARS (\$50) NOR MORE THAN FIVE HUNDRED DOLLARS (\$500).

SIGNATURE OF APPLICANT_____DATE_____

SIGNATURE OF OWNER/AGENT_____DATE_____

The parties agree that this document may be electronically signed. The parties agree that the electronic signatures appearing on this document are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.



CITY OF NAPERVILLE

OWNER'S DISCLOSURE OF BENEFICIARIES FOR BUILDING PERMIT

In compliance with Title 1, Chapter 12 of the Naperville Municipal Code, the following disclosures are required for all building permit applications for improvements valued at \$50,000 or more. This disclosure shall be completed by the property owner, business owner/tenant or other entity that derives the primary benefit of the permitted improvements. If the owner fails to provide full and complete disclosure, the City may revoke the permit at any time.

1. Owner: _____
Address: _____

2. Proposed Improvement: _____

3. Nature of Ownership (select one):

Individual

Partnership

Corporation

Joint Venture

Land Trust/Trustee

Limited Liability Corporation (LLC)

Trust/Trustee

Sole Proprietorship

4. If the owner is an entity other than described above, briefly state the nature and characteristics of ownership: _____

5. If the answer to Section 3 was anything other than "Individual", please provide the following information in the space provided below (or on a separate sheet):

- **Limited Liability Corporation (LLC):** The name and address of all members and managing members, as applicable. If the LLC was formed in a State other than Illinois, confirm that it is registered with the Illinois Secretary of State's Office to transact business in the State of Illinois.
- **Corporation:** The name and address of all corporate officers; the name and address of every person who owns five percent (5%) or more of any class of stock in the corporation; the State of incorporation; the address of the corporation's principal place of business. If the State of incorporation is other than Illinois, confirm that the corporation is registered with the Illinois Secretary of State's Office to transact business in the State of Illinois.
- **Trust or Land Trust:** The name, address and interest of all persons, firms, corporations or other entities who are the beneficiaries of such trust.

- **Partnerships:** The type of partnership; the name and address of all general and limited partners, identifying those persons who are limited partners and those who are general partners; the address of the partnership's principal office; and, in the case of a limited partnership, the county where the certificate of limited partnership is filed and the filing number.
- **Joint Ventures:** The name and address of every member of the joint venture and the nature of the legal vehicle used to create the joint venture.
- **Sole Proprietorship:** The name and address of the sole proprietor and any assumed name.
- **Other Entities:** The name and address of every person having a proprietary interest, an interest in profits and losses or the right to control any entity or venture not listed above.

6. Name, address and capacity of person making this disclosure on behalf of the owner:

VERIFICATION

I, _____ (print name), being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the owner, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public and seal



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PATIO GRADING CERTIFICATION

We agree to adhere to the following conditions associated with patio improvements located at _____:

1. We will provide positive drainage, within the City of Naperville’s grading requirements of 2% to 25% slopes, and in conformance with the subdivision master grading plan, to drain around the patio to be installed on said property. As part of this grading, we will not adversely affect any of our neighbors’ property.
2. Any grading or re-grading to meet the City’s grading requirement will be our responsibility at our cost. We will not hold the City of Naperville liable for any damages that may occur from inadequate grading.
3. A detailed grading plan, prepared by and signed/sealed by an Illinois licensed professional engineer, may be required prior to approval of the patio permit. Circumstances that may require a detailed grading plan include, but are not limited to:
 - a) Patio installation or associated grading within five feet of any easement
 - b) Patio installation within fifteen feet of the property line
 - c) Vertical patio elements, such as seat walls, that may impact grading
 - d) Grading constraints on the site
 - e) Historical drainage issues in the vicinity of the site

Signed: _____ Date: _____
Contractor Responsible for Grading

Signed: _____ Date: _____
Owner

Signed: _____ Date: _____
Owner

The parties agree that this document may be electronically signed. The parties agree that the electronic signatures appearing on this document are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.



Naperville

City of Naperville Department of Public Utilities – Electric

Contractors and Homeowners -- Before starting any deck or patio project:

The Naperville Department of Public Utilities – Electric is dedicated to providing your home with safe and reliable electric service. Rules have been established to prevent your new deck or patio from interfering with your electric service. These rules are compliant with the National Electric Safety Code and the National Electric Code.

Underground Service Areas

1. Underground service conductors are not permitted under a deck or patio.
2. Meters will not be permitted on a patio or on or under a deck or inside a home.
3. Deck posts shall maintain an 18-inch side clearance from the underground service conductors.
4. If an electric meter needs to be relocated, DPU-E will determine and designate all meter locations for new, modified or rehabilitated installations.
5. During the permitting process, contractors may be asked to stake out the proposed construction area.
6. If there will be excavation, call J.U.L.I.E. at 811, a free service, a minimum of 48 hours before digging.
7. Note: Any required relocation of service conductors or metering equipment is done at the owner's expense. (Service relocations can cost thousands of dollars.)

Overhead Service Areas

Note: These rules apply only to 120/240V service drop conductors connected to the home in question.

1. Overhead service conductors must be 10 feet above a patio or deck.
2. Service drop conductors shall maintain no less than a 3-foot horizontal clearance from the deck and any doors and windows.
3. Other rules may apply based on specific situations.
4. If these clearances cannot be maintained, the electric service and metering will need to be relocated at the expense of the owner.

**For more information please contact DPU-E Project Managers Tim Felstrup at (630) 420-6192
or Ben Hendron at (630) 420-6653.**

Department of Public Utilities – Electric • 1392 W. Aurora Ave. • Naperville, IL 60540 • (630) 420-6181



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Outdoor Fire Pits and Fireplaces – Required Distances from Structures

Why? Code requirements establish a minimum requirement for providing a reasonable level of life safety and property protection from the hazards of fire.

What? Section 307 of the International Fire Code established standards for open burning, recreational fires, and portable outdoor fireplaces. It shall be unlawful and a nuisance for any person to burn or cause to be burned anywhere in the City any leaves, branches or similar foliage from trees, shrubs, bushes or plants. (Naperville Municipal Code, 4-1-5)

- Wood burning fires in approved containers shall be 15 feet or greater from a combustible structure. No permit is required for portable containers (a permit is required for the remainder of items on this page). Examples of approved containers:



- Wood burning fire pits are required to be 25 feet from a structure where the pile size is 3 feet or less in diameter (and 2 feet or less in height). If greater than 3' in diameter, a 50' distance to combustible structures is required. A permit is required for a fire pit.



What if I have a gas burning fire pit or gas starter? If the gas fire pit is able to be wood burning, or easily convertible to a wood burning application – the above wood burning clearance requirements will apply.

What if I have a gas burning fire feature? If the gas fire feature is not capable of being modified into a wood burning application, minimum distances would be regulated by the manufacturer's specifications.

What if I have a fireplace? If the fireplace complies with all aspects of Section R1001 of the International Residential Code, including aspects such as footing, flue, chimney, hearth, smoke chamber, etc., placement would only be regulated by the minimum dimensions as defined in section R1001 (for example – at a fireplace opening of < 6 feet, 8" is required each side of the hearth and 16" is required in front of the hearth; a chimney shall extend not less than 2 feet higher than any portion of a building within 10 feet).

NOTE: A portable fire extinguisher or other approved on-site fire-extinguishing equipment shall be available for immediate utilization at all recreational wood burning sites.