



## DuPage County Building & Zoning Department

### Building Division

## DRIVEWAYS



The following are guidelines and requirements to assist when **installing, replacing, overlaying or enlarging a driveway**. This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions.

**Requirements to submit:** (must be submitted in person) approximate review time – 8-15 business days

1. Application form for accessory structures - Type I
2. Non-refundable application fee
3. Plat of Survey – possible BMP's
4. Trust Disclosure form for properties in a trust

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1. The [Type I application](#) form shall be filled out completely. The owner's name, address and phone number, site address if different, cost of proposed work, whether the property is on water/sewer or well/septic, contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance), signature of owner.
  2. A non-refundable application fee will be required – this portion of the fee is credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee (if wetland or flood plain on property) and a Health fee if the property is on well and/or septic. If payment is by check a separate check will be necessary to pay the Health review fee portion. We accept exact cash, checks or Master Card and Visa.
  3. Provide 6 copies of the Plat of Survey with the driveway drawn to scale in the proposed location.
  4. For any property that is in a trust (bank or trust company) will need a notarized [Trust Disclosure](#) form **completed by the trust company** stating the beneficiary of the trust.

#### Requirements at permit issuance:

5. Owner Authorization form if applicable
6. Entrance permit
7. Fees
8. Performance Bond
9. Contractor Registration

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5. A notarized [Owner Authorization](#) form is required if the property owner has not signed the application form.

6. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
7. [Permit fees](#) are due at the time of issuance. We accept exact cash, check or Master Card and Visa. (The building application fee will have been credited toward the final permit fee if the fence was not issued over-the-counter)
8. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final inspection has been approved.
9. All [contractors](#) working on the project are required to be registered with DuPage County Building Division and have a current registration when the permit is issued.

**Zoning Requirements: Single Family: (Ordinance Sections: R-1: 37-701, R-2: 37-702, R-3: 37-703, R-4: 37-704):**

1. Driveways shall be at least 10 feet wide
2. Driveways shall lead to a parking space either enclosed or in the open where the parking space is in the buildable area of the lot, (i.e. the parking space meets the required setback for the property)
3. Driveways shall be located at least 1 foot from all property lines
4. Driveways must be developed with a hard surface, (i.e.: asphalt, concrete, pavers etc.)
5. Circular driveways are permitted provide that they lead to a parking space either enclosed or in the open where the parking space is in the buildable area of the lot, (i.e. the parking space meets the required setback for the property)

**Multi-Family Construction: (Ordinance Sections R-5: 37-705, R-6: 37-706, R-7: 37-707: Please contact the Zoning Section at 630-407-6700)**

**Drainage Requirements:**

In most cases, a topographic survey is not required. The driveway cannot impact drainage. A marked-up plat of survey showing the following:

- The driveway can be installed at or below existing grade. A runoff diversion, such as a roll curb may need to be shown and installed to direct runoff as to not have a negative impact on drainage for the neighboring property. This may require a detail such as a cross-section be provided.

**Disclaimer:** If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County's Building Code for Minimum Plan Requirements.

- Pursuant to 8-128.2.E of the Building Code, any development in the floodplain must obtain an Elevation Certificate. Where a development, structure or property has substantial damage, has or will have substantial improvement or is the subject of repetitive loss regulations, the development, structure or property shall comply with the requirements of the Building Code and the DuPage County Countywide Stormwater And Flood Plain Ordinance, which includes the need to obtain an Elevation Certificate. (Ord. No. DC-O-0030-15, 8-11-2015)
- The FEMA 2015 Elevation Certificate is available from FEMA (<https://www.fema.gov/media-library/assets/documents/160> ). It is a fillable PDF form.

**Inspections:** (a minimum of 24 hours advance notice required for inspection scheduling) a pre-pour inspection will be required for concrete driveways and sidewalks.

Please contact the Building Division at 630-407-6700 to schedule an inspection.

(Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at [www.dupageco.org/building](http://www.dupageco.org/building).

**CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](http://www.julie.org) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS**