



## DuPage County Building & Zoning Department

### Building Division

## LAWN IRRIGATION SYSTEM



The following are guidelines and requirements to assist when installing an **irrigation system**. 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 (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents)
2. Non-refundable application fee
3. Plat of Survey
4. RPZ valve specifications
5. 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 or a notarized [Owner Authorization form](#) is required if the owner of the property has not signed the application form.
  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 scalable Plat of Survey with each sprinkler head location marked on the survey and the location of the RPZ valve. The survey must show all existing structures with the Illinois Licensed Land Surveyor's seal and signature visible. According to the Building Code the accepted scales are 1"=10', 1"=20', 1"=30', 1"=40' or 1"=50'. Reduced/enlarged copies **WILL NOT** be accepted.
  4. Provide 2 copies of the RPZ valve specifications.
  5. 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. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

### Requirements at permit issuance:

6. Utility Easement form
7. Drainage Easement Agreement form
8. Entrance permit
9. Notarized plumbing Letter of Intent
10. Notarized Plumbing Affidavit (owner doing own plumbing work)
11. Fees
12. Performance Bond
13. Contractor Registration

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6. Sprinkler heads located in any part of a drainage/utility easement will require a [notarized affidavit](#). The applicant is responsible to contact the utility companies located in that easement to make them aware of a structure being installed in that easement.
  7. Sprinkler heads located in any part of a drainage/utility easement must sign a [Drainage Easement Agreement](#). Notarized signatures of all individuals on the deed are required.
  8. 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).
  9. A notarized Letter of Intent from either the plumbing contractor or homeowner including: Name of Property owner, Property address and a short description of the work to be done.
  10. Notarized [Plumbing Affidavit](#) signed by the owner of the property and notarized for any owner doing their own plumbing work. This is for residential construction only.
  11. [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).
  12. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final approved inspection has been completed
  13. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and have a current registration when the permit is issued.

### Zoning Requirements:

Must be located on the subject property and not in the public right of way.

### Drainage Requirements:

Provide location on plat of survey. Proposed structures cannot have a negative impact on the existing drainage for the neighboring properties. **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.

### Inspections: (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule an inspection. Please send the RPZ report to our office as well.

(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). Our fax number is 630-407-6702.

**CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](#) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS**