



DuPage County Building & Zoning Department

Building Division

REVISING PLANS/ COMPLETION FOR EXPIRED PERMIT



- A. The following are guidelines and requirements to assist **revising construction plans** (when construction plans or site plans/surveys have changed from the original approved plans). 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 at 630-407-6700.

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

1. Construction plans for residential permits
2. Construction plans for commercial permits
3. Site plan (if changing grading or altering the original footprint)

-
1. Provide 2 new copies of construction plans or pages that are changing (**ALL** changes clouded or highlighted/any added comments from the plan reviewer or red notations on the pages are to be incorporated into the new drawings) for a residential submittal. If the original plans were stamped by an architect the new submittal must also be stamped. Provide your copy of the stamped approved drawings from the County at permit issuance also.
 2. Provide 5 new copies of plans or pages that are changing (**ALL** changes clouded or highlighted) for a commercial submittal. Pages must be stamped by an IL architect or structural engineer.
 3. Provide 5 copies of the site plan for any grading revisions or if the footprint of the structure is being altered from the approved footprint.

Requirements to pick up revision:

4. Fees

-
4. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)

Inspections:

Generally **NO inspections** can be scheduled while the revision is in for review or until the plans have been picked up and fees paid.

B. The following are guidelines and requirements to assist when applying for a **completion permit** (where no work has been started or no inspections completed within 90 days after the issuance such permit shall be void).

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

1. Application – (Type II & III for houses, additions, alterations) (Type I for all others)
2. Non-refundable application fee
3. Construction plans
4. Site plan or Plat of Survey ([for BMP requirements](#))
5. Cut sheets
6. Trust Disclosure form for properties in a trust

-
1. The [Type II & III application](#) or [Type I application](#) form to be filled out completely. (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)
 - Owner's name, address, phone number, email address
 - Site address if different
 - Brief description of proposed work
 - Square footage
 - Plumbing fixture count if applicable
 - Cost of proposed project
 - Property 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 property owner.
 2. A non-refundable application fee will be required and credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics). We accept exact cash, checks, Master Card and Visa.
 3. Provide 2 copies of construction plans. The plans must show elevations and wall cross section for exterior work. A floor plan showing existing conditions and proposed construction for interior work.
 4. Provide 6 copies of the site plan with dimensions of foot print and lot lines. (Dimensions must match the foundation page of the construction plans). The site plan requires the Professional Engineer's stamp. According to the Building Code the accepted scales are 1"=10', 1"=20' or 1"=30'. Reduced/enlarged copies **WILL NOT** be accepted.
 5. Provide 2 copies of compliance documentation as well as cut sheets for all installed systems as required by the 2015 International Energy Conservation Code including window replacements.
 6. Property held in a land trust requires a notarized [Trust Disclosure](#) **completed by the trust company** stating the beneficiary(s) of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

Requirements at permit issuance:

7. Owner Authorization form if applicable
8. Entrance permit (possible)
9. Fees
10. Performance Bond
11. Contractor Registration

-
7. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.
 8. If the original permit was older we may require an [Entrance Permit](#) prior to permit issuance from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
 9. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
 10. 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.
 11. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and must be current at permit issuance.

Building Code Requirements:

- DuPage County Building Code, [Article I, Sections 8-100](#)
- Minimum Planning Requirements, [Article II, Sections 8-200](#)
- Minimum Construction Requirements, [Article III, Sections 8-300](#)
- Illinois Plumbing Code, [Article IV-A, Section 8-400](#) with local amendments
- 2014 National Electrical Code, [Article VI, Section 8-600](#) with local amendments
- Illinois Energy Efficient Building Code, [Article V, Section 8-500](#)

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

Please contact the Building Division at 630-407-6700 to schedule inspections. (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.