

To apply:

- A non-refundable application fee is required at the time of submittal (credited toward final permit fees at time of issuance)
- A completed application (property owner's signature will be required on the application or an authorization form signed and notarized by the owner will be required at the time of permit issuance)
- Owner's original stamped approved copy of the construction plans



**Estimated review time
6-13 business days
depending on the type of
completion**

*For an expired permit with revisions please refer to the revision section

To pick-up:

- Permit fee
- A new cash bond will be required. If the current bond was not forfeited it will be refunded
- Additional items may be required



Department of Economic Development
& Planning
421 N County Farm Road
Wheaton IL 60187

Phone: 630-407-6700
Fax: 630-407-6702
E-mail: RegServices@dupageco.org
Web site: www.dupageco.org/edp

Revisions & Completion Permits

Regulatory Services Division



All Contractors working in the unincorporated areas of DuPage County are required to be registered with the County

Revisions/ Completion Permits

Revisions

When construction plans or site plans/surveys have changed from the original approved plans



No application fee is required for a revision

To apply:

- Owner's original stamped approved copy of the construction plans must accompany revised plans

- Two (2) net sets of construction plans or pages (for residential) three (3) new sets of stamped construction plans or pages (for commercial) are required to be submitted, with **ALL** changes clouded or highlighted. (If the plans for residential building were stamped by an architect or structural engineer, the revised plans or pages must also be stamped)

ALL RED NOTATIONS from the original approved construction plans must be addressed on the new revised construction plans or pages

- Any revisions altering the approved footprint of the structure also requires five (5) revised site plans/surveys to be resubmitted



Building review time of 6 to 13 business days for residential depending on the type of revision/structure, 20 business days for commercial



To pick-up:

- Revision fee
- Additional items may be required

Application, Owner Authorization, Trust Disclosure forms can be downloaded from our web site:

www.dupageco.org/edp

Completion Permits

A completion permit is required for a permit that has expired

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