



DuPage County Building & Zoning Department

Building Division

EXCAVATING/ FILLING



The following are guidelines and requirements to assist when **excavating or bringing in fill (dirt) more than 5 yards**. No permit is required when filling with less than 5 yards of fill **except when taking place in a Stormwater Management Area (wetland, floodplain, buffer), drainage swale or drainage easement**. 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. Plat of Survey – for bringing in fill
3. 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, patio square footage, 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. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.
 2. Provide 6 copies of the scalable Plat of Survey highlighting the proposed area of fill. The survey must show all existing structures with the Illinois Licensed Land Surveyor's seal and signature visible. According to the Building Code the scales accepted are 1"=10', 1"=20' or 1"=30'. Reduced/enlarged copies **WILL NOT** be accepted.
 3. 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 issuance:

4. Entrance permit
5. Fees
6. Performance Bond
7. Contractor Registration

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4. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, DuPage County Department of Transportation, Illinois Department of Transportation or municipality).
 5. [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)
 6. 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.
 7. All [contractors](#) working on the project are required to be registered with DuPage County Regulatory Services Division and current when the permit is issued.

Drainage Requirements:

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

- Any required/needed sediment protection (such as silt fence) along the downslopes, along with construction location.
- Amount of fill to be added/removed (cubic yards).
- A runoff diversion, such as a swale or berm 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.

Disclaimers: 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.

(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).

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