



- 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

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

To pick-up:

- Permit fee—payable by check, cash or credit card (Visa & Master Card only)
- A new cash bond will be required. If the current bond was not forfeited it will be refunded
- Additional items may be required

Estimated review time 8-15 business days depending on the type of completion

DUPAGE COUNTY



**Building & Zoning Department
421 N County Farm Road
Wheaton IL 60187**

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



Revisions & Completion Permits

DUPAGE COUNTY

**Building
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: (must be submitted in person)

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

- Two (2) new sets of construction plans or pages that are changing (for residential), five (5) new sets of stamped construction plans or pages (for commercial) are required to be submitted. **ALL** changes must be clouded or highlighted. Any added comments from the plan reviewer or red notations on plans are to be incorporated into the new sets or pages. (If the plans for residential building were stamped by an architect or structural engineer, the revised plans or pages must also be stamped)
- Any revisions altering the approved footprint of the structure also requires five (5) revised site plans/surveys to be resubmitted



To pick-up:

- Revision fee—payable by check, cash or credit card (Visa or Master Card only)
- Additional items may be required

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

Completion Permits

A completion permit is required for a permit that has expired

To apply:

- A non-refundable application fee is required at the time of submittal (credited toward final permit fees at time of issuance)