



Village of Bannockburn

## VILLAGE OF BANNOCKBURN

### HARDSCAPE PERMIT GUIDELINES

May include combination of *Patio, Pergola, Deck, Terrace, Outdoor Kitchen Areas, BBQ, Outdoor Fireplace, Fire pit, Walls, Fence, Pillars, Gates, Exterior Lighting or Grading Work*

<b>Permit Applicant Information</b>		<b>CONTACT PERSON:</b>	
PROPERTY OWNER:		PHONE #	
INSTALLATION ADDRESS:		E-Mail Address:	

#### ***Prerequisite to Hardscape Permit Application***

All plans for structures, accessory structures, landscape, hardscapes, and outdoor lighting submitted for permit application must be plans approved by Architectural Review Committee. Review ARC Approval Document for Conditions.

Formal landscape plans are required for

- Building addition projects greater than 400 square feet.
- Removal of live trees in a bufferyard resulting in the property not meeting opacity requirements. An opacity study of the property may be required.

#### ***List all modifications to plans made after ARC approval:***

#### ***Permit Application Review Process Timeline:***

A building permit application review can take between 15-20 business days.

***Required Hardscape Permit Documents – Incomplete applications will not be accepted.*** Please include this list with your application in order to expedite the process.

- **BUILDING PERMIT APPLICATION**
- **BUILDING PERMIT & APPLICATION FEE DEPOSIT:** \$575 for a Residential Permit and \$650 for a Commercial Permit. Payment by check or cash.
- **BUILDING PERMIT FEES:** The total amount of permit fees and balance due will be provided upon notification that the permit is ready for pick-up.
- **CONSTRUCTION SECURITY AGREEMENT**
- **CONSTRUCTION SECURITY DEPOSIT:** The amount of the construction security deposit will be included in the permit fee calculation. A construction security deposit is based upon estimated pass through professional service expenses. A detailed fee schedule will be provided upon notification that the permit is ready for pick-up.
- **5 COPIES AND ELECTRONIC PDF OF ALL OF THE FOLLOWING:**
  - **DETAILED WORKING DRAWING:**
    - Plans shall be drawn at 1/4" scale, sections at 1/2" scale.
    - Plans shall be stamped by a State of Illinois Registered Architect.
    - Plans shall include the following:
      - Elevations of all proposed structures and if appropriate, a section through,
      - Type of material (stone, pavers, windows, siding, and roof etc.),
      - Gas piping schematic,
      - Electrical or plumbing details proposed as part of the project.

- **CURRENT PLAT OF SURVEY:**
  - Show the location of the proposed work and dimensions from the property lines.
  - Path of gas or electric, if proposed.
- **ENGINEERING/PROPOSED GRADING PLAN.**
  - Plans shall be drawn at 1/4"=20' and
  - Prepared and stamped by a State of Illinois Registered Professional Engineer
- **MANUFACTURER'S SPECIFICATION SHEET FOR:**
  - Required for Outdoor Kitchen, Appliances, Fire Pit, Gazebo, Fence, Gates, and Lighting.
- **LANDSCAPE PLAN:**
  - Includes tree removal, and/or new plantings, and tree protective fencing. See landscape guidelines for further details.

***Prior to Issuance of a Permit***

*the following information must be up-to-date and on file with the Building Department*

- **PLUMBER'S STATE OF ILLINOIS LICENSE**
- **PLUMBER'S LETTER OF INTENT.** Original signed letter required.
- **ELECTRICIAN'S LICENSE.** If applicable.
- **ROOFING LICENSE:** Copy of State of Illinois License

***Adherence to the Village of Bannockburn Ordinance & Building Codes:***

- International Building Code – 2018
- International Residential Code for One- and Two-Family Dwellings – 2018
- International Property Maintenance Code – 2018
- International Fuel Gas Code – 2018
- International Mechanical Code – 2018
- International Fire Code – 2018
- International Energy Conservation Code – 2018
- International Swimming Pool and Spa Code – 2018
- Illinois Plumbing Code 2014
- National Electrical Code – 2017
- Village Code – Bufferyards, Landscaping & Screening Requirements
- Village Building Code Amendments