

Agricultural Exempt Building Permit Requirements

- **Agricultural Exempt Application** filled out completely, signed, dated by Owner on both pages and **notarized on both pages**
- **3 Stamped Sets of Plat of Survey** - **no larger than 11" x 17"** showing placement of structure (where applicable). **Building Department does not possess these** – refer to Closing Documents, Attorney or Title Company if property has been recently purchased. If needed, you will need to contact a Survey company for a new Plat of your property.
- **Completed Health Department Site Evaluation Request** for all Applications.
Contact 630-553-9100 regarding Well and Septic Permit questions.

Your submittal **MUST** include all of the above including providing copies of required documentation in order for Building Permit to be processed. We cannot copy plans or plats for Building Permit applications.

Agricultural Exempt *Single Family Home* Permit Requirements

- **Single Family Home** (utilizing Existing well and/or septic)
- **Completed Ag Exempt Affidavit form Signed by Owner and Notarized – both pages**
- **Access Permit from Authority having Jurisdiction** (unless access is existing) – see **Township Highway Access Permit form**
- **Approval Letter/email from Kendall County Health Department** – for existing well and septic
- **3 Stamped Plats of Survey** (showing location of proposed home and proposed Top of Foundation and Grading) or scalable plan approved by Code Official. **Building Department does not possess these** – refer to Closing Documents, Attorney or Title Company if property has been recently purchased. If needed, you will be required to contact a Survey company for a new Plat of your property.
- **Land Cash and applicable fees collected when Building Permit is approved**

Your submittal **MUST** include all of the above including providing copies of required documentation in order for Building Permit to be processed. We cannot copy plans or plats for Building Permit applications.

Agricultural Exempt *Single Family Home* Permit Requirements

- **Single Family Home** (New well and septic)
- **Completed Ag Exempt Affidavit form Signed by Owner and Notarized – both pages**
- **Access Permit from Authority having Jurisdiction** (unless access is existing) – see **Township Highway Access Permit form**
- **3 Stamped Plats of Survey** (showing location of proposed home and proposed Top of Foundation and Grading) or scalable plan approved by Code Official. **Building Department does not possess these** – refer to Closing Documents, Attorney or Title Company if property has been recently purchased. If needed, you will need to contact a Survey company for a new Plat of your property.
- **Approved Septic Permit Approval** from Kendall County Health Department.
- **Approved Well Permit Approval** from Kendall County Health Department.
Contact 630-553-9100 regarding any Well or Septic Permit questions.
- **Land Cash and applicable fees collected when Building Permit is approved**

Your submittal **MUST** include all of the above including providing copies of required documentation in order for Building Permit to be processed. We cannot copy plans or plats for Building Permit applications.

Township Highway Access Permit

Application for Access to Township Roadway in Kendall County, Illinois

See Attached Highway Commissioner List for Appropriate Township

TO BE COMPLETED BY APPLICANT

Applicant Name (Print): _____	P.I.N. #: _____	
Address of Proposed Access (if available) _____		
Subdivision Name: _____	Lot No: _____	
Mailing Address (if different) _____		
Phone: _____	Fax: _____	Email: _____
Contractor Name: _____	Contractor Phone: _____	

I have read and understand all of the attached specifications and requirements for access installation at the proposed location. Inspections require 24-hour advance notification.

_____	_____
Applicant Signature	Date

TO BE COMPLETED BY ROAD DISTRICT

Culvert Diameter (in): _____	Length (Minimum): _____	Type: _____	
Flared End Sections Required: _____	Saw Cut Barrier Curb Required: _____		
Additional Requirements: _____			
Application Approval		Final Construction Approval	
_____	_____	_____	
Township Road District Signature	Township Road District Signature		
_____	_____	_____	
Print Name	Date	Print Name	Date

KENDALL COUNTY TOWNSHIP HIGHWAY COMMISSIONERS

Elected
April 6, 2021

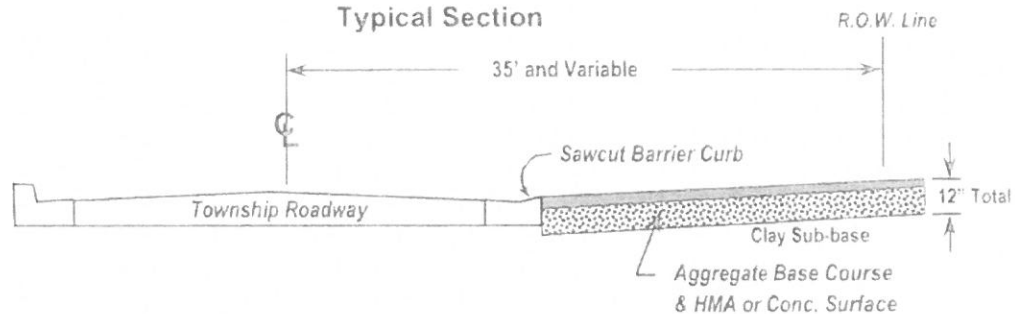
TOWNSHIP	NAME & ADDRESS	PHONE NUMBER	EMAIL
BIG GROVE	Tom Richards 202 S. East Street Newark IL 60541	815.695.5077	tfrichards63@gmail.com
BRISTOL	Jonathan Grote PO Box 165 Bristol	630.553.0101 Office 630.553.0118 Fax	bristolwsp@comcast.com
FOX	Brad Mathre PO Box 122 Millbrook IL 60536	630.553.5904	foxtownship01@gmail.com
KENDALL	Doug Westphal 9925 Route 47 Yorkville IL 60560	630.553.7133 Office 630.553.1993 Fax	dwestphal@kendalltwp.com
LISBON	Kevin Kunkel 14492 Lisbon Road Newark IL 60541	815.482.4859	bushnellequipment@yahoo.com
LITTLE ROCK	Dick Wade 1426 Creek Road Plano IL 60545	630.552.3304 Office 630.552.1316 Fax	littlerockhwy@aol.com
NA-AU-SAY	Gary Hostert 1312-Wheeler Road Plainfield IL 60544	815.254.7708	nausayroad@hughes.net
OSWEGO	Claude Ainsworth 1150 Route 25 Oswego IL 60543	630.264.4587 Office 630.264.6695 Fax	cainsworth@oswegotownship.com
SEWARD	Scott Cryder 17160 Brisbin Road Minooka IL 60447	815.267.1011 Office 815.475.4320 Fax	sewardtwp@gmail.com

Access Specifications and Inspection Requirements

- For new homes, submit Application to Township Highway Commissioner prior to receiving building permit.
- If access is approved, install construction entrance first, using 3" aggregate prior to start of any excavation.
- Pipe Culverts (if required) Township will determine size, type, etc.
 1. Corrugated Metal Pipe (CMP) with flared end sections meeting IDOT specifications.
 2. Reinforced Concrete Pipe (RCP) with concrete flared end sections meeting IDOT specs.
- For roadways without curb, driveways must slope away from the edge of pavement (see typical).
- Contact Highway Commissioner for inspection of culvert installation and construction entrance.
- Remove all mud, dirt, debris from the roadway and keep right-of-way clear of obstructions.
- Mailbox installation shall meet USPS guidelines (attached).
- No trees, shrubs, irrigation piping, or landscaping materials may be placed in the right-of-way.
- Final Occupancy will not be granted until Final Construction Approval of access is received.

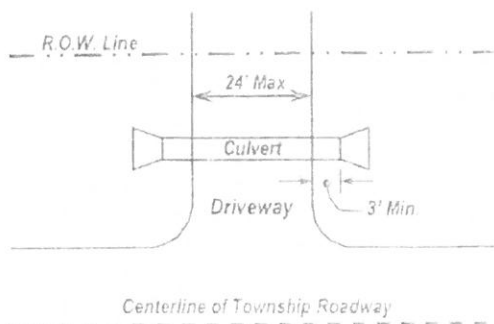
Roadways with Curb

Typical Section



Roadways without Curb

Plan View



Typical Section

