

DEPARTMENT OF PLANNING, BUILDING & ZONING

111 West Fox Street, Yorkville, IL 60560

(630) 553-4141 Fax (630) 553-4179

www.kendallcountyil.gov



BUILDING PERMIT APPLICATION

Permit Number _____

APPLICANT DATA

OWNER INFORMATION – ALL OWNERS OF RECORD

First _____ MI _____ Last _____
First _____ MI _____ Last _____
Address _____
City _____ Zip _____
Cell Phone _____ Email: _____

CONTRACTOR INFORMATION – IF APPLICABLE

Name _____
Address _____
City _____ Zip _____
Email _____ PH# _____

Site Property Address _____

Parcel# /Tax # (found on tax bill) _____

SIZE OF CONSTRUCTION

1st Floor _____ sq.ft. Addition _____ sq.ft.
2nd Floor _____ sq.ft. Sign _____ sq.ft.
Basement _____ sq.ft. Deck _____ sq.ft.
Porch _____ sq.ft. Accessory Structure _____ sq.ft.
Garage _____ sq.ft. Accessory Structure Height _____ ft
Bedrooms _____ #Baths _____ Driveway addition _____ sq.ft. Total _____ sq.ft.
Commercial Building _____ sq.ft.
New Home Height _____ ft. Commercial Building Height _____ ft
New Home Total _____ sq.ft. (Finished Grade to Highest Point at front elevation)

***Estimated Cost of Construction \$ _____ * REQUIRED**

CONTRACTOR LICENSE NUMBERS

Plumbing
Contractor _____ State License # _____
Roofing
Contractor _____ Dept./ Prof. Regulations # _____
Electrical
Contractor _____ Local Jurisdiction License # _____

TYPE OF CONSTRUCTION & SUBMITTALS REQUIRED (check one and provide what is required)

- House (01)**
See checklist and handout for requirements
2 sets of Plat of Survey
3 sets of Building Blueprints/Plans
- Garage (02) Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Plat of Survey indicating placement of construction and distance to all property lines
3 sets of Building Blueprints or Drawings (Garage example available)
- Accessory Building (03) Below copies – No Larger than 11 x 17” will be accepted**
Use of building _____
2 sets of Plat of Survey indicating placement of construction and distance to all property lines
3 sets of Building Blueprints or Drawings (Shed example available) (unless under 120 sq.ft)
- Addition (04) Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Plat of Survey indicating placement of construction and distance to all property lines
3 sets of Building Blueprints or Drawings (Addition/remodel example)
- Remodeling (05) Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Plat of Survey indicating placement of existing structures
3 sets of Building Blueprints or Drawings
- Commercial Building (06) (07)**
2 sets of Plat of Survey indicating placement of construction and distance to all property lines
Check with Code Official for requirements for Building Blueprints
- Farm Building (08) Below copies – No Larger than 11 x 17” will be accepted**
Use of building _____
3 sets of Plat of Survey indicating placement of construction and distance to all property lines
3 sets of Building Blueprints or Drawings (if not Ag Exempt)
- Sign (09) Below copies – No Larger than 11 x 17” will be accepted**
Illuminated _____ Non Illuminated _____
2 sets of Plat of Survey indicating placement of construction and distance to all property lines
3 sets of Building Blueprints or Drawings
- Swimming Pool (12) Below copies – No Larger than 11 x 17” will be accepted**
Above Ground _____ In Ground _____
See Pool Checklist under Information Regarding Building Codes & Ordinances for Reference & Guidelines updated 3/30/2023
2 sets of Plat of Survey indicating placement of pool
3 sets of Plans or purchase order for pool
- Deck (13) Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Plat of Survey indicating placement of construction and distance to all property lines
3 sets of Building Blueprints or Drawings (Deck example available)

- ❑ **Demolition** (14) **Below copies – No Larger than 11 x 17” will be accepted**
3 sets of Plat of Survey indicating structure to be Demolish
- ❑ **Electrical Only** (15) **Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Google Map or GIS map indicating location of property
3 sets of Building Blueprints or Drawings
- ❑ **Communication Tower** (16)
2 sets of Plat of Survey indicating placement of construction and distance to all property lines
3 sets of Stamped and Sealed Drawings & Calculations for the Tower
Approval Letter from the FCC
Approval Letter from the FAA
Lease Agreement for the property
- ❑ **Change in Occupancy/Life Safety** (17) **Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Plat of Survey indicating placement of existing structures
3 sets of Building Blueprints or Drawings of existing space and proposed space
- ❑ **Driveway** (18) **Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Plat of Survey indicating placement of construction and distance to all property lines
3 sets of Driveway Plan and Profile
- ❑ **Fire Restoration** (19) **Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Plat of Survey indicating placement of existing structures
3 sets of Building Blueprints or Drawings
- ❑ **Patio** (20) **R5, R6 & R7 zoning Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Plat of Survey indicating placement of construction and distance to all property lines
3 sets of Plans or Drawings
- ❑ **Wind Turbine** (21) **Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Plat of Survey indicating placement of construction and distance to all property lines
3 sets of Building Blueprints or Drawings
- ❑ **Flood Damage** (22) **Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Plat of Survey indicating placement of existing buildings
3 sets of Building Blueprints or Drawings
- ❑ **Generator** (23) **Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Plat of Survey indicating placement of construction and distance to all property lines
3 sets of Manufacturers Specifications
- ❑ **Solar** (24) **Below copies – No Larger than 11 x 17” will be accepted**
2 sets of Plat of Survey indicating placement of construction and distance to all property lines
3 sets of Drawings and Calculations

Please Note : Health Department requires Site Evaluation Form for all Building Permits unless specified.

Any omitted information on building blueprints, site plans or application will delay the issuing of building permit. Typical turnaround of permits depends on type of project...please inquire for specific type of building when applying.

- All required documentation must be submitted together or permit will not be processed.**
- All 4 pages of application need to be submitted with valid signature of current homeowner.**

1. All work shall comply with the Codes and Ordinances of the County of Kendall, even if an error or omission was not identified on the approved plans.
2. All information contained in this application and on the building plans is to the best of my knowledge, true and accurate and in compliance with the codes and ordinances of the County of Kendall.
3. The applicant attests that they are free of debt or current on all debts owed to Kendall County as of the application date.

SIGNATURES OF ALL OWNERS

Owner – Required including Middle Initial

Contractor-if applicable

Owner – Required including Middle Initial

Date

Date

ANY PERMIT ISSUED SHALL BECOME INVALID IF THE AUTHORIZED WORK IS NOT COMMENCED WITHIN SIX MONTHS AFTER ISSUANCE OF THE PERMIT OR IF THE AUTHORIZED WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF SIX MONTHS AFTER THE TIME OF COMMENCING THE WORK.

We do not have authority to enforce the covenants or adopted rules of any Homeowner’s Association in Unincorporated Kendall County.