

New Single Family Home Build Permit Requirements

- **Building Permit Application** – Original filled out, signed and dated by Owner and Contractor
- **Access Permit** from Authority having Jurisdiction – **see Township Highway Access Permit form**
- **Septic Approval** from Kendall County Health Department
- **Well Approval** from Kendall County Health Department
- **3 Sets of Architectural Stamped Drawings** or comparable plans as approved by Code Official showing compliance with adopted Kendall County Building Codes
- **2 Stamped Plats of Survey** Marking footprint of proposed home
 - Proposed top of Foundation
 - Grading Plan
- **Driveway Plan and Profile**
- **Energy Certificate – form** - sample link attached
- **Blower Test** – Illinois Energy Conservation code
- **Silt Fence** – contact township on requirements
- Approval Letter from Homeowner Association (if applicable)
- Paid receipts from School Districts for Land Cash (Estates of Millbrook only)
- **Subdivisions** – see Required Information checklist
- **Offsite Road Improvements** – see attached for List of required Subdivisions
- **Land Cash** – will be calculated when Permit is submitted.

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.

***Building Permit Fee, Land Cash Fee and any applicable fees to be collected when Permit is approved.**

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	Print Name	Date

KENDALL COUNTY TOWNSHIP HIGHWAY COMMISSIONERS

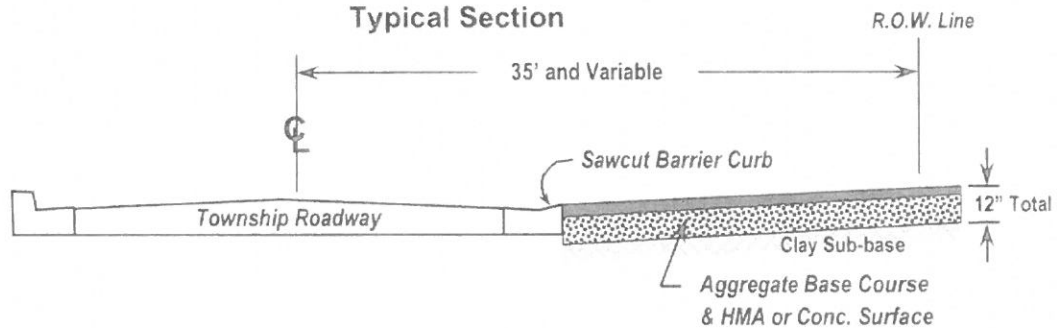
Elected
April 6, 2021

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

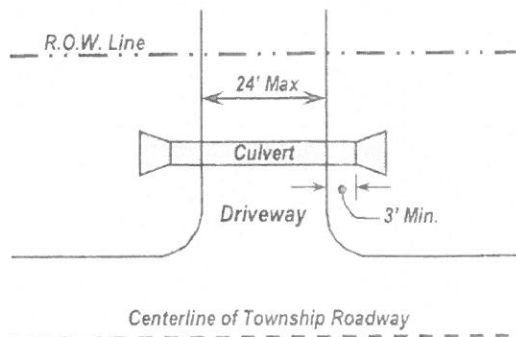
- For new homes, submit Application to Township Highway Commissioner prior to receiving building permit.
- If access is approved, install construction entrance first, using 3" aggregate prior to start of any excavation.
- Pipe Culverts (if required). Township will determine size, type, etc.
 1. Corrugated 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

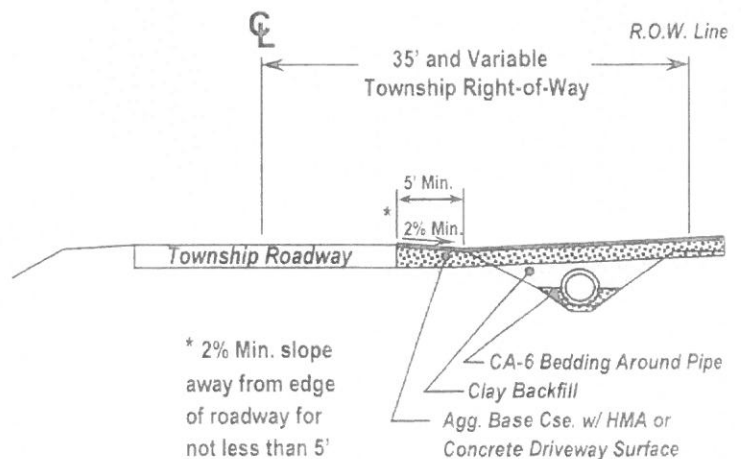


Roadways without Curb

Plan View

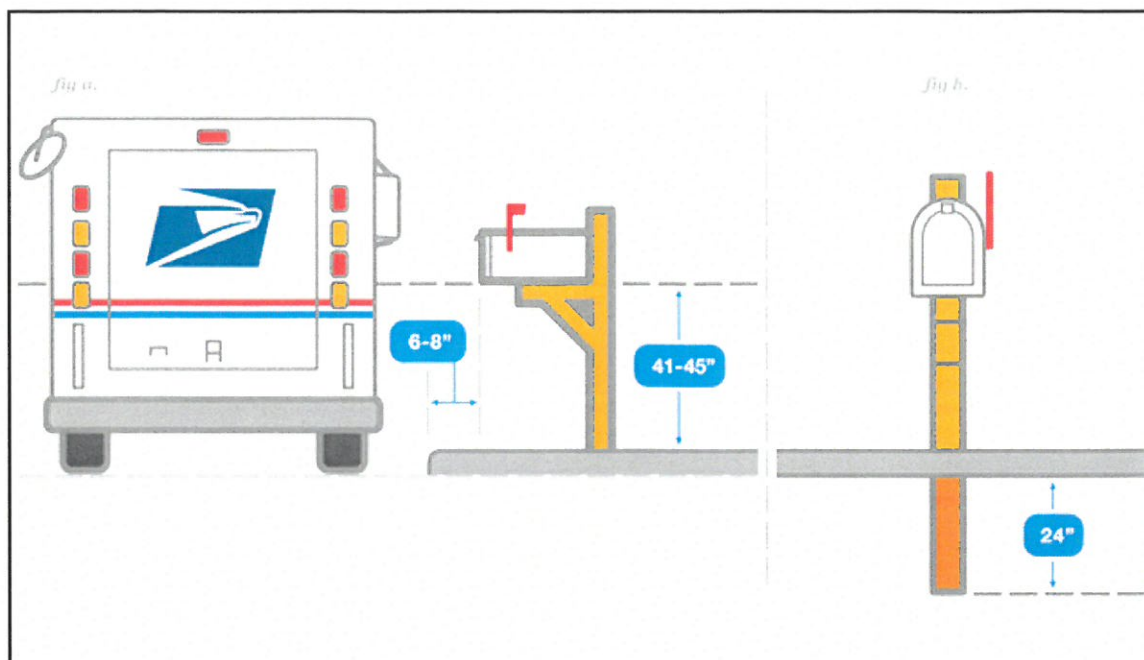


Typical Section



United States Postal Service

Mailbox Guidelines



Look for Postmaster General's Seal

Every new mailbox design should be reviewed and receive the Postmaster General's (PMG) seal of approval before it goes to market. If you opt to construct your own mailbox, it must meet the same standards as manufactured boxes, so show the plans to your local postmaster for approval.

Placing the Mailbox

Here are some helpful guidelines to follow when installing your mailbox:

Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.

Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidelines.

Put your house or apartment number on the mailbox.

If your mailbox is on a different street from your house or apartment, put your full street address on the box.

If you are attaching the box to your house, make sure the postal carrier can reach it easily from your sidewalk, steps, or porch.

Installing the Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.

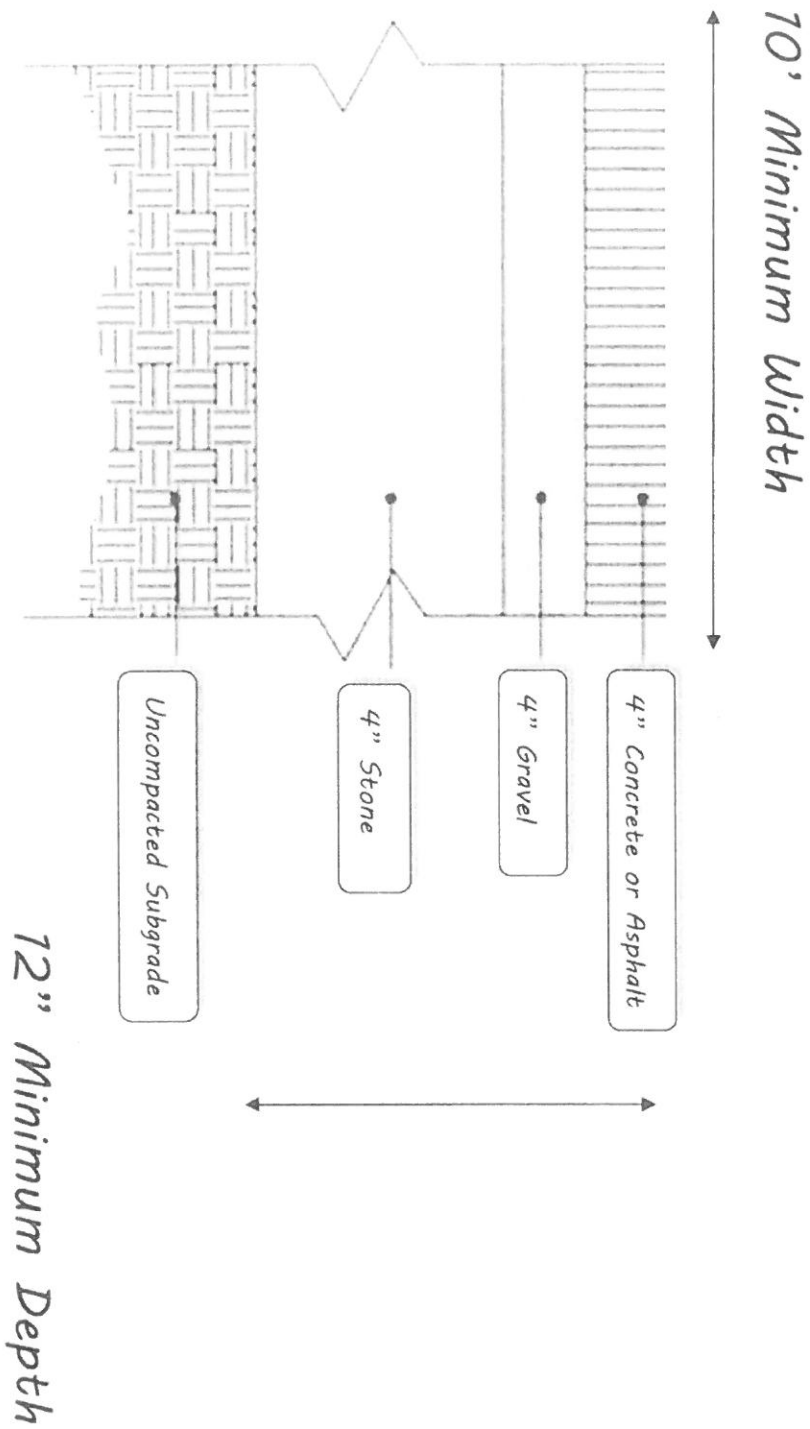
Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).

Bury your post no more than 24" deep.

*Property owner may incur legal liability for property damages & injuries if mailbox does not comply w/ USPS regulations

Kendall County

Driveway Example



Energy Efficiency Certificate

Insulation Rating	R-Value	R-Value
Ceiling /Roof	R-	R-
Walls	Frame	Mass
	Basement	Crawl space
Floors	Over unconditioned space	Slab edge
Ducts	Attic	Other

Air Leakage Test Results			
Blower door		ACH/50 Pa.	Duct testing
			Cfm/100 ft²

Fenestration Rating	NFRC U-Factor	NFRC SHGC
Window	U-	
Opaque door	U-	
Skylight	U-	

Equipment Performance	Type	Efficiency
Heating system		AFUE
Cooling system		SEER
Water heater		EF

Indicate if the following have been installed (an efficiency shall not be listed)

electric furnace
 gas-fire inverted room heater
 baseboard electric heater

Designer/builder		
Code edition		Date

ILLINOIS CODE DIAGNOSTICS



Find a Diagnostic Energy Tester

On January 1st, 2016, the State of Illinois updated the Illinois Energy Conservation Code (based on the 2015 International Energy Conservation Code with [Illinois amendments \(http://www.illinois.gov/dceo/whyillinois/KeyIndustries/Energy/Pages/IECCAmendments.aspx\)](http://www.illinois.gov/dceo/whyillinois/KeyIndustries/Energy/Pages/IECCAmendments.aspx)) through the Illinois Energy Efficient Building Act [[20 ILCS 3125 \(http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2614&ChapterID=5\)](http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2614&ChapterID=5)]. As part of the new energy code, blower door testing is required to demonstrate a building infiltration rate of no more than 5 ACH50. Duct tightness testing is required where the air-handler or any portion of the ducts are located outside of the building thermal envelope or pressure boundary.

The Midwest Energy Efficiency Alliance (MEEA) is providing a list of individuals who have taken training or hold certifications related to using building diagnostic equipment including, but not limited to, blower door and duct pressurization equipment. These individuals have received training or certifications demonstrating that they are able to complete blower door testing and/or duct leakage testing in compliance with the Illinois Energy Conservation Code. The State of Illinois does not endorse individual building diagnostic testers. It is recommended that anyone interested in utilizing this list solicit multiple bids and check relevant insurance and licensing of the professionals being considered for building diagnostic tests. For more information on the types of training and certifications listed, please visit [the More Information page \(http://www.ilcodediagnostics.org/node/2\)](http://www.ilcodediagnostics.org/node/2).



[Map of Statewide Diagnostic Tester Coverage \(/sites/default/files/sites/default/files/uploads/IL-Code-Diagnostics-Map.gif\)](/sites/default/files/sites/default/files/uploads/IL-Code-Diagnostics-Map.gif)

Blower Door Testers

Is less than # miles from City and State or ZIP

Duct Leakage Testers

Is less than # miles from City and State or ZIP

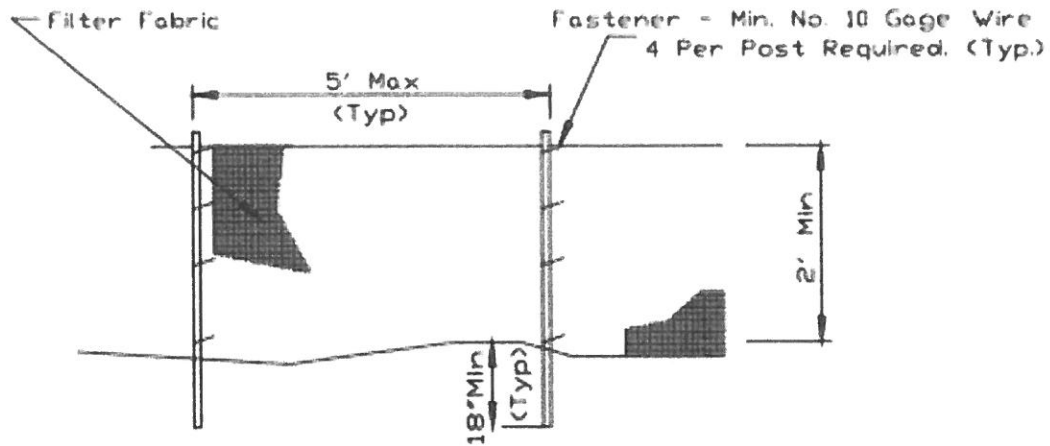
Company or Individual Name

Enter company or contractor name

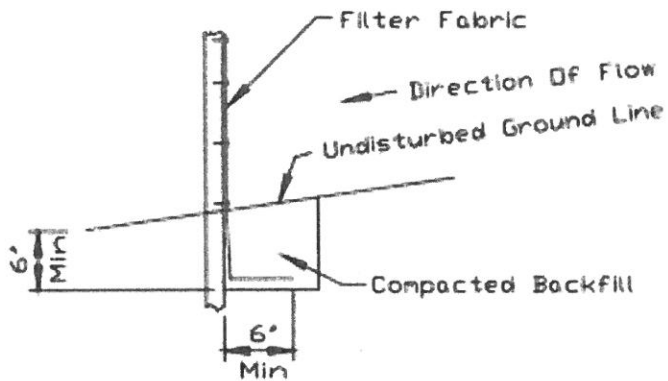
- Are you interested in being listed on this site? [Apply to be listed](http://ilcodediagnostics.org/application) (<http://ilcodediagnostics.org/application>).
- Are you already listed but need to change, update, or add additional information? [Download the Change Request form](/sites/default/files/sites/default/files/uploads/Request-Listing-Changes-ILCODEDIAGNOSTICS_Updated.doc) (/sites/default/files/sites/default/files/uploads/Request-Listing-Changes-ILCODEDIAGNOSTICS_Updated.doc). *[Word document format, instructions included]*.

For a list of contractors that have been recognized as qualified to perform diagnostic energy audits and/or comprehensive home energy upgrades through the statewide Illinois Home Performance with ENERGY STAR program go to [the Illinois Home Performance website](http://www.IllinoisHomePerformance.org/findcontractor/participating) (<http://www.IllinoisHomePerformance.org/findcontractor/participating>).

SILT FENCE PLAN



ELEVATION



FABRIC ANCHOR DETAIL

NOTES:

1. Temporary sediment fence shall be installed prior to any grading work in the area to be protected. They shall be maintained throughout the construction period and removed in conjunction with the final grading and site stabilization.
2. Filter fabric shall meet the requirements of material specification 592 Geotextile based upon performance needed.
3. Fence posts shall be either standard steel post or wood post with a minimum cross-sectional area of 2' x 2' nominal size.

REFERENCE

Project	
Designed	Date
Checked	Date
Approved	Date



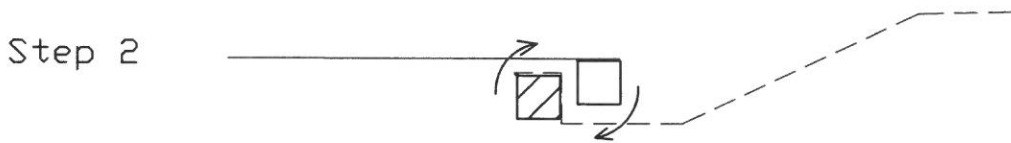
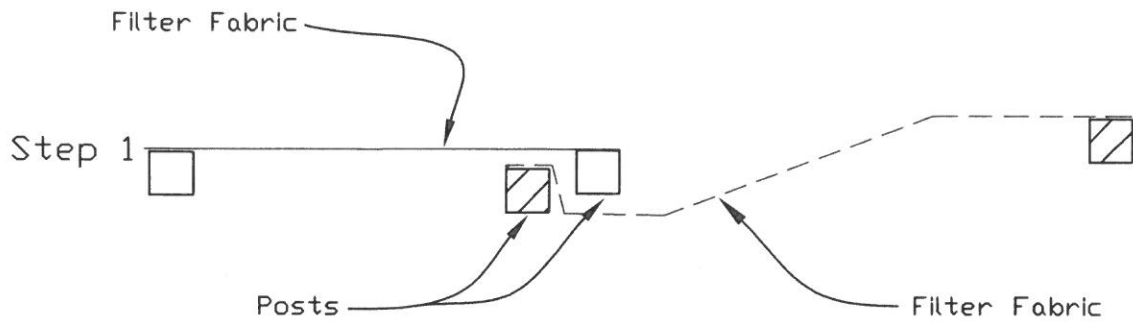
STANDARD DWG NO

IUM-620

SHEET 1 OF 2

DATE 08-16-10

SILT FENCE - SPLICING TWO FENCES



ATTACHING TWO SILT FENCES

1. Place the end post of the second fence inside the end post of the first fence.
2. Rotate both posts at least 180 degrees in a clockwise direction to create a tight seal with the fabric material.
3. Cut the fabric near the bottom of the stakes to accommodate the 6" flap.
4. Drive both posts a minimum of 18 inches into the ground and bury the flap.
5. Compact backfill (particularly at splices) completely to prevent stormwater piping.

REFERENCE
 Project _____
 Designed _____ Date _____
 Checked _____ Date _____
 Approved _____ Date _____



STANDARD DWG. NO.
 IUM-620B(W)
 SHEET 1 OF 1
 DATE 3-16-2012

Subdivision Name		Additional Information Required
Brighton Oaks Estates	√	Sewer Connection - Bio System -UFP inspection required Access Permit Required
Estates of Millbrook		Paid School Receipts Access Permit Required
Equestrian Estates		\$1000.00 Offsite Roadway Fee Access Permit Not Required - Private Road
Grove Estates		Tree Survey Required - Identify trees to be removed Sewer Connection \$1000.00 Offsite Roadway Fee Access Permit Required
Henneberry		\$1000.00 Receipt from Oswego Fire Dist \$1000.00 Offsite Roadway Fee Access Permit Required
High Grove		Sewer Connection - Bio System -UFP inspection required Access Permit Not required
Highpoint Meadows		\$1000.00 Offsite Roadway Fee Access Permit Required
Matlock		\$1000.00 Offsite Roadway Fee Access Permit Required
Schaefer Glen		\$1000.00 Offsite Roadway Fee Access Permit Required
Whitetail Ridge		Architectural Approval Letter \$1000.00 Offsite Roadway HOA Architectural Approval letter Silt Fence & Sidewalk per HOA requirements Access Permit Required