



**VILLAGE OF ARLINGTON HEIGHTS**  
DEPARTMENT OF BUILDING & HEALTH SERVICES  
33 S. Arlington Heights Rd.  
Arlington Heights, IL 60005  
Phone (847) 368-5560  
Fax (847) 368-5975  
Website: www.vah.com

## **RESIDENTIAL DRIVEWAY**

### **PERMIT SUBMITTAL REQUIREMENTS**

#### **ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:**

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- [APPLICATION FOR BUILDING PERMIT](#)
- [GUARANTY DEPOSIT BOND](#) – *NOTE: A \$50 re-inspection fee will be deducted from this bond. The re-inspection fee(s) should be the responsibility of the contractor.*
- [CONTRACTOR'S LICENSE APPLICATION](#) (All contractors must be licensed in the Village of Arlington Heights prior to release of permit)
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
  - [HOMEOWNER AS GENERAL CONTRACTOR](#) (If applicable)
  - [CONCRETE/ASPHALT ACKNOWLEDGEMENT](#) (If applicable)
  - [BRICK PAVING REQUIREMENTS](#) (If applicable)
  - [BRICK/DECORATIVE CONCRETE WAIVER LETTER](#) (If applicable)
  - CONTRACTOR'S PROPOSAL
  - MARKED UP PLAT OF SURVEY SHOWING THE FOLLOWING:
    - EXISTING AND PROPOSED DIMENSIONS OF DRIVEWAY AND APRON
    - DRIVEWAY AND APRON MUST BE SAME WIDTH AT PUBLIC SIDEWALK
    - LENGTH OF CURB TO BE REPLACED
    - SQUARES OF SIDEWALK TO BE REPLACED
- PLAN REVIEW FEE - \$11.00 PER THOUSAND OF THE VALUE OF WORK – DUE AT TIME OF SUBMITTAL

**ONLY FULLY COMPLETED PERMIT SUBMITTALS CAN BE ACCEPTED FOR  
REVIEW AND APPROVAL**

## **PLAN REVIEW/INSTALLATION REQUIREMENTS**

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- [RESIDENTIAL DRIVEWAYS HANDOUT](#)
- [ENGINEERING PLAN REVIEW REQUIREMENTS](#)
- MAXIMUM DRIVEWAY WIDTHS:
  - 1 OR 2 CAR: MAX. 22' WIDE, MIN. 9' WIDE
  - APRON CAN HAVE 3' FLARE ON EACH SIDE (TOTAL OF 6' AT STREET)
  - 3 CAR: MAX. 32' WIDE
- GRADE ELEVATIONS WILL BE REQUIRED FOR ALL DRIVEWAYS TO REAR YARD GARAGES. CURBING MAY BE REQUIRED TO ENSURE PROPER DRAINAGE

## **PERMIT SUBMITTAL INFORMATION**

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- ★ All applications, including revisions, must be submitted to the Department of Building & Health Services.
- ★ An engineering inspection fee of \$50 and a \$200 refundable bond will be due at time of permit pick up.
- ★ Allow 20 working days for review time.

## **PERMIT REVISION INFORMATION**

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- ★ If there is a rejection by any reviewing department, a correction report will be mailed/faxed to the permit applicant after the plan has been reviewed by all reviewing departments.
- ★ Revisions may take an additional 10 working days to process.
- ★ If the general contractor and/or any subcontractors change, a letter from the permit applicant documenting the replacement general contractor and/or any subcontractors is required. The Village of Arlington Heights requires that contractors working within the Village obtain a contractor's license and/or present proof of registration to work in the Village in accordance with the Arlington Heights Municipal Code.