



BUILDING & INSPECTIONS DIVISION

200 East Wood Street • Palatine, IL 60067-5339
 Telephone (847) 359-9042 • Fax (847) 776-4733
 www.palatine.il.us

**EXPRESS PERMIT
 APPLICATION
 CONCRETE DRIVEWAY/
 GARAGE FLOOR**

PRINT CLEARLY. ILLEGIBLE AND/OR INCOMPLETE APPLICATIONS WILL BE RETURNED (this is a two sided application)

Property/Owner Information check if applicant ■

Project Address: _____
 Owner Name: _____ Day Phone: _____ Eve Phone: _____
 Owner Address: _____ City: _____ State: _____ Zip: _____

Contractor Information (if applicable) check if applicant ■

Company Name: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Contact Name: _____ Bus Phone: _____ 24 Hr Phone: _____

Planning/zoning		Building		Engineering	
Approved by:	Date:	Approved By:	Date:	Approved By:	Date
Permit #	Registered:	Bond:	Date Issued:		

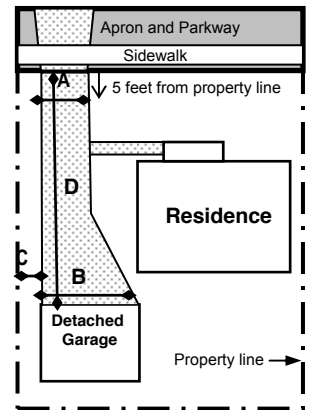
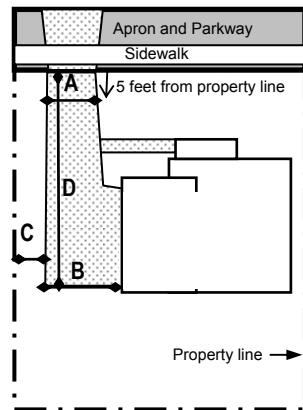
CONCRETE DRIVEWAY CONSTRUCTION REQUIREMENTS:

- Concrete driveways shall be constructed with at least 5 inches of air entrained concrete fc=3500 psi, with a cement content per ACI318.
- Concrete driveway aprons in the Village right of way (parkway) shall be constructed with at least 5 inches of air entrained fc=3500 psi, with a cement content per ACI318.
- All concrete shall be placed over at least 4 inches of graded and compacted gravel base material. **No pea gravel allowed as a base material for driveways.**
- Surface water drainage may not be directed onto adjacent properties.
- The radius of the driveway at the intersection with the curb shall not exceed 7 feet.
- Any municipal property (parkway, street, curbs, sidewalk, etc.) damaged during construction shall be repaired and is subject to a one year maintenance period.
- Any apron being replaced for addresses located on State or County roads require an IDOT or CCHD permit.
- Wire mesh is **not allowed** in the parkway (apron) or public walk area.

ZONING REQUIREMENTS:

Measurements shall be noted on the submitted Site Plan (see diagrams at right and refer to notes below for example)

- Width at lot line, for a minimum distance of 5 feet.
 - Maximum of 25 ft is permitted.
- Width at widest point.
 - Maximum 30 ft for a two-car garage or less
 - Maximum 35 ft for a three-car garage or greater
 - Minimum width: 9 ft
- Side/Rear yard setback.
 - 2 ft from interior side or interior rear lot line, except when a driveway is shared between 2 adjacent properties.
- Length of drive shall be noted on the site plan



Office Use



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Please be sure to read and sign on following page

GARAGE FLOOR CONSTRUCTION REQUIREMENTS:

- Install thickened concrete edge at overhead door 14 inches down and 20 inches wide. This 14 inch measurement **includes** the 3 1/2" for the concrete floor replacement.
- At least 4 inches of graded compacted gravel base material.
- Install (2) #5 5/8 inch diameter rebar approximately in bottom of thickened edge at overhead door, approximately 3 inches from bottom along full length.
- Install vapor barrier under attached garage slabs.
- Dowel beam into existing foundation @ sides.

SUBMITTAL REQUIREMENTS

- Completed application and copy of signed contract. Apron work requires an IDOT or CCHD permit for addresses on State or County roads.
- Three copies of fully dimensioned plat of survey showing proposed work and signed plat of survey accuracy affidavit form.
- Express permits require a 3 day plan review.
- The permit fee is \$46.00. The permit is good for 90 days from date of issuance.
- Contractor must be registered and bonded with the Village.

INSPECTIONS

- Contractor or homeowner to be on site with stamped approved "job copy"
- Please call the Building Division for driveway & garage slab inspections at (847) 776-4745 at least 24 hours in advance.
- Please call the Engineering Division for apron inspections at (847) 359-9044 at least 24 hours in advance.

The following inspections are required:

- Concrete prepour – when forms are all in place and sub-base is compacted.
- Final Driveway/Apron - when job is complete.

ADDITIONAL INFORMATION

Homeowner's Associations (HOA) may have covenants, conditions and restrictions that are more restrictive than the Village of Palatine's Zoning Ordinances. Therefore, it is the responsibility of the homeowner to acquire approval from their Homeowner's Association for any construction proposed under this building permit. The Village does not require HOA approval prior to issuing a permit.

Signatures

I hereby certify to the correctness and accuracy of this application and all submitted information and agree to perform the above construction in strict compliance with all provisions of the Village of Palatine code of ordinances. It is my understanding that no error or omission in either the plans or application, whether said plans or application has been approved by the Community Services Department or not, shall permit or relieve the applicant from constructing the work in any other manner than that provided for in the ordinances of the Village relating therein. In addition, I hereby authorize the above listed contractors to perform all work necessary to complete the requirements of this permit. I also understand that the Code Official upon presentation of proper credentials may enter at reasonable times any building, structure or premises in the jurisdiction to perform any duty imposed upon him by such ordinances. Having read this application, the information handout, and fully understanding the intent thereof, I declare that the statements made are true to the best of my knowledge and belief.

ORIGINAL OWNERS SIGNATURE REQUIRED – FACSIMILES OR COPIES WILL NOT BE ACCEPTED

Owner

Print Name: _____ Signature: _____ Date _____

Check if applicant

Contractor

Print Name: _____ Signature: _____ Date _____

Check if applicant



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**PLAT OF SURVEY
AFFIDAVIT/
REQUIREMENTS
1 OF 2**

**PROPERTY OWNER’S AFFIDAVIT OF PRESENT
ACCURACY OF ATTACHED PLAT OF SURVEY**

LEGAL DESCRIPTION: (ATTACHED SURVEY)

I am the owner of record, of the property with the legal description as stated on the attached plat of survey. I hereby affirm that the survey attached hereto is the survey for said property, and that the attached survey accurately depicts the current conditions with all existing improvements to the property as of the date of this affidavit and provides the information as required per the **Submission Requirements for Zoning Review** (see other side).

In addition, I know of no assertion being made by any adjoining owner or by myself against them, as to the location of the property boundary lines or disputes as to occupancy of any portion of my property or their property.

I fully understand that in the event the attached survey does not accurately depict all existing improvements made to the property as of today’s date, the Village of Palatine may elect to reject this plan and the permit for which I am applying shall not be approved (or work in progress pursuant to the permit will be stopped) until an accurate survey has been received and approved by the Village of Palatine.

ORIGINAL OWNERS SIGNATURE REQUIRED – FACSIMILES OR COPIES WILL NOT BE ACCEPTED

CERTIFIED BY:

Property Owner Signature: _____

Date: _____

Please Print: _____

Property Address: _____

PIN #: _____

For Office Use Only

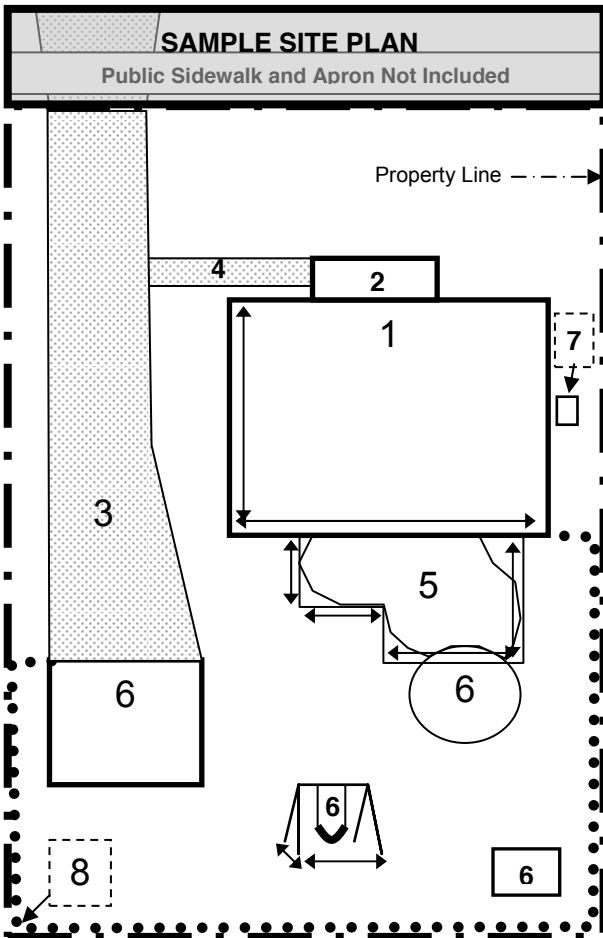
Permit Number: _____

Clerk Initials: _____

Submission Requirements for Zoning Review

Review by the Planning and Zoning Department is completed prior to the issuance of a permit. Zoning review checks for compliance of lot coverage and building coverage for all improvements on a parcel. Size, location (setbacks) and height of the proposed construction are also reviewed. In order for Staff to complete the zoning review, a scaled plat of survey shall be submitted with your permit application. On this plat of survey indicate the proposed construction and any additions to the property since the Plat was drawn. This must be drawn to scale.

Information for all existing structures shall be included on your Plan. If your Plat does not include all of the applicable information, correct any deficiencies by adding any missing structures or paving to the Plan. Plats of Survey should be to scale.



Existing Structures:

Please note the dimensions and locations of:

1. Residence, including garage
2. Porches/stoops
3. Driveways - The width at the property line as well as the width at the widest point should be indicated.
4. Sidewalks
5. Patios or Decks - The height of the deck or patio shall be noted as measured from grade
6. Accessory structures, such as
 - Detached garages
 - Pools. Note if the pool is above ground, or in-ground, and any patios/deck surrounding it.
 - Sheds
 - Play equipment
7. A/C Units and Generators
8. Fences

Proposed Construction:

Indicate the location, setbacks from the residence and property line(s), and height.

Helpful Hints:

- The Plat of Survey notes the property as it existed at the time the survey was drawn. It is acceptable for you to update this by drawing to scale any additions to the property since the Plat was drawn. In addition, include the proposed work.

- You can find dimensions of many structures on your property on your Plat of Survey.
- Irregular shaped structures, like patios or playground equipment, may be “boxed” as a simple way to indicate the approximate dimensions.
- Building Coverage is defined as all roofed structures (porches, garages, sheds) and any structure over 16 inches in height from grade (decks, patios, playground equipment, above ground pools).
- Lot Coverage consists of all structures included in the Building Coverage as well as any impervious surfaces (driveways, sidewalks, brick patios, etc.)

If you have any questions regarding the zoning review submission requirements, please contact the Planning and Zoning Department at (847) 359-9047.