



**City of Elmhurst**

Community Development Department  
209 N. York St. Elmhurst, IL 60126  
630-530-3030 or Email:planreview@elmhurst.org

**RESIDENTIAL  
PERMIT CHECKLIST & REQUIREMENTS**

**\*\*EACH PERMIT APPLIED FOR MUST INCLUDE THE NOTED NECESSARY REQUIREMENTS  
IN ORDER TO BE CONSIDERED A COMPLETED PERMIT APPLICATION\*\*  
\*\*\* NO PERMIT APPLICATION WILL BE REVIEWED IF NOT COMPLETED\*\*\***

MINOR INTERIOR REMODEL

- Plans (LINE OR CAD DRAWINGS)
- Note Type of Remodel (ex: bathroom/kitchen/basement)
- Scope of Work (Description including sizes & materials to be used)
- Provide any necessary plumbing information
- Provide any necessary electrical information including amperage  
*(minor remodels do not need hvac/framing/or moving of plumbing/elec/gas/sewer)*

OUTDOOR KITCHEN

- Plat of Survey (Highlight location on survey)
  - Layout (Line or CAD Drawing)
  - Scope of Work (Description including sizes & materials to be used)
  - If installing gas note location of gas lines on plat of survey
  - Provide any necessary plumbing information
  - Provide any necessary electrical information including amperage
- \*\*Please Note: any flat work will need a separate public works permit application\*\***

FIRE PIT/PLACE

- Plat of Survey (Highlight location on survey w/all setbacks including from house)
- Scope of Work (Description including sizes & materials to be used)
- If installing gas note location of gas lines on plat of survey
- Note the total distance from any standing structure  
(10ft for gas & 15ft for wood burning)

GENERATOR

- Plat of Survey (Highlight location on survey w/all setbacks including from house)
- Scope of Work (Description including sizes & materials to be used)
- If installing gas note location of gas lines on plat of survey
- Provide copy of manufacture specifications on insulation

PERGOLA

- Plat of Survey (Highlight location on survey)
- Scope of Work (Description including sizes & materials to be used)

DECK

- Plat of Survey (Highlight location on survey)
- Scope of Work  
(Description including sizes & materials to be used; build to 60lb live load)
- Provide Step/stoop information including sizes (#, length, width, height of risers)

**\*\*Please review deck specifications located on our City of Elmhurst website at:**

<https://www.elmhurst.org/Document%20Center/Services/Community%20Development/Permits%20&%20Forms/Residential%20Forms/Deck%20Requirements.PDF>

WINDOWS

- Number of windows
- Location of windows
- U-factor
- Egress Requirement

LAWN SPRINKLER

- Plat of Survey (note head locations)
- If in parkway provide covenant
- Include typed property legal description
- Description of work

SIDING WITH GUTTRS/DOWN SPOUTS

- Plat of Survey  
(note: the direction of the discharge)
- Description of work

SIDING - NO GUTTRS/DOWN SPOUTS

- Description of work

ELECTRICAL SERVICE

- Description of work
- # of AMPs (is it above or underground)

GARAGE SLAB

- Description of work

SHED

- Plat of Survey (Highlight location on survey)
- Description of work

FOUNDATION REPAIR

- Description of work

EXTERIOR STEPS/STOOP

- Plat of Survey (Highlight location on survey)
- Description of work  
(#, length, width, height of risers)



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### POOL/SPA

- Plat of Survey (Highlight location on survey w/all setbacks including from house)
- Review Pool guidelines at [www.cityofelmhurst.org](http://www.cityofelmhurst.org); under swimming pool requirements.
- Review Pool checklist at [www.cityofelmhurst.org](http://www.cityofelmhurst.org); under swimming pool checklist.

**\*\*Please Note: any flat work will need a separate public works permit application\*\***

### NEW HOME

- Stamped Architectural Plans (must be emailed to [planreview@elmhurst.org](mailto:planreview@elmhurst.org))
- Scope of work w/sewer and water service plans
- Provide electrical plans & plumbing plans w/riser diagrams
- Plat of Survey
- Engineering Site Plan
- DuPage County Stormwater Management Certification Application

### HOME ADDITION

- Stamped Architectural Plans (must be emailed to [planreview@elmhurst.org](mailto:planreview@elmhurst.org))
- Scope of work w/sewer and water service plans
- Provide electrical plans & plumbing plans w/riser diagrams
- Engineering Site Plan (see website for engineering site plan requirements)
  - Engineering Site Plans for Additions that adds less than 500 sq. ft. may not be required

### MAJOR INTERIOR REMODEL

- Stamped Architectural Plans (must be emailed to [planreview@elmhurst.org](mailto:planreview@elmhurst.org))
- Scope of work w/sewer and water service plans
- Provide electrical plans & plumbing plans w/riser diagrams

### DORMER

- Stamped Architectural Plans (must be emailed to [planreview@elmhurst.org](mailto:planreview@elmhurst.org))
- Plat of Survey
- Scope of work w/sewer and water service plans
- Provide electrical plans & plumbing plans w/riser diagrams
- Provide copy of manufacture specifications on insulation
- If placed on Roof need structural analysis

### NEW GARAGE

- Stamped Architectural Plans (must be emailed to [planreview@elmhurst.org](mailto:planreview@elmhurst.org))
- If remove & replacing garage provide existing garage size & new size for impervious surface
- Plat of Survey
- Engineering Site Plan
  - Engineering Site Plans for a Garage that adds less than 500 sq. ft. may not be required

### PORCH

- Plat of Survey (highlight the location)
- Scope of work (if covered roofing information is required)
- Provide Step/Stoop information include sizes: length/width/height/risers)
- If remove & replacing porch provide existing porch size & new size for impervious surface

### NEW ROOF

- Scope of Work
- Sheathing
- Overflow Drainage?
- Ice & water shield shingles

### ELEVATOR

- Plans

### DRAINTILE

- Description of work
- Drawing of Interior/Exterior
- Plat of Survey – show discharge location & provide measurements



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### OVERHEAD SEWER/CHECK VALVE/NEW SEWER & WATER LINES

- Site Plan or Plat of Survey (w/location of overhead & valve)
- Scope of work with diagram of inside sewer work
- Will Sewer/Water lines be replaced? If so note location of line on survey or site plan
- Invoice of work done (on overhead sewer & check valves only)

**\*\*NOTE: Building Plan Review & Engineering may require additional information during the review process\*\***