

Village of Glen Ellyn Minimum Plan Review Submission Requirements



Project Type _____							
Address _____				Demo & New	*	* Alteration Or Remodel	Accessory or Misc.
Date _____			Demo	New	*		
Req'd	Sub'd	Plans and Construction Documents:					
		Construction Plans: 4 copies for residential projects– 6 copies for commercial projects		●	●	●	●
		Fire Sprinkler System Plans (4) copies		●	●	○	○
		Demolition Site Restoration Plan (3) copies	●				
		Site Management Plan (3) copies ¹	●		●		
		HVAC Equipment Sizing Calcs. & specs (Manual J & S) (2) copies		●	●	○	○
		Tree Preservation Plan (3) copies ^{1,2}	●	●	●	○	○
		Drainage Plan and Certification (2) copies	●	○	○	○	○
		Grading Plan (5) copies ^{1,3}		●	●	○	○
		Plat of Survey with easements (2) copies	●	●	●	●	●

Village Applications and Forms:

		Application for Building Permit	●	●	●	●	●	●
		Tree Preservation Application (packet) ²	●	●	●	○		○
		DuPage County Stormwater Management Permit Application ³		●	●	○		○
		Fire Sprinkler Information Sheet		●	●	○	○	
		Demolition Certification	●		●			
		Certificate of Building Height Compliance		●	●	●	○	○
		1&2 Family Dwelling Zoning Worksheet		●	●	●	○	○
		Water Supply Fixture Unit Calculation ⁴		●	●	○	○	
		Business Registration Application – Commercial only		○	○	○	○	
		Work in Parkway Application	○	○	○	○	○	

Other Documentation and Fees:

		Photographs of Building (2 different views minimum)	●		●			
		Contractors Registration	●	●	●	●	●	●
		Engineer's Estimate of Cost Improvements ³		●	●	○		○
		Videotape of existing Sanitary Sewer Service ⁴				○	○	
		DuPage County Health Department Permit	○	○	○	○	○	○
		Other Agency Approval (Township, County, State or Federal)	○	○	○	○	○	○
		Plan Review Fee – based on project type ⁵		●	●	○	○	

● Indicates required document. ○ Indicates document that may be required (see footnotes below for more information).

1. Site Management, Tree Preservation and Grading plans may be combined - please submit (8) copies.
 2. Tree Preservation is required for the development of any project with an area 300 sq. ft. and greater, enlargement of an existing structure by 20 percent or more, or grading of 1500 sq. ft. or greater.
 3. Grading Plans are required for the development of any project with a disturbed land area of 1500 sq. ft. and greater.
 4. Underground Utility/Site Improvements are required for Class II and III Additions, Alterations and Remodeling (see Village Code).
 5. Pre-paid fee required for all Residential SFR, Additions, Alterations and Remodeling as well as all Commercial Developments, Buildings, Addition and Remodel.
 6. Drainage Plans are required for any project with a disturbed area of 300 to 1500 sq. ft.
- * Class III Additions, Alterations and Remodeling shall comply or shall be upgraded to comply with all provisions of the Village codes, regulations and ordinances for a new building and as required for all Class II Additions, Alterations and Remodeling.