



Village of Glen Ellyn
Community Development Department
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Requirements for Foundation Surveys and Height Certification Surveys

Purpose: The purpose of this document is to inform contractors and property owners of the requirement for submittal of foundation and height certification surveys for all new buildings, additions or roofed over accessory structures that are located within two feet of the minimum required zoning setback and maximum permitted zoning heights.

Background:

In order to ensure that new construction and additions to, and alterations or remodeling of, existing buildings or structures comply with the restrictions and limitations of the Village's Zoning Code, amendments to Village Code Chapter 4 (Building Inspection) of Title 4 (Building Regulations) were adopted by Ordinance 5996, dated January 30, 2012. Requirements were set forth within those amendments to require verification of construction work in place at specific stages of construction, particularly after foundations were constructed and rough framing was completed.

Village Code Section 4-1-5. - General requirements, indicates:

"The following general requirements shall apply to all property within the Village of Glen Ellyn Municipal limits in addition to the requirements in all adopted Building Codes and ordinances:

- (I) *Inspections:* All construction being performed pursuant to a building permit under the provisions of this Code may be inspected by the Building Official or his representative at any reasonable time and shall be subject to inspections in accordance with the adopted codes and the following requirements:
 1. *Foundation survey:* The applicant shall submit a foundation location survey prepared by a registered surveyor upon completion of the foundation for all new buildings, additions or roofed over accessory structures that are located within two feet of the minimum required zoning setback, and no further work shall be done, other than installing drain tile and waterproofing the foundation, until the location survey and a backfill inspection have been approved.
 2. *Height certification:* The applicant shall submit a ridge and eave height certification prepared by a registered surveyor upon completion of the framework for all new principal buildings or additions that are constructed within two feet of the maximum permitted zoning heights, and no further work shall be done, other than rough electrical, mechanical, and plumbing work, until the ridge and eave height certification has been approved."

Issue:

It is the duty of both the contractor and the property owner to ensure that the project is constructed in accordance with the Village's codes that regulate construction. Please note that any error by Village staff during plan review or inspection of work in place does not relieve the contractor or property owner of this requirement.

If, upon Village review of the required surveys, it is determined that the work in place is not compliant with the zoning code, or with the approved permit drawings with respect to building or structure setbacks, footprint or height, a Stop Work Order will be issued and remain in effect until such time as the non-compliant work is brought into compliance.

Please note that performing work beyond that permitted above, prior to the submittal and Village approval of the required foundation and/or height certification surveys, will subject the contractor and/or owner to enforcement action which will result in the issuance of a Stop Work Order and possibly a citation(s) that will seek daily fines for each day that the unpermitted work continues. Separate citations may be issued to both the contractor and the property owner.

Acknowledgement:

The undersigned hereby acknowledge they have read and understand the contents of this document. Additionally, the undersigned understand that they may be individually, or collectively, issued a citation(s) in the event that the work in place is determined to be in non-compliance with the Village's codes regulating construction. This document must be signed by both parties prior to the issuance of a building permit.

Property Owner, printed name

Date

Property Owner, signature

Contractor, printed name

Date

Contractor, signature¹

Contractor, Company Name

1. By signing this document, the contractor represents that he is authorized to sign on behalf of the company, if a corporation.