

Village of Glen Ellyn Minimum Plan Review Submission Requirements



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

Other Documentation and Fees:

		Photographs of Building (2 different views minimum)	●		●			
		HVAC Equipment Sizing Calcs. & specifications (Manual J & S)		●	●	○	○	
		Contractor's Registration	●	●	●	●	●	●
		Engineer's Estimate of Cost Improvements ³		●	●	○		○
		Videotape of existing Sanitary Sewer Service ⁴				○	○	
		Impact Fees (Developer Donations)		○				
		DuPage County Health Department Permit	○	○	○	○	○	○
		Other Agency Approval (Township, County, State or Federal)	○	○	○	○	○	○
		Plan Review Fee - \$240.00 Residential , \$2,000.00 Commercial ⁵		●	●	○	○	

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

- Site Management, Tree Preservation and Grading plans may be combined - please submit (8) copies.
 - 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.
 - Grading Plans are required for the development of any project with a disturbed land area of 1500 sq. ft. and greater.
 - Underground Utility/Site Improvements are required for Class II and III Additions, Alterations and Remodeling (see Village Code).
 - Pre-paid fee required for all New Residential and Class II and III Additions, Alterations and Remodeling (as well as Commercial Developments).
 - 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.