



City of Countryside - Community Development Department

DRIVEWAYS - PATIOS - SIDEWALKS

Permit Requirements

803 Joliet Road
Countryside, IL 60525
(708) 354-1860
Fax: (708) 354-9445
www.countryside-il.org

The following information must be filled-out on the general permit application in order to approve the permit.

- Date of application
- Address of Structure
- Estimated Cost
- Property Owner's Name, Address and Phone Number
- General Contractor's Name, Address and Phone Number
(Indicate "Homeowner" if a contractor is not being used)
- Sign and Date Permit Application
- All permit applications submitted to the building department will require a tax bill and the Property Identification Number

PLAT OF SURVEY

A Plat of Survey of the property must accompany the permit application. This will not be returned to the property owner; however, our office would be happy to make a copy. Draw the driveway, patio and/or sidewalks exact location with dimensions on the plat. Please include the distance from the project to the side and rear lot lines.

GRADING PLAN

Replacement of existing driveways must be done at the exact same elevation as the previous driveway and must not change the flow or drainage of water. If the building inspector has concerns about the elevation or site drainage the owner or applicant will be required to submit a complete grading plan. All new driveways and additions to driveways will require a grading plan.

FEE

The fee for a residential driveway, patio or sidewalk permit is \$50.00. Payment is not required until the permit is released for payment by the Community Development Department. Payment is either via on-line payment, cash or check, make payable to: City of Countryside.

PERMIT ISSUANCE

Permits take approximately **THREE TO FIVE BUSINESS DAYS** to process. The Community Development Department will notify the property owner via e-mail when permit has been approved for release. Permits are printed when picked-up at the Community Development Department or sent via e-mail for display as required.

PERMIT EXPIRATION

The life of a permit is twelve (12) months from the date of issue. A permit may be extended past the twelve (12) months by submitting a written request for extension, to be approved by the Building Commissioner. If work has not started within the six (6) months of the date of issue, the permit will be void unless a written request is submitted for extension, and approved by the Building Commissioner.

INSPECTIONS

All projects require a base inspection (before pouring concrete or placing brick pavers) and a final inspection (when all work is completed). Inspections are scheduled by going to the web and entering <https://bsaonline.com/?uid=2690> and then go to schedule an Inspection link, find the permit you wish to schedule an inspection for by typing in the permit number and following the prompts. If you do not have access to the site, call the building department at least one business day in advance at 708-354-1860.

CONTRACTORS

All contractors doing work in the City of Countryside must be licensed and bonded with the City prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded. All contractors doing work in the City of Countryside must be licensed and bonded with the City prior to starting the work. Permits will not be issued unless all contractors on the permit are licensed and bonded. If at any time during the permit approval process or during construction after the permit is approved and issued, a decision is made to change any contractor listed on the application, a revised permit application form must be completed and submitted to the Community Development Department. Verification of the new contractor's license and bond status as current must be confirmed by the City before work on the project can resume.

PROPERTY OWNER

A permit is required for all new or replacement driveways, patios and sidewalks. The owner of the property where work is to be performed is responsible for filling out the permit application and obtaining the permit before any construction is performed. Property owners may give permission for a contractor or any other party to apply for the permit and obtain it, but is still responsible.

J.U.L.I.E.

Please call the Joint Utility Locating Information for Excavators (J.U.L.I.E.) at least 48 hours prior to any digging. Please call 1-800-892-0123.

ORDINANCE REQUIREMENTS

Concrete driveways shall be constructed of six bags per cubic yard concrete mix, shall be of not less than four inches thickness, and shall be poured over a compacted granular base of not less than two inches in thickness. Concrete aprons shall be constructed of six bags per cubic yard concrete mix, shall be not less than seven inches thickness, and shall be poured over a compacted granular base of not less than two inches in thickness.

All asphalt driveways shall be constructed of not less than two inch minimum compacted asphalt. For new driveways, said asphalt shall be poured on a compacted stone base of not less than six inches in thickness. Asphalt driveways constructed upon a bed where a driveway has previously existed shall be poured upon a compacted granular base of not less than two inches in thickness.

All concrete public walks shall be replaced in a minimum five foot by five foot section. All concrete public walks that cross a driveway shall not be less than seven inches in thickness.

Replacement of Curbs and Gutters: Wherever it is necessary to break out of the existing curb for the purpose of constructing a driveway, the replacement curb and gutter shall be poured as one unit.

Concrete sidewalks and patios must be constructed of at least 3-1/2" of concrete on 4" of compacted stone base. There are additional requirements for steps and stairways.

Fire pits must be a maximum of 3 feet in diameter and be a minimum of 25 feet from any structure.

If you have any questions, please contact the Community Development Department at (708) 354-1860.