

FLATWORK PERMIT CONDITIONS

***A COMPLETED PERMIT APPLICATION SHALL BE SUBMITTED ALONG WITH ALL ITEMS IN BOLD**

Type of material: _____

Total Square feet: _____ (example 250 sq. ft.)

Type of Work: _____

- **To apply for a permit, you must submit a completed permit application along with two (2) copies of the plat of survey for the property. The location of the proposed new/replacement driveway/apron/sidewalk must be clearly detailed on the survey. Indicate on the survey the areas of the proposed work.**
 - **Indicate on plat of survey the direction the water will flow. (Water cannot drain towards adjoining properties).**
 - As a point of information, concrete/asphalt/pavers can be constructed up to and on the property line. The Village does not have a licensed surveyor on staff to determine legal boundaries; therefore we cannot get involved in property line disputes.
 - The driveway shall be installed with a curb if within 2' of property line or the drive shall be formed to create a valley to channel the water to the front or rear of the applicants' property.
 - A residential lot with less than 65' of street frontage is allowed only one driveway approach (one curb cut) The width of the driveway may not exceed 20' in the front yard.
 - The Contractor must follow the Cold Weather Concrete Construction Guidelines.
 - If you elect to install a driveway/sidewalk in an easement which is indicated on your plat of survey, you must take full responsibility for the concrete in the event that any work is necessary in the easement. The Village and the utility companies will not pay for any damages to structures located in an easement. Under no circumstances may you prevent access to a manhole or utility box.
 - All excavated soil/materials and building materials must be removed from the site immediately following construction. Staging material on the public street, parkway, sidewalk or alley is not permitted and violations shall be subject to fines up to \$500 per day.
- Brick paver restoration- should the Village require to make an excavation, the Village will reimburse the owner an amount equal to the cost of a monolithic course of concrete not less than 5" thick.

If you have any questions regarding residential driveway, apron, or sidewalk please contact the Building Department:

(847) 588-8064 Building Inspector

ALL JOB SITE DUMPSTERS ARE REQUIRED TO BE GROOT

800-244-1977

REQUIRED INSPECTIONS Pre Pour Final

**FLATWORK PERMIT
INFORMATION**

***ALL JOB SITE DUMPSTERS
MUST BE FROM GROOT**

**Permit Submittal and Review
INFORMATION**

Document List

- ___ **Contract / Scope of Work**
- ___ **Plat of Survey**
- ___ **Property Owner Affidavit**

Numbers to Know

- J.U.L.I.E. 811
- GROOT (dumpsters) 800-244-1977
- Building Department 847-588-8060
- Zoning Questions 847-588-8077
- Permit Technician 847-588-8043
- Electrical Inspector 847-588-8067
- Plumbing Inspector 847-588-8068
- Mechanical Inspector 847-588-8067
- Roofs/ Fences/ Concrete 847-588-8064
- Fire Code Inspector 847-588-8069
- Health Inspector 224-257-0774
- Framing Inspector 847-588-8067
- Engineering Dept. 847-588-7900
- Public Works 847-588-7900
- Water Dept. 847-588-7900
- Police / Fire 911



***Community
Development***

***PERMITS
Made
EASY***

STANDARD REVIEW

The Village of Niles prides itself on having a very quick review process. Most permits of a normal size job will be reviewed by all trades within 10 business days of submittal. Please keep in mind what slows down the review process is incomplete applications, wrong phone numbers, and missing requirements. Please review this informational pamphlet in detail before submitting your application.

**Village of Niles Website
WWW.VNILES.COM**