



DRIVEWAYS & SIDEWALKS

Including Approaches, Service Walks, Curb and Gutter and Culverts

The Village requires a building permit to install, replace, or repair sidewalks, private service walks, driveways, driveway approaches and related curb and gutter and culverts. Driveways and approaches shall conform to the sidewalk, curb and gutter, and roadway grades. All driveways must maintain a 2-foot setback from side property lines. Standard driveway/aprons are constructed of concrete or asphalt. Non-standard driveway/aprons include brick, stone pavers, stamped concrete, colored concrete or other non-standard materials. Damage caused solely by the Village to driveways or aprons will be replaced with standard materials only. The design of new driveways and sidewalks as well as the replacement of existing must be done in accordance with the Village's standard details that are attached to this permit application.

CONCRETE DRIVEWAYS AND APPROACHES

- Excavate to 10 inches below grade.
- Base shall be 4 inches of compacted stone, aggregate base course (CA-6) over a compacted sub-base.
- Concrete shall be 6 inches of Class SI Concrete (six-bag mix– 4,000 PSI) with 6" x 6" welded wire mesh at the horizontal center of the slab.
- Slab shall have a non-slip finish and be sloped for drainage.
- Follow American Concrete Institute (ACI) specifications for slump and cold weather placement. Insulation blankets shall be on-site at time of pre-pour inspection if intended for cold weather protection.
- Expansion joint material must be placed where new concrete meets existing.
- No wire mesh permitted in aprons.

ASPHALT DRIVEWAYS AND APPROACHES

- Excavate 11 inches below grade.
- Base shall be 8 inches of compacted stone, aggregate base course (CA-6) over a compacted sub-base.
- Apply 3 inches of HMA surface course from an IDOT approved plant rolled with a 1-1/2 or 2 ton roller. Edges shall be tamped at 45 degrees.

COMMERCIAL DRIVEWAYS AND APPROACHES

- See attached details for requirements.

PUBLIC SIDEWALKS AND CURB AND GUTTER

- See attached details for requirements.

- All work shall be done in accordance with the requirements of the latest edition of the Illinois Accessibility Code.

WORK IN COUNTY OR STATE RIGHT-OF-WAY

- Any work on driveway approaches, public sidewalk, curb and gutter, or culverts within the right-of-way of DuPage County, Cook County, or the Illinois Department of Transportation (IDOT) will require a permit from that agency before a Village permit can be issued.

PRIVATE SIDEWALK

- Excavate to 8 inches below grade.
- Provide 4 inches of compacted stone, gravel or other base approved.
- Concrete shall be 4 inches of Class SI Concrete (six-bag mix – 4,000 PSI) with a non-slip finish and properly spaced control joints.
- Provide expansion material where needed and follow ACI specifications for cold weather placement. Insulation blankets shall be on-site at time of pre-pour inspection.

DRAINAGE AND CULVERTS

- Surface and yard grading shall be pitched away from building structures towards the roadway.
- Water cannot flow by curb or depression onto a neighbor's property.
- Existing culverts under driveways cannot be removed unless they are to be replaced.
- A culvert is required under the driveway approach when the roadway utilizes a swale for drainage.

PERMIT FEE & REVIEW

The Community Development Department requires up to seven (7) business days to review a building permit application for a driveway, approach, or sidewalk.

Permit costs are as follows:

- Remove and replace existing driveways/sidewalks (same size): \$75
- Widen and/or relocate driveway/sidewalk: \$125
- Culvert replacement or drainage ditch grading: \$175

BUILDING PERMIT APPLICATION *Electronic copies preferred.*

Applicants must submit the following items for a permit to construct or widen a driveway, approach, or sidewalk.

1. A completed Building Permit Application with all contractors listed.
 - A contractor must have a current registration with the Village before the permit can be released.
 - The Village **does not** require homeowners to have a contractor’s registration to demolish, rehabilitate, alter, or repair their own home or property.
 - All work within the Village right of way must be done by a registered contractor.
2. An accurate, up-to-date plat of survey depicting the proposed location and size of the improvement.
3. A copy of the contract from contractor (if applicable and available).

INSPECTIONS REQUIRED

1. Pre-pour inspection is required for all driveways, approaches, and sidewalks.
2. Final inspections may be required at the discretion of the Community Development Department. Additional fees may apply.
3. Culvert inspection may be required at the discretion of the Public Works Department. Additional fees may apply.

All required inspections will be listed upon issuance of permit. Please review inspection list prior to calling to schedule an inspection.

AFTER APPROVAL & DURING CONSTRUCTION

Homeowners or contractors should display the permit card onsite and must schedule inspections at least 48 hours in advance by calling (630) 671-2821. The Department is open at the following times:

Monday, Tuesday, Thursday, Friday:	8:30 AM – 5:00 PM
Wednesday:	8:30 AM – 1:00 PM

Community Development Department Staff is available for assistance by visiting the Department in Village Hall at 31 S. Prospect Street, by calling (630) 671-2821, or by emailing buildingdepartment@roselle.il.us.

VILLAGE CODES

- | | |
|--|---|
| International Building Code, 2018 | International Property Maintenance Code, 2018 |
| International Residential Code, 2018 | International Mechanical Code, 2018 |
| Illinois Plumbing Code, 2014 | International Fire Code, 2018 |
| National Electric Code, 2020 | International Existing Building Code, 2018 |
| NFPA 101 Life Safety Code, 2018 | International Swimming Pool & Spa Code, 2018 |
| International Energy Conservation Code, 2018 | Illinois Accessibility Code, 2018 |
| International Fuel and Gas Code, 2018 | International Plumbing Code, 2018, Chs. 13 & 15 |

Always Call JULIE Before You Dig at 8-1-1 or (800) 892-0123