



VILLAGE OF NORTHBROOK
Development & Planning Services
1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050
www.northbrook.il.us

Single-Family Residential Patio

Submit the application and drawing requirements listed below for the construction of a Single-Family Residential Patio to permits@northbrook.il.us.

Application Requirements:

- Form 1.6 - Permit Application
- Form 2.3 - Zoning Worksheet – Residential Driveway / Patio
- Tree Protection Agreement
- Form 6.2 - Contractor of Record
- Form 6.1 - Contractor License Application

Drawing Requirements: (Submit with permit application)

- Construction Drawings / Documents (See the back of Form 1.6 for applicable items)
- Civil Engineering Drawings (Only required if **over** 400 sq. ft. of net increase of impervious surface coverage)
- Plat of Survey (Survey must be sealed and to scale)

Please direct any questions regarding the permit process to permits@northbrook.il.us
or call the Development and Planning Services Department at 847-664-4050.
Office hours are Monday-Friday, 8:30am – 4:30pm.



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FORM 1.6b

**VILLAGE OF NORTHBROOK
Development & Planning Services**

1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050 FAX: 847 272-5068
www.northbrook.il.us

Permit #: _____
Fee: _____

Patio Application
(Residential Only)

Property Address _____

Owner _____

E-Mail Address _____ **Phone** _____

Primary Contact* _____

E-Mail Address (required) _____ **Phone** _____

* All plan review correspondence shall be sent to the Primary Contact via email. The Primary contact will also be notified once the permit has been approved and is ready for issuance (pick-up).

Concrete/Pavers Contractor _____

Address _____

Phone _____ **E-mail** _____

Describe Work to be Performed and Materials Used:

Contractor must have a current Village of Northbrook License

Will there be an increase in impervious surface? ☐Yes ☐No; Proposed New Impervious Surface Area _____sf

NOTE: If over 400 square feet of new impervious coverage is proposed, the submittal of a site grading/drainage plan performed by a Civil Engineer (P.E.) is required. (3 sets)

For Office Use Only

Comments:

Reviewer: _____

Approval Date _____

Review & Inspection Fee _____

Impervious Surface Area _____sf

Impervious Surface Class _____ (\$0, \$.80, \$1.60)

Impervious Surface Fee _____

Penalty Fee (if Appl.) _____

Total _____

!!!PLEASE SEE BACKSIDE FOR FURTHER REQUIREMENTS AND TO COMPLETE APPLICATION!!!

Please check the below boxes if there are additional scopes of work associated with this patio improvement and submit required information accordingly:

☐ **Gas Appliances**

If a new gas appliance (gas grille or firepit) is to be installed in association with a new patio, the following additional requirements apply:

- [Gas Pipe Sizing Determination](#)
- Manufacturer's Specifications For Gas Appliance/s to be installed
- The following needs to be clearly shown on the site plan:
 - 1.) The location of the new gas appliance/s
 - 2.) The location of the new gas service line
 - 3.) The total pipe length (ft.), the pipe diameter (in.)

☐ **Outdoor Fireplace**

- Show the location of the proposed fireplace with dimensions upon the site plan
- Provide detailed construction drawings, cross sections, including height

☐ **Downspout Alterations**

- Show location of downspouts to be altered on site plan, downspouts to be directed to front or rear property lines (must terminate a maximum of 9 feet from foundation)
- Underground piping shall be PVC SDR 26 with a minimum 3-inch air gap before underground Connection

☐ **Seat Wall**

- Show location of seat wall on the site plan with dimensions
- Provide cross section, profile or detail confirming proper piers/footing and confirm wall height

☐ **Pergola**

- Show location of pergola on the site plan
- Provide construction drawings, elevations, sections depicting required piers and framing components, with dimensions

☐ **Electrical**

- Provide [Contractor of Record](#) Form indicating the Electrical Contractor performing work.
- Show proposed conduit runs and locations of proposed electrical boxes, receptacles, etc. on the site plan.

☐ **Existing Swimming Pool**

- Electrical bonding requirements may apply.
- Provide [Contractor of Record](#) Form indicating the Electrical Contractor performing work.

☐ **Plumbing**

- Provide [Contractor of Record](#) Form indicating The Plumbing Contractor performing the work along with verification of Plumber's License and Letter of Intent.
- Show location of plumbing fixtures and water service and drain pipe locations upon the site plan.

Applicant Name (print)

Applicant Signature

Date:



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FORM 2.3

VILLAGE OF NORTHBROOK
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Zoning Worksheet – Residential Driveway/Patio (NEEDED ONLY IF INCREASE/DECREASE IN SIZE)

Address:

Type of Project: ☐ Driveway ☐ Patio ☐ Other

Zoning Class ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐ R-5 Other

Lot Area s.f.

Maximum Lot Coverage

50% lot area maximum allowed:

Allowable Lot Coverage: x .5 =
Lot Area Max. Allowable Lot Coverage

Proposed Impervious Surface Calculation:

	Existing Imp. Surf.	New/Added	Total Imp. Surf. (sf)
Building footprint (Incl. attached garage & shed)			
Detached Garage			
Driveway			
Walks / Stoops			
Deck / Patio / Spa or Hot Tub / Pool			
Total Impervious Surface Areas	b		a

Compare

Net Increase / Decrease (circle): $a - b =$

Impervious Surface Ratio:

÷ =
Total Impervious Surface Lot Area Impervious Surface Ratio

Driveway or Garage (Accessory Structure) in Required Setback

40% required setback area max. allowed

Allowable Coverage: x = x .4 =
Req'd Setback Width or length of lot Req'd Yard Area Max. Allowable Cov.

Proposed Coverage:
Area in Req'd Setback

Driveway Coverage Ratio: ÷ =
Area in Req'd Setback Req'd Yard Area Driveway Coverage Ratio

For office use only:

Comments:

Approval
Signature
& Date



Tree Protection Agreement

Property Address _____ Suite # _____ Date _____

Owner's Name _____

Owner's Telephone Number _____ e-mail _____

Contractor's Name _____ Contractor's Phone Number _____

Scope of Work:

- ☐ Driveway/Patio (remove and replace in kind or under 400 sq ft new)
- ☐ Emergency Sanitary Sewer Repair
- ☐ Interior Alterations
- ☐ Drainage Project/Storm Sewer installation or repair
- ☐ Walkway
- ☐ Water Service
- ☐ Other _____

Is there work to be performed within the public right-of-way? ☐ Yes ☐ No

If yes, please contact Public Works at 847-272-4711 for further information regarding parkway trees.

I understand that I am not required to provide a tree protection plan for review prior to permit issuance for this emergency or improvement work.

I understand I am required to take all necessary measures to preserve and protect any trees within the designated work area including but not limited to tree fencing, trunk protection and root pruning.

I guarantee there will be no excavating through critical root zones, no materials, equipment or dumpsters stored, or vehicles parked on any unpaved or soft surface within the drip line of any tree on the subject or neighboring property and there will be no drilling into the bark, trunk or branches whereby the tree becomes a structural support for any accessory structures in or around the tree.

I understand that in the event I do not root prune prior to excavation, I will have to root prune any roots within the excavation flush to the wall of the excavation prior to backfilling.

I understand that I may be required to auger and/or bore the new utility rather than open trench within the critical root zone of any tree.

I recognize that the Village of Northbrook has a Tree Preservation Ordinance (Municipal Code Chapter 25). In the event I violate the Tree Preservation Ordinance or this Tree Protection Agreement, I will be subject to all applicable fines and tree replacements and understand I may be subject to a stop work order and be required to provide a full tree protection plan.

I agree to contact the Tree Preservation Officer at 847-272-4711 prior to excavating within 6 feet of any tree.

Signature of Property Owner or Agent

Signer's Printed Name

Date

For Office Use Only

Permit # _____

Date _____

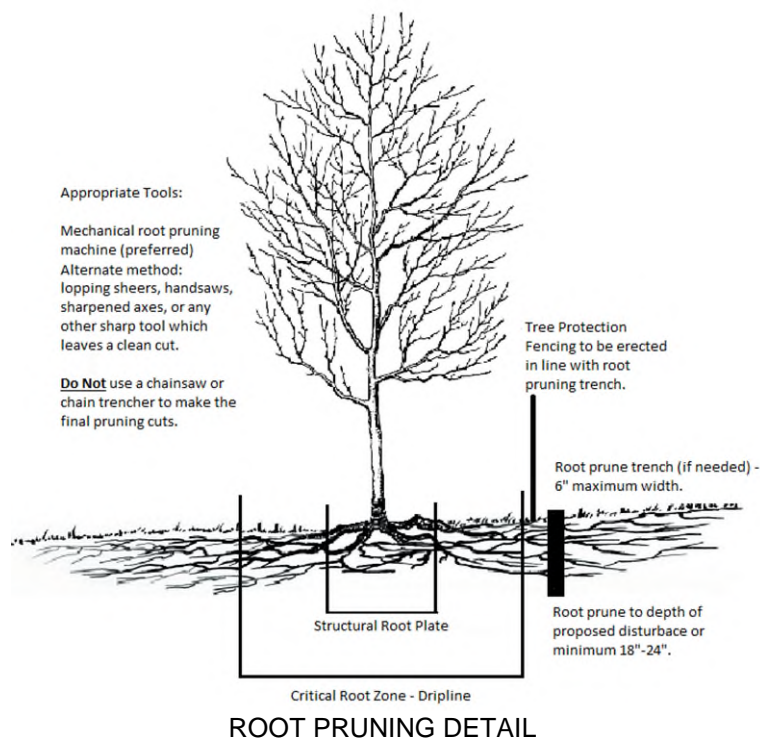
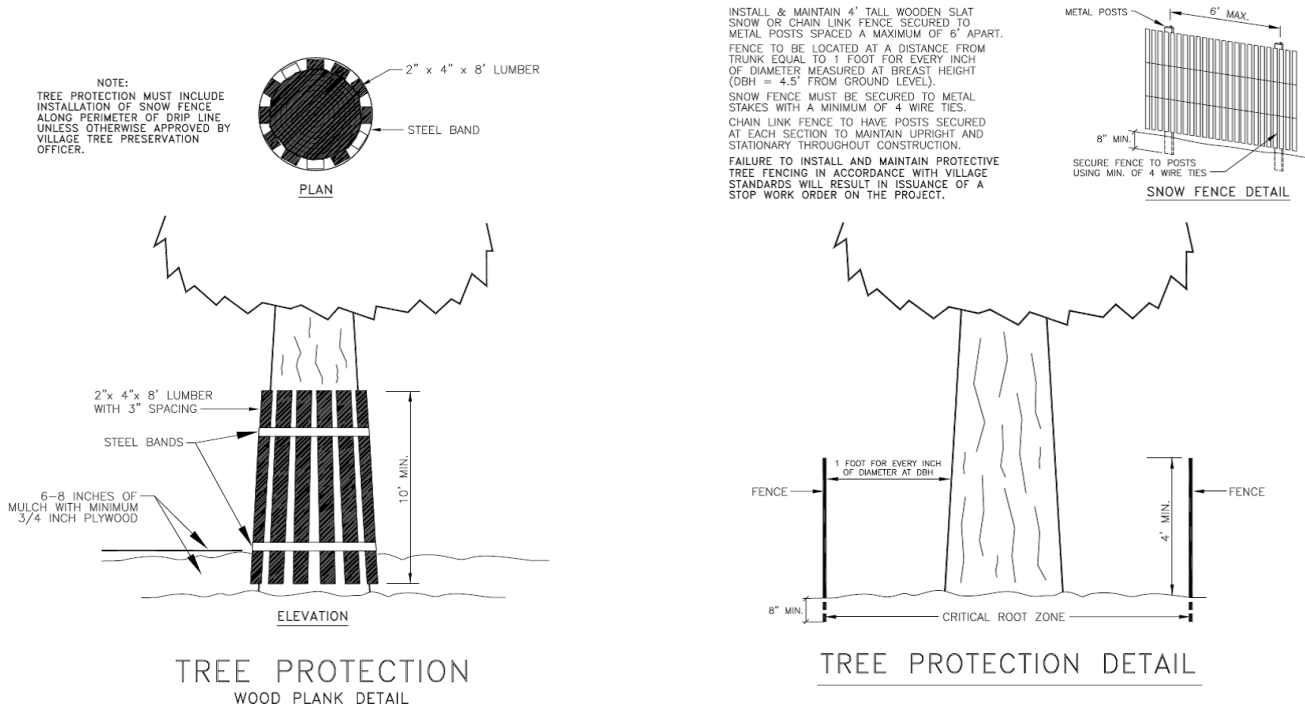
Form Revision Date: 2-29-2024

Excavation Trenches:

1. When any roots are cut or torn during construction, it is **critical** that you **sharply cut all the ends of any exposed roots immediately**. Failure to do so will leave crushed and torn roots. This leads to decay and inhibits growth of new roots.
2. Pile soil on the side of the trench opposite the tree. If this is not possible, place the soil on a plastic tarp, plywood or a thick bed of mulch.
3. Do not compact the backfill on the trench more than its original firmness.
4. Water the backfill to allow the roots to begin healing.

Trenching near a tree can kill as much as 40%-50% of the tree's roots.

If the tree you are working around is in a confined space and your equipment will be coming close, it is important for you to protect the trunk. Wrap the tree trunk in old tires or place 2" x 4" studs around the tree and rope or band them together.





CONTRACTOR(S) OF RECORD

****IMPORTANT – Must be completed before permit can be issued****

This **completed** form can be submitted anytime during review process or at permit pick up. It is the applicant's responsibility to COLLECT ALL REQUIRED DOCUMENTS (requirements of each contractor are listed below) and submit all together to the Village.

Permit Address: _____ Date: _____

General Contractor:

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

Electrical Contractor:

◆ Provide copy of current Electrical License

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

Plumbing Contractor: INTERIOR WORK ONLY

◆ Provide copy of Plumber's 055

◆ Submit a Plumbing Letter of Intent

Name:

Address:

City, State, Zip:

Phone:

Email:

Plumbing Contractor: WATER SERVICE ONLY

◆ Provide copy of Plumber's 055

◆ Submit a Plumbing Letter of Intent

Name:

Address:

City, State, Zip:

Phone:

Email:

Mechanical Contractor:

◆ Contractor License NOT required

Name:

Address:

City, State, Zip:

Phone:

Email:

Sewer Contractor:

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

Concrete Contractor: FOUNDATION

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

Concrete Contractor: BASEMENT/GARAGE SLAB

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

Driveway Contractor:

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

Patio Contractor:

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

Patio Electrical Contractor:

◆ Provide copy of current Electrical License

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

Patio Plumbing Contractor:

◆ Provide copy of Plumber's 055

◆ Submit a Plumbing Letter of Intent

Name:

Address:

City, State, Zip:

Phone:

Email:

Other:

Name:

Address:

City, State, Zip:

Phone:

Email:

Other:

Name:

Address:

City, State, Zip:

Phone:

Email:

3-31-2023

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FORM 6.1

VILLAGE OF NORTHBROOK
Development & Planning Services

1225 Cedar Lane
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847 664-4050
www.northbrook.il.us

Contractor Business License Application

****Completed applications can be submitted via email to Permits@northbrook.il.us****

This application is required to be completed for all new and renewal licenses

COMPANY NAME _____

D/B/A _____

ADDRESS _____ SUITE _____

CITY, STATE ZIP _____

PHONE _____ CELL PHONE _____

EMAIL (required) _____

(Please print email address legibly!!)

CONTRACTOR TYPE (Please check appropriate box):

☐ **General Contractor \$100**

☐ **Plumbing Contractor N/A [No Village License required; Provide copy of current State Registration (055)]**

☐ **Sewer Contractor \$70**

☐ **Electrical Contractor \$70 [Provide Contractor Registration acknowledging both company and corresponding license holder]***

* If registration does not identify both, a Letter of Intent will be required identifying both company and license holder.

☐ **Pavement Contractor \$70**

Please check one of the following: ☐ **Concrete** ☐ **Asphalt/Sealcoat*** ☐ **Pavers**

* Contractors performing **sealcoating** are required to complete and submit the Village required [Seal Coat Affidavit](#).

Has the applicant(s) ever been convicted of or pleaded no contest to a crime of moral turpitude? (check box). ☐ Yes ☐ No

Has the applicant(s) ever been convicted of a felony or unsuccessfully defended a criminal or civil proceedings charging fraud, misrepresentation or unscrupulous business conduct (check box). ☐ Yes ☐ No

AFFIDAVIT

I (we) swear and affirm that all work performed pursuant to this business license application shall be in strict compliance with all provisions of the Northbrook Building Code and all other applicable statutes, laws, rules, regulations and ordinances. I (we) understand that, in the event noted code violations are not corrected during the construction of a permitted improvement, the Village of Northbrook reserves the right to revoke this license.

DATE _____ SIGNATURE OF OWNER _____

FOR OFFICE USE ONLY

License no. _____