



## RESIDENTIAL PRE-PERMIT CHECKLIST

READY TO TACKLE A HOME REMODEL PROJECT? START WITH A PLAN.  
THE MORE YOU PREPARE, THE SMOOTHER THE PERMIT PROCESS WILL GO.

- PERMIT APPLICATION**  
(Required) Review the permit requirements listed on the application and complete the [Permit Application](#). Please include an email for the quickest correspondence.
- ONLINE PORTAL**  
Residential permit applications may be submitted via the [eTRAKiT Online Portal](#). Additionally, you may review your permit status, pay fees, and schedule inspections online.
- PLAT OF SURVEY**  
(Required) A copy of the plat of survey indicating placement/ setbacks from property lines.
- J.U.L.I.E.**  
Call 811 or schedule online with [J.U.L.I.E](#) at least 2 days prior to any excavation or digging. This is a free service that is required in the State of Illinois.
- CONSTRUCTION PLAN**  
Scaled drawings that clearly demonstrate the scope of work, including all elements required for job completion.
- MANUFACTURER/ EQUIPMENT SPECIFICATIONS**  
This information will be needed for any equipment installation or replacement.
- ARCHITECT/STRUCTURAL ENGINEER**  
Any structural changes may require construction plans stamped by a Licensed Illinois Architect or Structural Engineer.
- LICENSED CONTRACTORS**  
Licensed/Registered Contractors may be required. If you are attempting to register as a City of Aurora Contractor, please see [Contractor Registration](#).  
*-Work in the Public Right of Way requires a [Public Works Contractor registration](#)*
- HOMEOWNERS ASSOCIATION**  
Please know that if you reside in a subdivision with a Homeowner's Association, additional permit/ approval may be required by your Association.
- HISTORIC PRESERVATION**  
Any Historic properties or properties located in a Historic District require a [Historic Certificate of Appropriateness](#). For Historic Guidelines please visit: [Historic-Preservation](#)
- BALANCES OWED**  
Any delinquent balances owed to the City of Aurora that are not in a payment plan with Revenue & Collections are required to be settled prior to permit issuance.
- WORK WITHOUT A PERMIT/VIOLATIONS**  
Do not start work without the approved permit. If work was started without a permit cease all work immediately & submit the full permit requirements. If cited, please note the Case number in the permit application description/details.