



**CONTRACTOR REGISTRATION INFORMATION**

**GENERAL CONTRACTOR (Check primary contact) θ**  
 CITY OF AURORA  
 G.C. REGISTRATION # \_\_\_\_\_

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BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

N/A θ PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

E-MAIL \_\_\_\_\_

**MECHANICAL CONTRACTOR (primary contact) θ**  
 CITY OF AURORA  
 HVAC REGISTRATION # \_\_\_\_\_

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BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

N/A θ PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

E-MAIL \_\_\_\_\_

**ELECTRICAL CONTRACTOR (primary contact) θ**  
 CITY OF AURORA  
 ELEC REGISTRATION # \_\_\_\_\_

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BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

N/A θ PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

E-MAIL \_\_\_\_\_

**ROOFING CONTRACTOR (primary contact) θ**  
 CITY OF AURORA  
 ROOFING REGISTRATION # \_\_\_\_\_

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BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

N/A θ PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

E-MAIL \_\_\_\_\_

**PLUMBING CONTRACTOR (primary contact) θ**  
 CITY OF AURORA  
 PLUMBING REGISTRATION # \_\_\_\_\_

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BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

N/A θ PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

E-MAIL \_\_\_\_\_

**CERTIFICATION**

This is an application only. Completion of this application does NOT entitle the commencement of construction. I, (the applicant) agree to conform to all applicable laws of the City of Aurora. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property.

**CONTRACTOR** \_\_\_\_\_ **OWNER** \_\_\_\_\_  
(PRINT) (PRINT)

**CONTRACTOR** \_\_\_\_\_ **OWNER** \_\_\_\_\_  
(SIGNATURE) (SIGNATURE)

Address \_\_\_\_\_

Application # \_\_\_\_\_

**BUILDING INFORMATION**

NUMBER OF STORIES ABOVE BASEMENT \_\_\_\_\_ STORIES  
IS BASEMENT A STORY ABOVE GRADE  YES  NO  
FIRE SEPARATION DISTANCE \_\_\_\_\_ FT

**UNIT SEPARATION**  
**TWO FAMILY** One hour rating - UL test details provided  YES  N/A  
**TOWNHOUSE** Two hour rating - UL test details provided  YES  N/A

[Permit Fees are a function of the square footage info below]

**BUILDING AREA**

SF PRINCIPAL \_\_\_\_\_ SF  
SF PRINCIPAL REMODELED \_\_\_\_\_ SF  
**TOTAL** \_\_\_\_\_ SF

**BUILDING COST**

PRINCIPAL NEW/ADD \$ \_\_\_\_\_  
REMODELED \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

**ELECTRICAL INFORMATION**

ELECTRIC SERVICE SIZE \_\_\_\_\_ AMPS  
# OF CIRCUITS \_\_\_\_\_

**PLUMBING INFORMATION**

DOMESTIC WATER SERVICE SIZE \_\_\_\_\_ "  $\phi$   
PLUMBING FIXTURE UNITS \_\_\_\_\_

**DESCRIPTION OF CONSTRUCTION WORK**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESIGN PROFESSIONALS IN RESPONSIBLE CHARGE -- PER IBC 106**

**LICENSED ARCHITECT / STRUCTURAL ENGINEER**  
ILLINOIS PROFESSIONAL (Check primary contact)   
DESIGN FIRM REG. # \_\_\_\_\_

**CIVIL ENGINEER / PROFESSIONAL ENGINEER**  
(Check if primary contact)

BUSINESS NAME \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
FAX ( ) \_\_\_\_\_ - \_\_\_\_\_  
E-MAIL \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
FAX ( ) \_\_\_\_\_ - \_\_\_\_\_  
E-MAIL \_\_\_\_\_

I HEREBY CERTIFY THAT THESE PLANS WERE PREPARED BY ME OR UNDER MY SUPERVISION, AND TO THE BEST OF MY KNOWLEDGE, COMPLY WITH ALL CODES. **ARCH / STRUCT**  
(SIGNATURE) \_\_\_\_\_

## APPLICATION REQUIREMENTS FOR SINGLE FAMILY ADDITIONS

**Applicable Building codes are as follows (City of Aurora – Building Code Amendments also apply):**

**Click on this link for Building Code Amendments - [O10-017](#) -  
2009 INTERNATIONAL RESIDENTIAL CODE  
STATE OF ILLINOIS PLUMBING CODE  
NATIONAL ELECTRIC CODE (per City of Aurora Electrical Ordinance)**

Upon submittal acceptance a permit application number shall be issued to the applicant, all future contact with the building and permits division will require this number. One project contact shall be identified by the applicant. All correspondence between City of Aurora Division of Building and Permits and the applicant will be directed to this individual.

### COMPLETE BUILDING PERMIT SUBMITTAL

- A) Provide three (3) sets of construction documents for each model. Plans will be required to be prepared by an Illinois Licensed Architect or Illinois Licensed Structural Engineer, signed and wet sealed All seals shall be on the cover sheet with an index of the sheets the stamps apply to.
  - 1) Building Code Information on the cover sheet must contain the following:
    - a) Design live and dead loads.
    - b) Square footage.
  - 2) Floor plans indicating the following: Layout of the entire floor plan, indicate all construction materials and all rated assemblies
  - 3) Building sections and wall sections as required, to describe the construction and all rated assemblies.
  - 4) Building Elevations, including all exterior openings, roof heights and footing depths.
  - 5) Structural plans and sections. All pre-Engineered building drawings are to be submitted at the time application.
  - 6) Complete Electrical plans with interconnected smoke detectors indicated.
- B) Provide two (2) loose copies and of proposed structures on scaled and dimensioned proposed plat of survey, indicating all setbacks and easements. Also indicate proposed top of foundation elevation and elevations at all corners in foundation. If the addition is in a flood zone or any drainage-way, two Topographical surveys shall also be submitted.
- C) If adding additional dwelling unit(s), obtain a sanitary connection permit and yellow card from Fox Metro Reclamation District; attention Engineering (630) 301-6882. Return paid receipt 'YELLOW CARD' for attachment to permit application to the Division of Building and Permits.
- D) If in DuPage County, submit to DuPage County Highway Department for payment of Highway Impact Tax. Attention Geoffrey Edwards (630) 682-7238. Return paid receipt for attachment to permit application to the Division of Building and Permits.
- E) If in Kane County, submit to Kane County Highway Department for payment of Highway Impact Tax at (630) 584-1171. Return paid Receipt for attachment to permit application to the Division of Building and Permits.

REVIEW TIME FOR COMPLETE APPLICATION WITH IDENTIFIED CITY OF AURORA LICENSED AND BONDED CONTRACTORS AND COMPLETE CONSTRUCTION DOCUMENTS IS APPROXIMATELY TWO WEEKS. STAMPED PERMIT SET MUST BE IN JOB SITE TRAILER FOR ANY SCHEDULED INSPECTIONS. FOR ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE CITY OF AURORA BUILDING AND PERMITS DIVISION. (630) 256-3130.



# City of Aurora

**Community Development Department - Building & Permits Division • (630) 892-8088**  
65 Water Street • Aurora, Illinois 60505-3305 **FAX (630) 892-8112**

## **Residential Builders / Developers utilizing trench foundations in Aurora:**

Regarding: **Engineered Trench Foundations for Residential structures (excluding uninhabitable detached garages, uninhabitable detached sheds and decks) in the City of Aurora**

***Additional Geotechnical Engineer/ Structural Engineer evaluation  
will be required effective immediately.***

### Residential Builders / Developers:

Building and Permits division and several of our Elected Officials have recently become aware of some problems for which, it has been hard to disprove the possibility that they could be attributed to trench footings. We have been asked to re-evaluate the design criteria and testing reports we will be requiring to continue to accept your engineered trench footing and foundation systems.

Our currently adopted modifications to the 2000 IRC Table R403.1 were modified to prescriptively permit a minimum 16" footing width for a 1 or 2 story frame wall with a minimum of a 2,000 psf soil bearing capacity and a minimum 20" footing width for a 1 or 2 story frame wall with masonry veneer with a minimum of a 2,000 psf soil bearing capacity (see chart in ordinance for further requirements).

Should you're engineered trench footing / foundation system not meet our required prescriptive minimum widths as stated in our ordinance, we will be requiring the following additional Geotechnical / Structural Engineering evaluations prior to our passing the footing inspection at each of your permit addresses, you may hand it to our inspector in the field or fax the report into our office by 7:00 a.m. the morning of the inspection. Without this additional information our inspectors are being instructed to fail the footing inspection.

- Provide a Geotechnical Engineer's or Structural Engineer's written opinion of the capacity of the trench to carry the imposed loads of the proposed structure by a visual inspection with pentrometer test of each trench.  
OR
- Provide a Geotechnical Engineer's or Structural Engineer's written opinion of the capacity of the trench to carry the imposed loads of the proposed structure by evaluation of borings at each lot / address.  
OR
- Provide a minimum 12" wide trench footing for a one story structure for which the contributing structural span on the exterior wall does not exceed 5'-0" (i.e. – Floor framing span does not exceed 10'-0").

We hope for the most part that this change in procedure is just a matter of collecting reports from engineers whom you are already asking to evaluate your excavations.

Thank You for your anticipated cooperation and understanding.

