



Community Development Department

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FLATWORK AND DRAINAGE

The information below will assist you in answering some questions you may have regarding the installation of residential sidewalks, patios, driveways and other paved areas, and both commercial and residential parking lots. Should you have additional questions, please let us know.

PERMITS

Permits are required for all regrading, swales, trenches, berms, culverts, retaining walls, landscaping sprinklers, downspouts, sewers, sump pits, etc. Raising the grade is not allowed.

BONDS & FEES

Bonds are required for any work that needs to remove Village work, such as grass in the parkway or curbs. Fees are required for plan review time and inspections per the Village fee schedule.

CONTRACTORS

Contractors are required to be licensed by the Village of Schiller Park. If you are doing the work on your own house, licensing is not required BUT a 'Certificate of Responsibility' is required.

APPLICATION

A completed Building Permit application with 2 copies of the Plat of Survey.

An accurate plat of survey with the proposed construction sketched onto the plat of survey, including:

1. The size and location of the work with the intended purpose noted.
2. Size and location of existing structures.
3. Size and location of all existing paved areas.
4. Drainage pattern noted with arrows showing the drainage to the front or rear.
5. Distance from the property lines to the proposed work.
6. Type of material proposed.
7. Depths or thickness (after compaction) of each material.

OTHER INFORMATION

1. For Commercial or Multi-Family Residential Parking Lots or ANY parking area in excess of 3000 square feet, provisions must be made for storm water detention/storage to eliminate excessive water run off during heavy storm periods.
2. You will not be allowed to raise your grade to drain water onto adjacent lots.
3. Grade must pitch away from foundation walls and fall 6" within the first 10'. Grade adjacent to the foundation at all points must be a minimum of 6" below the top of the foundations.
4. Dumpsters must be Village approved licensed waste haulers and may NOT be placed on public property, streets, or alleys.

INSPECTIONS

All inspections require minimum 24 hours notice. The required Inspections are:

- i. Pre-pour or rough inspection.
- ii. Final – landscaping must be completed with adjustments made for all grading changes, open trenches etc.

Permits expire 12 months from the date of issue.

Please call for a final inspection before this time to avoid a penalty fee.