



COMMERCIAL & INDUSTRIAL DOCK AND APRON PERMIT CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

- Complete an engineering permit application online by visiting our [Online Permitting Portal](#).
- All contractors must obtain a Village contractor's license prior to issuance of permit.
- Provide a signed copy of the contract or proposal.
- Surety Bond and Certificate of Insurance are required. See form [here](#).
- Submit a plat of survey or scaled site plan clearly identifying the location and dimensions of the proposed improvements:
 - New on-street loading docks are not permitted.
 - Dock driveways must lead to an operable dock overhead door. If the overhead door is removed; the driveway, dock, apron, depressed curb and gutter must be removed, new B6.12 curb and gutter (or match existing) and associated sidewalk shall be installed and the driveway/dock area must be restored with topsoil and sod.
- Drawings shall indicate and include the following:
 - Plan view with proposed dock/apron replacement.
 - Show right-of-way line.
 - [Depressed Curb & Gutter detail](#).
 - [Dock Apron and Drive detail](#) - 8" PCC on 8" Crushed Aggregate.
 - 6"x6" #6 – Wire mesh required throughout apron.
 - Retaining wall details sealed by IL Licensed Architect or Structural Engineer (if applicable).
 - Proposed elevation grades through public sidewalk which slopes cannot exceed 2%; if carriage walk is adjacent to the apron, additional sidewalk and curb and gutter shall be replaced to meet ADA requirements.
- Associated Restoration:
 - Parkway – 4" Topsoil and Sod.
 - Private Lawn – 4" Topsoil, Seed and Erosion Control Blanket.
 - Any damage to adjacent roadway pavement due to curb removal shall be restored.
 - Saw cut the existing pavement to the extents of that damage, a minimum of 12" wide, the length of the new curb and remove 1.5" of surface and replace with Hot Mix Asphalt. COLD PATCH ASPHALT WILL NOT BE ACCEPTED.

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

- Pre-Pour, sub-base, wire mesh, expansion joints, and framing.
- Sidewalk ADA slope compliance
- Final