



PARKING LOT RESURFACING 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 copy of the signed contract including a description of proposed work.
- Submit scaled site plan or plat of survey identifying the following:
 - Areas to be resurfaced.
 - Areas of pavement milling to maintain a 6-inch curb face.
 - Areas of full depth patching or base repair.
 - Areas of new concrete construction or replacement. (curbs, sidewalks, loading docks, etc.)
 - Areas of storm sewer repair, catch basin adjustment, or new installation.
- Provide a dimensional striping plan to include all [parking areas](#), [drive aisles](#), [handicap parking areas](#) and [signage](#).
- Provide Note: "No bituminous concrete shall be placed above the top of building foundations. In areas where the existing pavement alongside the building is above the top of the foundation, additional pavement milling may be required to keep the pavement grade below the top of foundation and maintain proper drainage."
- If storm water detention is provided on the surface of the existing parking lot, the volume shall be maintained. Elevations of the parking lot must be restored to the original permitted elevations. A copy of the original approved grading plan will be provided if available. If there is no existing grading plan available, the permittee shall provide a plan for review.
 - Record drawings depicting the as-built volume will be required before and after resurfacing.

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.

- Aggregate Subbase Pre-Pour
- Proof Roll Inspections
- ADA striping and signage
- Sidewalk/Pavement ADA Slope Compliance
- Final