



RESIDENTIAL ASPHALT DRIVEWAY PERMIT CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

- Complete an engineering permit application online by visiting our [Online Permitting Portal](#)
- Contractors must obtain a Village contractor license prior to issuance of permit (contractor required for asphalt work).
- Copy of contract or proposal.
- Submit a plat of survey clearly identifying the location and dimensions of the proposed work
 - Driveways shall be located a minimum of two feet (2') from the side property line.
 - A driveway's maximum width shall be twenty feet (20') for residences with a one (1) car garage opening.
 - A driveway's maximum width shall be thirty feet (30') for residences with a two (2) or three (3) car garage.
- Permit requirements:
 - Asphalt driveways shall not be installed on a wet or frozen sub-base. See [Temperature Limitations](#).
 - Bituminous concrete driveways are required to be constructed with a minimum of two inches (2") of bituminous concrete surface course - Class I-11.
 - The aggregate base is required to be a minimum of seven inches (7") of compacted CA-6 and the subgrade is required to be compacted to ninety-five percent (95%) of optimum density.
 - The aggregate base must be dry and the air temperature must be forty-five degrees Fahrenheit (45°F) and rising before placing bituminous concrete.
 - All concrete surfaces are required to be protected from damage during the placement of bituminous concrete.
 - Vegetation and excavated material removed during the installation must be removed from the property and disposed of properly.

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.

- ASPHALT BASE**
- FINAL**