



VILLAGE OF BROOKFIELD

Community & Economic Development
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New Single Family or Remodel

Application Checklist

Part 1: Submittal Requirements

I certify that the following items have been included as part of a complete new single family or remodel permit application:

- Completed and signed Building Permit application form.
- If project is to be completed using a contractor, the applicant is to provide a copy of the signed contract in connection with the remodel work and ensure that the contractor is registered with the village.
 - If project is to be completed without contractor assistance, the home owner is to provide a detailed scope of work / materials list and a signed home owner's waiver accepting liability for the performed work.*
- Refer to the new one or two family residential construction checklist.

Part 2: ZONING Acknowledgments of Chapter 62 of the Village Code

The applicant hereby acknowledges and will show on the plans submitted for permit the following requirements:

- Zoning district has been reviewed and the property is in the A, A-1, A-2, or A-3 zoning district. (A zoning map is available on the village website.)
- The plans show a minimum of 40% green or open space of the lot. Driveways, decks, sidewalks, and patios are not greenspace.
- Maximum height is no more than 35 feet or 2.5. stories, whichever is less. (Sec. 62-75 of the Village Code)
- Maximum building coverage including house, garage, and shed is 30% to 40% depending on lot. (Sec. 62-75 of the Village Code)
- Side setbacks for the home is 5 feet to the dripedge. Front setback is 25 feet; or the front setback may be within three feet of the average of the two homes immediately adjacent to the property or the average of the homes on the block.
- If 50% or more of the gross floor area is added or if the project is considered new construction, it must include automatic fire sprinklers.
- If 300 square feet of impervious surface is added that cannot drain to the right-of-way, it must include stormwater management on site. A flow diagram and/or a site grading plan may be required with stormwater calculations.
- If the lot has alley access, a curb cut and apron off of the street is not permitted.
- If the lot does not have alley access a curb cut and apron extending to a driveway with a parking space or garage is required in the side or rear yard. Front yard parking is prohibited.
- If the addition is on the second story, it may follow the first floor footprint and not change dripedge. Even if the existing first floor encroaches upon setbacks.
- If the lot does not have alley access a curb cut and apron must extend to side or rear yard parking or garage. Front yard parking is prohibited.
- An unenclosed front porch may encroach 5 feet from the building line into the front setback.
- If it is new construction, it must meet width/street frontage and square footage requirements. (Sec. 62-75 of the Village Code)

Signature of Owner or Authorized Agent: _____

Printed Name of Owner or Authorized Agent: _____