



JOLIET BUILDING & INSPECTIONAL SERVICES DIVISION

PERMIT INFORMATION FOR DRIVEWAYS & SIDEWALKS

NOTICE: If permit submissions are incomplete, and/or submitted without the required permit information and supporting documents, they will be returned to the applicant.

Required Permit Information:

- An accurate plat of survey with the proposed flatwork placement clearly marked.
- Completed Driveway & Sidewalk Permit Application
- Measurements
- Plan detailing installation such as slab thickness, fill depth and type of surface material.
- Homeowner's Association approval, if applicable.
- Cost Estimate
- Copy of the contract, if the work is being completed by a Contractor.

If a Contractor is performing the work, then the Contractor must be the one to pull the permit (per Sec. 8-36 of the City of Joliet Code of Ordinances).

Permit Fee: \$65 for up to \$7,000 worth of work, this includes labor & material.

An additional \$10.00 per \$1,000.00 project cost above \$7,000.00 to be added.

SIDEWALK REQUIREMENTS:

- Must remain out of all easements.
- May be installed at least 3 ft. from the property line, if there are no easements.
- Must consist of concrete or brick pavers.
- Public sidewalks (city sidewalks) may require approval from Public Works.

DRIVEWAY REQUIREMENTS:

- Must remain out of all easements.
- Driveways may go up to the property line with the proper drainage requirements.
- Driveways must consist of concrete, asphalt or brick pavers. (Gravel is not allowed).
- Concrete slab must be a minimum thickness of 4" with wire mesh; concrete in approaches or at sidewalks must be 6" with wire mesh.
- If driveway is shared owner must provide proof of shared easement written in the deed.
- Existing driveways may only be extended toward the side property line from the residence.
- The use of material other than concrete in the public right of way (approach) requires Public Works approval.
- The maximum width of a residential driveway is 20' at the front property line.
- Maximum width of an apron in the public right-of-way is 20' at the public sidewalk and 26' at the curb, any alterations require approval from the Public Works Department.

Plat of Survey Requirements

An accurate plat of survey is required for all permits for installation of, replacement of, and additions to fences, decks, pools, patios (with or without a roof), driveways, driveway aprons, sidewalks, garages, pergolas and similar structures, and additions. This includes the replacement of flatwork (driveways, aprons, sidewalks) with the same dimensions and location.

If you're having troubles locating your Plat of Survey, refer to these options:

1. Closing Papers from Purchase of Property.
2. Contacting the Mortgage Company.
3. FOIA (Freedom of Information Act) Request with the City of Joliet City Clerk's Office.

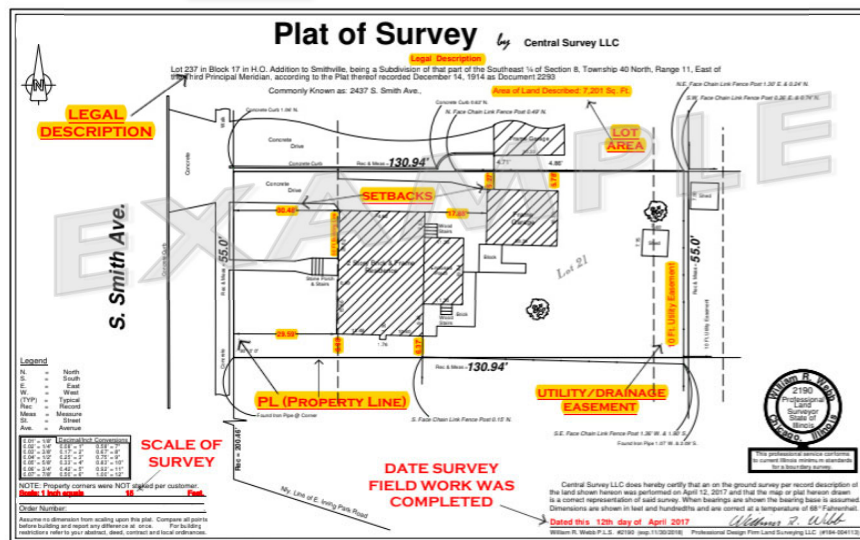
Note: This option may only yield results if the plat of survey was provided to the City of Joliet in the past for a building permit or a special zoning approval.

You may also try calling Local Surveying Companies for possibility of a copy.

If none of these options are successful in obtaining the Plat of Survey, you have to hire a Professional Land Surveyor to resurvey your lot. If you have any questions or concerns, please call the City of Joliet Building Department at 815-724-4070.

Example Plat of Survey

Please **DO NOT** use for building permit submittals



Note: The City of Joliet is not responsible for keeping plats of survey on file.

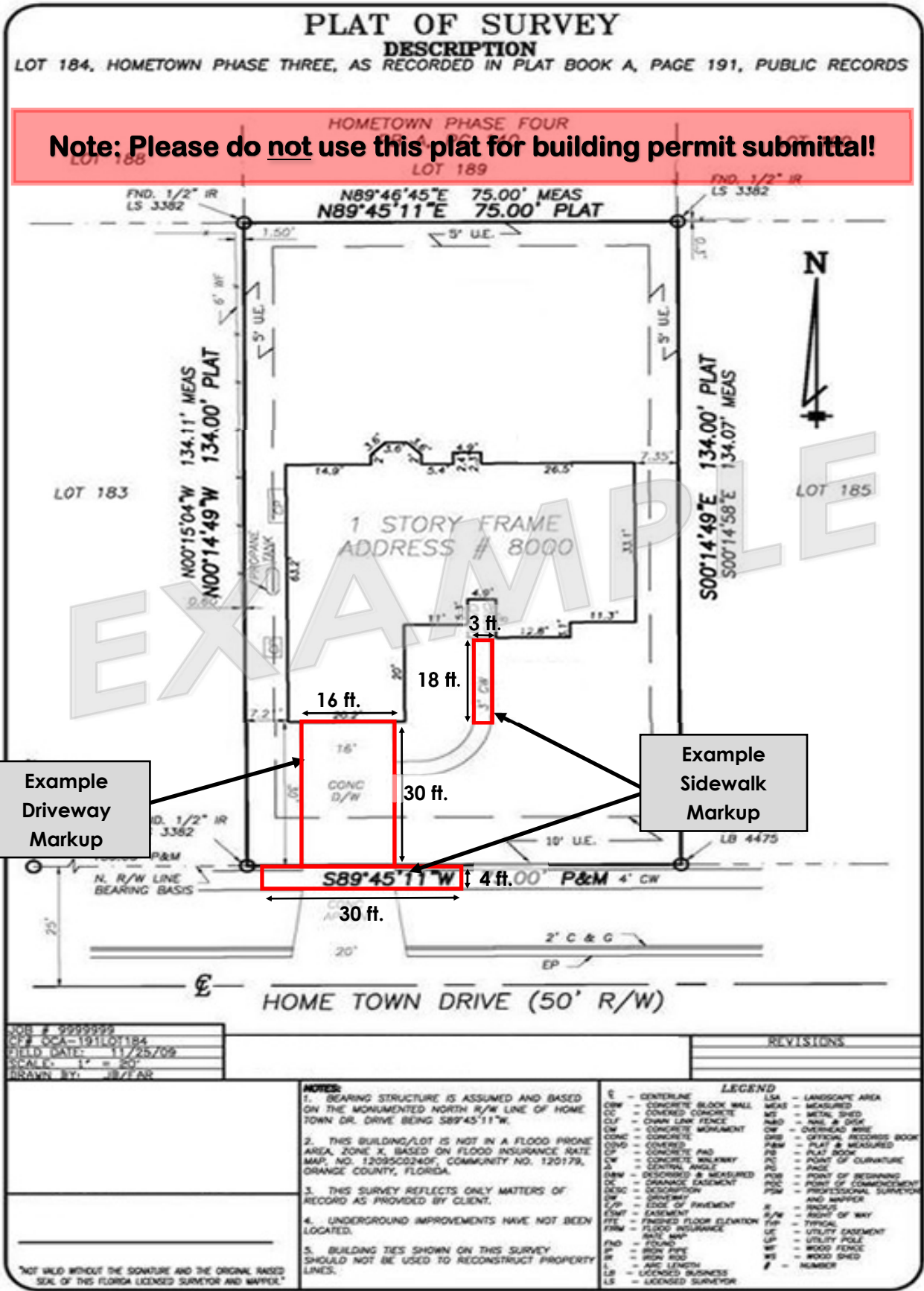
Whenever a project requires digging please contact **J.U.L.I.E.**, in advance, at 811 or online at <http://illinois1call.com> to mark underground utility lines.

Example Plat of Survey Mark Up

Please mark the placement & measurements of the proposed work on your plat of survey. The location and size will be reviewed by the Zoning Department. The Building Inspector will use the approved plat for the inspection of the proposed work. Please use a writing utensil that is easy to see on the plat of survey.

Zoning Questions?

Email: zoning@joliet.gov or Call: 815-724-4055



JOB # 9999999
 CCA-1911LOT184
 FIELD DATE- 11/25/09
 SCALE- 1" = 20'
 DRAWN BY- JLF/AR

REVISIONS

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF THIS FLORIDA LICENSED SURVEYOR AND MAPPER.

- NOTES:**
- BEARING STRUCTURE IS ASSUMED AND BASED ON THE MONUMENTED NORTH R/W LINE OF HOME TOWN DR. DRIVE BEING S89°45'11"W.
 - THIS BUILDING/LOT IS NOT IN A FLOOD PRONE AREA, ZONE X, BASED ON FLOOD INSURANCE RATE MAP, NO. 12095C0240F, COMMUNITY NO. 120179, ORANGE COUNTY, FLORIDA.
 - THIS SURVEY REFLECTS ONLY MATTERS OF RECORD AS PROVIDED BY CLIENT.
 - UNDERGROUND IMPROVEMENTS HAVE NOT BEEN LOCATED.
 - BUILDING TIES SHOWN ON THIS SURVEY SHOULD NOT BE USED TO RECONSTRUCT PROPERTY LINES.

LEGEND	
C	- CENTERLINE
CBW	- CONCRETE BLOCK WALL
CC	- COVERED CONCRETE
CLF	- CHAIN LINK FENCE
CW	- CONCRETE CURB
CONC	- CONCRETE
CONC	- CONCRETE
CP	- CONCRETE PAD
CP	- CONCRETE CURB
CA	- CENTRAL ANGLE
CSM	- DESCRIBED & MEASURED
DE	- DRAINAGE EASEMENT
DESCR	- DESCRIPTION
EP	- EASEMENT
EP	- EDGE OF PAVEMENT
ESM	- EASEMENT
FTE	- FINISHED FLOOR ELEVATION
FIM	- FLOOD INSURANCE
FM	- FOUND
FND	- FOUND
IR	- IRON ROD
IP	- IRON PIPE
L	- ARC LENGTH
LB	- LICENSED BUSINESS
LS	- LICENSED SURVEYOR
LSA	- LANDSCAPE AREA
MEAS	- MEASURED
MT	- METAL SHED
N&D	- NAIL & DISK
OW	- OVERHEAD WIRE
ORB	- OFFICIAL RECORDS BOOK
P&M	- PLAT & MEASURED
PR	- PLAT BOOK
POC	- POINT OF CURVATURE
PA	- PAGE
POB	- POINT OF BEGINNING
POC	- POINT OF COMMENCEMENT
PSM	- PROFESSIONAL SURVEYOR
R	- RADIOS
R/W	- RIGHT OF WAY
TYP	- TYPICAL
UT	- UTILITY EASEMENT
UP	- UTILITY POLE
WF	- WOOD FENCE
WS	- WOOD SHED
#	- NUMBER

Permit # _____

Office Use Only



CITY OF JOLIET

Building & Inspectional Services

150 W. Jefferson Street, Joliet, IL 60432

Phone: 815-724-4070 Email: permitapplication@joliet.gov

Driveway & Sidewalk Permit Application

If permit applications are incomplete, and/or submitted without the required permit information and supporting documents, they will be returned to the applicant.

All Contractor's must submit a copy of the contract with all permit applications.

Address:	_____	City:	_____
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Single Family **Multi-Family** - Number of Units _____

Is this property registered with the Neighborhood Services Rental Program? Yes No

Work Being Completed By: Homeowner Contractor

Homeowner's Name: _____

Address: _____

Phone: _____

Email: _____

Contractor's Name: _____

Address: _____

Phone: _____

Email: _____

Description of Work

Driveway Dimensions: Length: ___ ft. ___ in. **Width:** ___ ft. ___ in.

Driveway Type: Asphalt Concrete
 Brick Pavers Other _____

Sidewalk Dimensions: Length: ___ ft. ___ in. **Width:** ___ ft. ___ in.

Sidewalk Type: Concrete Brick Pavers Other _____

Details:

Total Cost \$ _____

Applicant Signature: _____

Date: _____

Office Use Only:

Building Official Signature _____

Date _____

Homeowner Associations (HOA's) that require prior approval before the City of Joliet will issue a building permit:

Ashford Place	Old Renwick Trail
Aspen Meadows	Prairie Terrace (Condos)
Brighton Lakes	Prairie Trail
Brookside	Regency Ridge (Condos)
Burr Oaks	Reserves @ Cedar Creek
Calla Terrace	Ridgefield Condos
Cambridge Run	Riverside at Ole Caton Farm
Campus Courtyards	Riverside Townes
Caton Ridge	Rock Run Point
Caton Ridge West (effective 3/25/21)	Sable Ridge (effective 10/20/23)
Caton Ridge South (effective 3/25/21)	Saint Paul's Estates
Century Oaks (Condos)	Sanctuary
Citadel on Rock Run	Saratoga West Condos
Clublands	Silver Leaf
Dames Executive Townhomes	Spangler Farms
Deer Run Estates	Springwood Condos
Eagle Ridge	Springwood South
Edgecreek Estates	Squires Mill
Estates @ Cedar Creek	Stone Creek
Fairway Estates II Condos	Theodore's Crossing
Fall Creek	Thorn Creek
Golfview Estates	Thornwood
Grand Prairie (Townhomes)	Timber Oaks (Condos & Townhomes) (9/8/23)
Greywall Club (Detached homes)	Timbers Edge Villas
Hampton Glen	Timberview
Heritage Lake (effective 8/12/24)	Twin Oaks
Hunters Ridge	Twin Oaks West
Inwood Terrace Condos	Waterford Pointe
Kearney Glen (effective 5/11/21)	Wesmere
Kendall Ridge (effective 6/27/23)	Wexford (single-family only)
Lakewood Falls Village (effective 5/4/23)	Wexford West (single-family only)
Lakewood Prairie (effective 5/13/21)	Whisper Glen
LeCarrow Glen Townhomes	Windsor Ridge
Legacy Pointe	Wooded Creek
Neufairfield	Woodland Terrace II
Neustoneshire	Villas @ Cedar Creek
Olde Mill Crossing (Townhomes)(9/8/23)	

Please provide a copy of your homeowner association's approval letter with your building permit submittal information.

UPDATED AUGUST 12, 2024

Permit Fee Payment Options

Once your permit is approved and ready to be issued, you will receive an invoice via email. Please use one of the methods below to complete the payment. When making payments, please reference the Application Reference Number near the top left corner of the invoice you will receive.

Option #1: By Phone (Credit/ Debit Card):

- Call: 815-724-3830 (you will speak with a person)
- Have the credit/debit card number ready
- Provide the application reference number in the upper left corner of the invoice

Option #2: By Mail (Checks)

Send checks to:

Customer Service/ Building Permit
City of Joliet
150 W. Jefferson St.
Joliet, IL. 60432

- Address all checks to **City of Joliet**.
- Include the application reference number from the invoice document on the memo line of your check.
- Include a copy of the invoice with mailed payments.

Option #3: Blue Drop Payment Box (Checks):

The blue drop box is on the west side of Joliet City Hall, 150 W. Jefferson St., Joliet, IL 60432

Please follow the same directions as when mailing. Enclose payment in envelope, address envelope as if mailing. Include Customer Service/ Building Permit on first address line. Place payment in an envelope and address it to Customer Service / Building Permit. Include your application reference number from the invoice on the memo line of your check.

After Payment

Once you have successfully paid for the permit, please notify the Building Department via the **permitapplication@joliet.gov** email address with the application reference number and address. Please note if you would like the permit emailed or mailed to a particular address.

The payment system is not automated and the Building Department does not receive notifications when payments are made. Building permits will not be issued in-person over the counter.

Building & Inspectional Services Division

Phone: 815-724-4070 | Email: permitapplication@joliet.gov

Joliet City Hall
150 W. Jefferson Street, Joliet, IL 60432
First Floor, South Wing