



COMMUNITY DEVELOPMENT DEPARTMENT

100 Parkers Mill ε Oswego, IL. 60543 ε (630) 554-3622 ε Fax: (630) 551-3975  
 Website: <http://www.oswegoil.org>

**NOTICE TO PROCEED  
 PERMIT  
 (Checklist)**

Prior to the commencement of **ANY** construction/demolition activity, the Village must issue a Notice to Proceed Permit. The Developer/General Contractor will first need to complete a Notice to Proceed Application (NTPA) that will generate the required Notice to Proceed Permit (NTPP) that all department heads must sign. The NTPA can be obtained at the Community Development Department or can be downloaded from village web site. Secondly, pending the scope, types of improvements and location of the intended project the Developer/General Contractor may need to secure various regulatory permits and submit copies to the Village before issuance of the Notice to Proceed Permit. Below you will find a list of the Regulatory Permits that may be required with a brief description to assist you in determining whether the permit is necessary.

**Estimated Cost/Surety / LOC (Letter of Credit) / Bonds (Required)**

The design engineer shall prepare an itemized opinion of the cost for all of the site improvements. Said opinion shall use standard IDOT nomenclature and include headings for sanitary sewer, water main, storm sewer, paving, curbing, sidewalks, grading, erosion control, landscaping, storm water management facilities, traffic control signage and site lighting if applicable. The opinion shall be delineated into public and private (on-site) improvements when applicable. The Letter of Credit/Surety Bond amount shall be in an amount of 110% of the approved estimate of cost **(Subdivision and Development Control Regulations, Section 7.00)**

Yes		N/A		Public Improvement Cost Estimate (if applicable)
Yes			Erosion Control Cost Estimate	Date submitted
Yes			Surety, LOC or Performance Bond	Date submitted

**Certificate of Insurance (Required)**

The Owner/Developer responsible for construction of the public/private improvements shall file with the Village Clerk a Certificate of Insurance for Comprehensive General Liability Insurance in the amount of \$500,000 per accident for property damage and \$1,000,000 per person and \$3,000,000 aggregate for bodily injury, sickness, disease or death as protection for any and all claims by anyone, including the Owners/Developer's, Contractor's or employee's which may raise out of or result from Owner/Developer's work or by anyone for whose acts the Owner/Developer may be liable. The insurance policy should name the Village of Oswego, their employees and consultants/agents as additional insured. This certificate shall state that the coverage will not be terminated or reduced without 30 days advance written notice to the Village of Oswego. **(Subdivision and Development Control Regulations Section 8.09)**

Yes		Certificate of Insurance
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**Regulatory Permits** (All regulatory permits must be approved)

Other governmental agencies may review and approve for construction all or certain parts of the improvements and may require a permit such as IDOT, IEPA (storm water NOI), KCHWYD or Fox Metro. Other agencies such as IEPA, FEMA or IDNR may also require that the Village execute an application for permit pending scope of project. When such permit application is required, it shall be necessary that the authorization from other governmental agencies shall be secured by the Owner/Developer. An IEPA (Sanitary or Water main) construction permit will be required if existing (8" sanitary sewer mains or water mains) are being extended. A Permit for sewer service connection is required from Fox Metro. If utility improvements require work to be done within either (IDOT or KCHWYD) Right of Ways a permit will need to be executed by to Owner/Developer. (IEPA NOI/ILR10/NPDES) If the site that is being improved is 1- acre or more A NOI (Notice of Intent) for storm water discharge must be submitted with the IEPA. **(Please be advised that this is a 30 day review period and should be submitted ASAP to avoid any delays with the start of your project).** Regardless of the size of the site, a Signoff of the Village of Oswego Erosion Control Ordinance is required. If the site that is being improved is considered to be in a Flood Zone (please contact) FEMA. If you are considering an onsite construction trailer a permit is required contact the Oswego Building & Zoning Department

Yes		N/A	IEPA Sanitary (if applicable)
Yes		N/A	IEPA Water (if applicable)
Yes			Fox Metro Water Reclamation (required)

Yes		<b>Village of Oswego Erosion Control Ordinance (Sign off)</b>	
Yes	N/A		NOI (ILR10) NPDES / SWPPP (if applicable)
Yes	N/A		IDOT / Kendall County Highway (if applicable)
Yes		<b>Oswego Building &amp; Zoning (required)</b>	
Yes	N/A		Onsite construction trailer (if applicable)
Yes	N/A		FEMA (if applicable)
Yes	N/A		Kendall County Storm Water Management (if applicable)

**Approved Engineering Plans**

Based on the final review comments with recommendation for approval, 8- sets signed and sealed Civil Engineering Plans must be submitted to the Community development Dept. for signature by the Village Engineer. **The digital version is required to be in a PDF format and should incorporate a numbering system that matches each individual sheet as is denoted on the cover sheet of the document.**

Yes		<b>Submittal of 7 – Sets of Approved Engineering Plans</b>	
Yes		<b>1- Digital Set in PDF format</b>	

**Preconstruction Meeting / Erosion Control Installation**

The preconstruction meeting with the Developer/General Contractor and sub-contractor can be scheduled. Installation of the erosion control measures as per the (Approved Engineering Plans) may be installed prior to the meeting. The Notice to Proceed Permit will be issued at this time.

Yes		<b>Scheduled preconstruction meeting</b>	
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Scheduled Date \_\_\_\_\_