



## BUILDING DEPARTMENT

100 Parkers Mill • Oswego, IL 60543 • (630) 554-2310 • Fax: (630) 554-7545  
Website: <http://www.oswego.il.gov>

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### **GENERAL INSTRUCTIONS FOR DRIVEWAYS & AUXILIARY PARKING AREAS:**

#### **Need to Submit:**

1. Building permit application for accessory structures filled out completely.
2. Driveway permit checklist filled out completely.
3. Plot plan or survey showing the location of the proposed driveway or parking area. Also, show the size and width of the existing driveway.

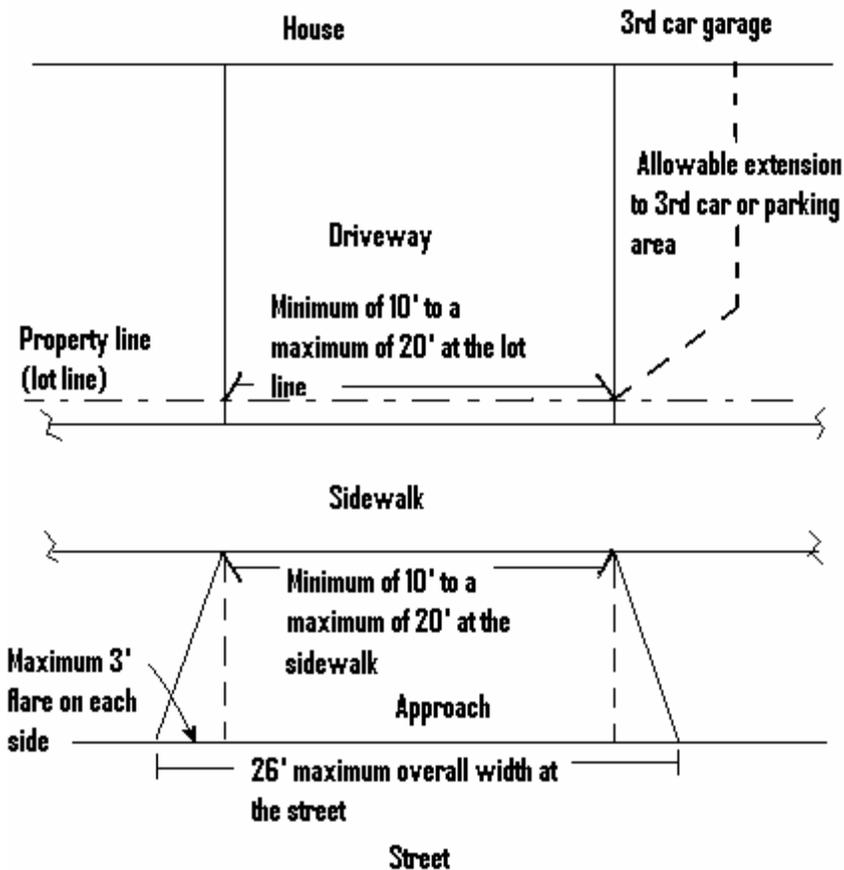
#### **All driveways and auxiliary parking areas shall comply with the following standards and regulations:**

1. The driveway or parking area shall be installed on a minimum of a 4 inch compacted approved base material. Pavers and brick may require additional base material, refer to your manufacturer's installation instructions for the recommended depth and type of the base materials.

Examples of approved base materials:

- A. Sand
  - B. Washed gravel with a maximum size of 3/4 inch material
  - C. Crushed lime stone, such as CA-6
2. The surface of the driveway or parking area shall slope away from the structure.
  3. The thickness of a concrete driveway or parking area shall be no less than 5 inches. The thickness of the concrete driveway approach shall be no less than 6 inches. The thickness of an asphalt driveway, asphalt parking area, or asphalt driveway approach shall be no less than 3 inches; minimum thickness for asphalt may be achieved prior to compression or compaction.
  4. Fill materials shall be free of vegetation and foreign materials. The fill shall be compacted to assure uniform support for the slab, and except where approved, the fill depths shall not exceed 24 inches for clean sand and gravel and 8 inches for earth.
  5. All concrete exposed to the weather shall;
    - A. Provide minimum compression strength of 3500 psi at 28 days after placement.
    - B. The concrete shall be air entrained. Total air content (percent by volume of concrete) shall not be less than 5-percent or more than 7-percent.
    - C. Shall be at least a 6-bag mix
  6. Driveways or auxiliary parking areas shall not be placed in any easement area.

7. Rebar or wire mesh is not permitted in the driveway approach.
8. All driveways and parking areas require inspection before the placement of any surface material.
9. The driveway shall be a minimum of 10 feet to a maximum of 20 feet in width at the property line. The driveway approach shall be a minimum of 10 feet to a maximum of 20 feet at the side walk with even flares on each side to a maximum of 26 feet at the street. (Illustrated below)





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DATE: \_\_\_\_\_

DRIVEWAY/ AUXILIARY PARKING PERMIT CHECKLIST FOR: \_\_\_\_\_  
(Address)

All Items listed must be completed and all documentation must be submitted at the time of permit application. Application submittals not complete WILL NOT be accepted for processing.

- Name, Address, Phone Number Complete on Permit Application
- Permit Application Signed and Dated
- Project Cost – Including Labor
- Contractor Information (if applicable)
- Plat of Survey
- Location of Driveway on Plat of Survey
- Driveway Information
  - A. Type of material (concrete, pavers, asphalt, etc.)
  - B. Base material
    - 1. Type of base material
    - 2. Thickness of base material
  - C. Driveway width – No more than twenty (20) feet wide at property line
  - D. Approach width
    - 1. No more than 20 feet wide at property line
    - 2. Maximum of 3 foot flares on both sides at the street
      - Maximum width at street of 26 feet
- Homeowner has Contacted their Homeowner’s Association before starting work;

The Village of Oswego has no authority to enforce the covenants or adopted rules of your Homeowner’s Association.



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Building Permit Application for Existing and Accessory Structures

Permit No. \_\_\_\_\_

CUSTOMER DATA

Name of Owner: \_\_\_\_\_
Property Address: \_\_\_\_\_
Daytime Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_
Subdivision: \_\_\_\_\_

CONTRACTOR DATA

Name of Contractor: \_\_\_\_\_
Address of Contractor: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Daytime Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

PROPOSED PROJECT DATA

TOTAL OVERALL COST: \$ \_\_\_\_\_

DESCRIPTION OF WORK:

Existing Structure:
(5) Remodel / (10) Demolition / (9) Re-roof
(4) Addition / (11) Plumbing work / (11) Electrical work
(11) Radon Mitigation / (4) Garage/attached (3) Garage/detached
Accessory:
(3) Fence wood chain link other -
new replacement / height 3' 4' 5' 6'
(3) Patio size X / concrete pavers
(3) Deck / (3) Pergola / (3) Service Walk / concrete pavers
(3) Driveway asphalt concrete
(3) Shed size X / pre-built built on site
(3) Swimming Pool above ground in ground
(11) Other - describe
(19) Temporary Pool
(21) Lawn Irrigation

CERTIFICATION
The applicant agrees to conform to all applicable laws of this jurisdiction. I also agree that all work performed under this permit will be in accordance with the plans and specifications which accompany this application., except for such changes as may be required by the inspection officials.

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

Signed: \_\_\_\_\_
Signature of Owner or Owner's Agent

DATE

PERMIT APPROVED BY:
Building Inspector \_\_\_\_\_ Date \_\_\_\_\_