



Village of Kirkland

511 W. Main St. · P.O. Box 550
Kirkland, Illinois 60146
Phone: (815) 522-6179

DRIVEWAY PERMIT CHECKLIST

INFORMATION TO BE SUBMITTED WHEN APPLYING:

- ☐ 1. All construction shall comply with the adopted building codes and ordinances. Construction methods provided in the 2018 International Residential Code (IRC) will be used as it applies to building use and all requirements that apply.
- ☐ 2. A site plan or Plat of Survey showing the proposed location of the driveway on the property.
- ☐ 3. A site plan view (overhead) drawing showing:
 - ☐ a. the proposed driveway drawn to scale.
 - ☐ b. the proposed driveway location distance to the lot lines and other structures.
- ☐ 4. It shall comply with all side yard requirements: which is a minimum of five (5.0ft) from property lines and 10ft from the existing primary structure on the same lot. Ord. 154.019.
- ☐ 5. Provide driveway specs and details
 - ☐ a. Description of the driveway base material
 - ☐ b. Provide depth
 - ☐ c. Finish Type Material (pavers, asphalt, concrete, etc.)
- ☐ 6. **Pre-payment of Plan Review Fee \$35**
- ☐ 7. Contact B&F Construction Code Services, Inc at 847-428-7010 for additional project inquiry questions, and for all inspections. 24-hour notice required for inspections.

*If electricity is to be installed, this **MUST** be noted on the permit application and drawings.*

Note: The above information comes as part of the permit application and compliance is required.
Call **JULIE – 811**, to locate all underground utilities.