



Highwood Building Department

New Single Family Home – Building Permit Submittal and Other Requirements

1. REQUIRED APPLICATIONS AND FORMS

- Building Permit [Application](#) Form including full contractor list.
- Contractor Registration (electrical and plumbing only).
- Watershed Development Ordinance Permit [Application](#) (Lake County, if required)¹.
- Soils report (if necessary).

2. REQUIRED PLAN SETS – PRE CONSTRUCTION

- Building Plans** - five (5) sets stamped by Illinois Licensed Architect (minimum size 24” by 36”), cover page must provide table of home square footage, height, lot coverage.
- Plat of Survey** - five (5) stamped by Illinois Professional Land Surveyor
- Topographical/Engineering/Site Plans** - five (5) sets stamped by Illinois Licensed Engineer including; top of foundation elevations, all existing and proposed buildings, all underground facilities (water, sewer, utility locations), driveway and curb cut location, sump discharge, sidewalk, drainage plan, lot boundaries and distances between all improvements, required setbacks - to be approved by the City Engineer

3. REQUIRED PLAN SET – POST CONSTRUCTION

After Building - Prior to Occupancy

- As-Built Plat of Survey** - stamped by a Professional Land Surveyor registered in Illinois - to be approved by the City Engineer.

4. OPTIONAL – ITEMS TO IMPROVE THE MANAGEMENT OF YOUR PROJECT

- A dumpster provided on site and emptied on a regular basis.
- A portable toilet provided on-site with door facing inward to property. Toilet should be staked to avoid knock over.
- Tree protection fencing for trees intended to be saved.

¹ Watershed development permit is required if: 1) the project is in a floodplain or a floodprone area, 2) the project may impact a [wetland](#), 3) the project will disturb more than 5,000 square feet of soil, and/or 4) the project will hydrologically modify site drainage.