

RESIDENTIAL DRIVEWAYS & APRONS

Do I need a permit to replace or expand my driveway and/or apron?

- Yes, a permit is required to construct, replace, or expand a driveway and/or apron. Minor repairs (maximum 36 sq. ft.) or seal coating does not require a permit.
- Overlays do not require a permit but do require approval through the *Engineering Department* at (847) 459-2523.
- Patios, landings, and sidewalks (other than public sidewalks at the apron) are required to be on a separate permit.



PERMIT PROCESS

Due to the uniqueness of each installation, there may be additional requirements. This information is being provided to help guide you through the permit process. It is the responsibility of the property owner to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.

Step 1: Permit Application Submittal

Submittal Requirements Checklist

- Completed [Building Permit Application](#)
- All contractors must be registered for the current calendar year with the Village. See [Contractor Registration Application](#).
- Two copies of the Plat of Survey (See examples on Page 5)
 - Plat of Survey should be clean and legible
 - Show location and dimensions of the existing as well as proposed driveway and/or apron. Important: All dimensions, including the length of all portions, width at garage, width at both sides of the public sidewalk, width at the street/curb, and the dimensions of any expansion to the existing driveway are required to be shown on the Plat of Survey.
 - Show size, area, and dimensions for all sidewalks, front walks, and stoops or landings in the front yard. (Maximum front yard coverage is 40%)
 - For apron expansions, show the locations of trees, street lights, fire hydrants, or B-box in the parkway. Provide dimensions for these elements to the proposed apron.
- A detailed scope of work or proposal from the contractor, which should include:
 - Type of surface material, thickness of surface material, and depth of stone base
 - Length of street curb being replaced, if applicable
 - Squares or length of public sidewalk being replaced, if applicable



Step 2: Processing and Plan Review

Review Period

- Average review time is 3 to 5 business days after all required information is provided. If the driveway or expansion is within 5 feet of the property line, this period could be increased as additional review is required.

- If any portion of the application is not approved, applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all of the items that need to be addressed prior to the permit being issued. Applicant must respond in writing and provide corrected plans as directed in the review letter, at which time the revised plans will be reviewed.
- Once approved, the applicant needs to pay for and pick up the permit before any work begins.

Step 3: Permit Issuance

Permit Fee

- The permit fee for a standard Driveway/Apron Permit is \$50 plus an engineering fee.
- The fee is due at time of permit issuance. Accepted payment methods are cash, check, or credit card (except AmEx); however, there is an additional processing fee for credit card payments.



Approved Plans

- Approved plans will be given to the applicant at time of issuance.

Step 4: During Construction

General Information

- The permit card must be posted at the property in plain view from the street and remain until final inspections have been approved.
- Construction is permitted on weekdays between 7 a.m. and 7 p.m. and on weekends between 8 a.m. and 7 p.m. (See the [Village's Municipal Code, Section 9.38.037](#))
- No materials or dumpsters are to be stored on the street or in the parkway.
- Approved plans must be kept on site and be available at inspections.
 - Any changes to approved plans, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
 - Permit is invalid if work is not commenced within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.



Underground Utilities

- Call 811 at least a few days before you start any digging project. Utility companies who have potential facilities in the area will be notified. Each utility company will send a locator to mark the appropriate location of the underground utility lines within a few days of your call. For more information, visit call811.com.



Temporary Overnight Street Parking

- Temporary overnight street parking may be requested when a new driveway or apron is being installed. All requests are processed through the *Buffalo Grove Police Department*. Requests can be submitted online at www.frontlinepss.com/buffalogrove or by calling the *Police Department* at (847) 459-2560. Failure to do so can result in the issuance of a citation.

Step 5: Inspections

Required Inspections

- **Base inspection**
 - Base inspections of driveways and aprons are performed by the *Engineering Department* once the forms are in place and base is installed. For a base inspection, call (847) 459-2523 *at least 24 hours* prior to pouring concrete, asphalt or brick pavers.
- **Final inspection**
 - **Once the work has been completed**, call the *Building Department* at (847) 459-2530 to schedule the final inspection. Final inspections will typically be done within a week.



CONSTRUCTION REQUIREMENTS AND SPECIFICATIONS

Please note that these specifications are not all-inclusive. Additional changes or requirements may be made by the inspectors at the time of the inspection to ensure that all construction is performed to code.

Driveways

- Permitted Width:
 - One- and 2-car garages: Maximum 24 feet as measured at the property line.
 - Three-car garages: Maximum 27 feet as measured at the property line.
- Permitted Materials:
 - Concrete: minimum 5 inches concrete over minimum 5 inches CA-6 stone
 - Asphalt: minimum 3 inches compacted Class I bituminous asphalt over 6 inches CA-6 stone
 - Brick pavers (conforming to ASTM C-936): minimum thickness 6 centimeters (2.36 inches) on a granular base of 8 inches minimum compacted thickness with 1 inch setting sand minimum. A concrete or alternative base may be used and installed per the concrete paving brick manufacturer's specifications.
- Grading:
 - Driveway grades on all lots, as measured from the curb to the finished garage floor, shall be between 2% and 8%, except when a grade of 8% or less is not practical due to topographical conditions, in which case the Village Engineer may approve driveway grades up to 10%.
 - The alteration of the existing grade is not allowed in any of the following areas:
 - In any easement
 - Within 5 feet of any property line
 - Within any drainage way
- Coverage:
 - Driveway extensions from the front property line may taper at a rate of 1:1, but the total amount of paved/impervious surfaces in the front yard may not exceed 40%. The front yard area is the area between the front setback line and the front property line.

Aprons

- Permitted Width:
 - One- and 2-car garages: Minimum 10 feet and maximum 24 feet as measured at the sidewalk and maximum 21 feet at the curb.
 - Three-car garages: Maximum 27 feet as measured at the sidewalk and no more than 3 feet greater at the curb.
 - In no case shall the width of the apron at the curb be greater than 6 feet wider than the width of the driveway at the sidewalk.

- The width of the apron at the sidewalk must match the width of the driveway at the sidewalk.
- Permitted Materials:
 - Concrete: 6 inches concrete over 5 inches CA-6 stone.
 - Brick pavers (conforming to ASTM C-936): minimum thickness 6 centimeters (2.36 inches) on a granular base of 8 inches minimum compacted thickness with 1 inch setting sand minimum. A concrete or alternative base may be used and installed per the concrete paving brick manufacturer's specifications.
- Special notes regarding aprons:
 - Although the apron is within the right of way (ROW), construction and maintenance of the apron is the responsibility of the property owner.
 - In the event that a concrete brick paver apron, or portion thereof, is removed by the Village in the course of repairs or maintenance to the public street or utilities, the owner of the property shall replace paver apron within ten days of notification by the Village that the street or utility work is complete. If the paver replacement is not performed by the owner of the property within the ten-day period, the Village may exercise its right to install a concrete apron, full or partial.

MORE INFORMATION



- More details and requirements can be found:
 - in the Village's Municipal Code
 - [16.50.080 – Sidewalks, driveway aprons and driveways](#)
 - On the Village's website
 - www.vbg.org/DrivewaysAndAprons
- For information on the Village's public sidewalk reimbursement program, please call the *Engineering Department* at (847) 459-2523.
- Call the *Building Department* at (847) 459-2530 with any questions.
- All forms and applications can be found at www.vbg.org/bzdownloads.

