



**PERMIT & INSPECTION GUIDELINES:
RESIDENTIAL DRIVEWAY**

A building permit is required for a residential driveway. This permit covers construction related to driveways on residential properties.

Application Process:

1. Visit the City's online Customer Self Service (CSS) portal: <https://www.desplainesil.gov/css>
2. Click on **Login or Register** to create an account (if necessary)
3. Click on **Apply**
4. Search for and select **Concrete/Pavers/Asphalt (Residential)**
5. Fill out the required fields and click **Submit**

Submittal Requirements:

Include the following information and exhibits with your permit application:

- Contact Information:
 - Property Owner: name, email, phone number
 - Contractor: company name, email, phone number, copy of contractor license
- More Information: Additional information may be required by the Chief Building Official
- Attachments: Please include the following information on your required documents:
 - **Plat of Survey:** Upload a Plat of Survey with the location and dimensions of the driveway to be installed or replaced clearly marked. Also indicate the distance from all property lines. The Plat of Survey should be current, showing all buildings and accessory structures. (See **Residential Driveway Example Site Plan** below)
 - **Signed Contract:** Upload a Signed Contract for the work if it is being completed by a contractor. All contractors must be added to the application and registered with the city
 - If any work is to be performed in the city right-of-way (sidewalk/apron) an original signed \$20,000 surety bond is required

Fees: The permit fee for a driveway is **\$100**. After review and approval of your submission, permit fees will be invoiced and emailed to the billing contact.

Inspection Requirements:

- Required Inspections: **Pre-Pour/Base Inspection and a Final Inspection when work is completed.**
- To schedule an inspection, call the Building Division at 847.391.5382 from 8:30am – 4pm

Contact:

Questions? Call the Building Division at 847.391.5382 or email permits@desplainesil.gov

Work Hours:

Work is permitted 7:00a to 7:00p Monday through Saturday, 10:00a to 6:00p on Sunday & Holidays

Other Guidance:

Call JULIE, Joint Utility Locating Information for Excavators, at 1-800-892-0123 for utility line information. JULIE is a free service.

Relevant Enforced Codes:

- 2021 International Building Code (IBC)
- 2021 International Residential Code (IRC)
- 2021 International Property Maintenance Code (IPMC)
- Current Zoning Code

Key Design Considerations: Designs must include, but are not limited to, the following requirements:

Number of Driveways:

- A maximum of one driveway is allowed per lot, and one curb cut is allowed per driveway. This includes any connection to the public alley, street, or private road.

Driveway and Apron Widths:

- Driveways shall be a minimum of 10 feet in width.
- Maximum driveway widths at property line are as follows (see ***Residential Driveway Diagram***):
 - Properties with no garage or carport are allowed: **20-foot-wide driveway**, so long as the length does not exceed 40 feet (*Evergreens must be installed not exceeding 3 feet in height*)
 - **Single-car** wide garage or carport (attached or detached): **20-feet-wide**
 - **Two-car** wide garage or carport (attached or detached): **23-feet-wide**
 - **Three-car** wide garage or carport (attached or detached): **26-feet-wide**
- Driveway aprons must be the same width as driveway at the property line and then be straight flared 3 feet on each side, to the street (see ***Residential Apron Diagram***).

Driveway and Apron Setbacks:

- Driveways may be located no closer than 2 feet from side and rear property lines.
- Driveway aprons shall be setback a minimum of 3 feet from the centerline of a hydrant, traffic signal, utility pole, or other similar facility located in the public right-of-way.

Other Regulations:

- No rocks, gravel or stone mulch shall abut any portion of the driveway.
- No fence or raised barrier shall be installed on or near the property line within a shared driveway.
- No wire mesh is allowed in the apron.
- Aprons and curbs must be built to city engineering standards (see ***Example below***)
- Any legal non-conforming driveway may be repaved if no non-conforming aspect is expanded.
- All concrete must be a minimum of 4 inches below top of building foundation and pitch away from building at ¼" per foot. Drainage cannot be directed onto neighboring properties.



**COMMUNITY AND ECONOMIC
DEVELOPMENT DEPARTMENT**

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5380
desplainesil.gov

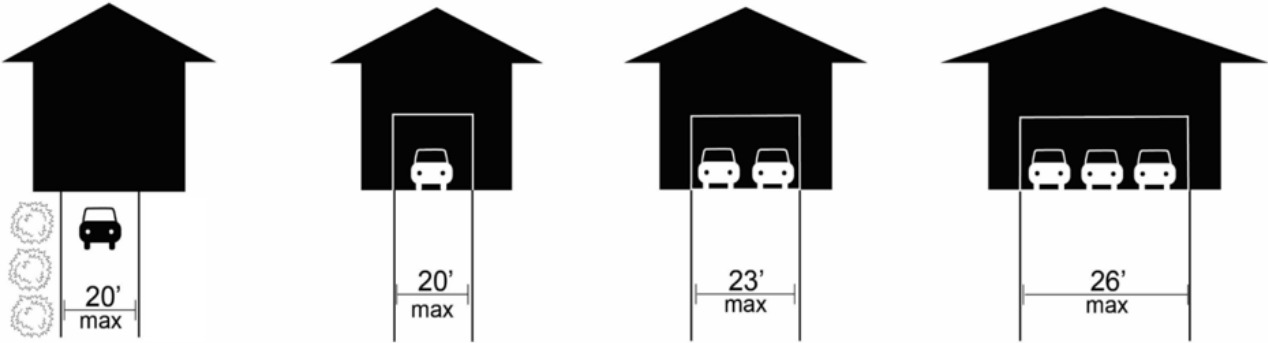
- Minimum thickness for concrete shall be 4 inches over 4 inches of CA-6 compactable gravel (NO PEA GRAVEL). 6 bag mix concrete is the minimum required concrete mix.
- Brick-pavers are only allowed in the city right-of-way with a License Agreement. An application for a License Agreement can be obtained from the Planning and Zoning Division.

DO NOT ORDER CONCRETE TO BE DELIVERED PRIOR TO APPROVAL!

Be advised that the above-mentioned are guidelines. Each permit is treated individually, and certain other requirements may apply. Once the above-mentioned information is submitted, the correct determination can be made. Any exceptions to the above may require a Variation.

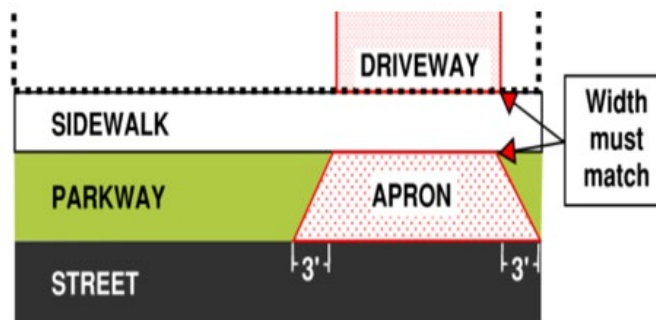
The information presented in this handout is not all inclusive. Please refer to the Zoning Ordinance or contact zoning staff at zoning@desplainesil.gov

Residential Driveway Diagram

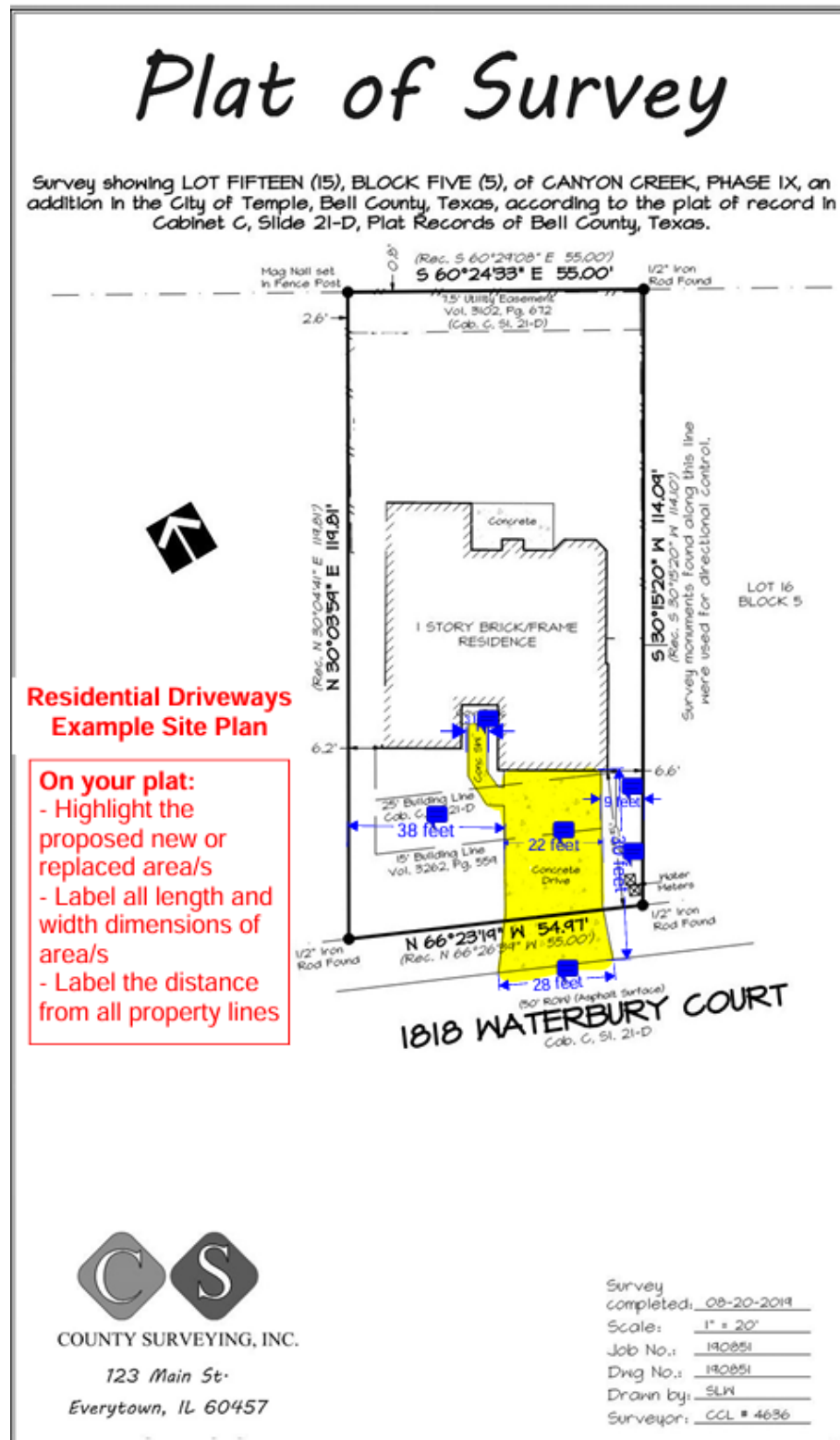


Note: Driveways without carport/garage may not exceed 40' in length and evergreens not exceeding 3' in height must be located along exterior edge of driveway

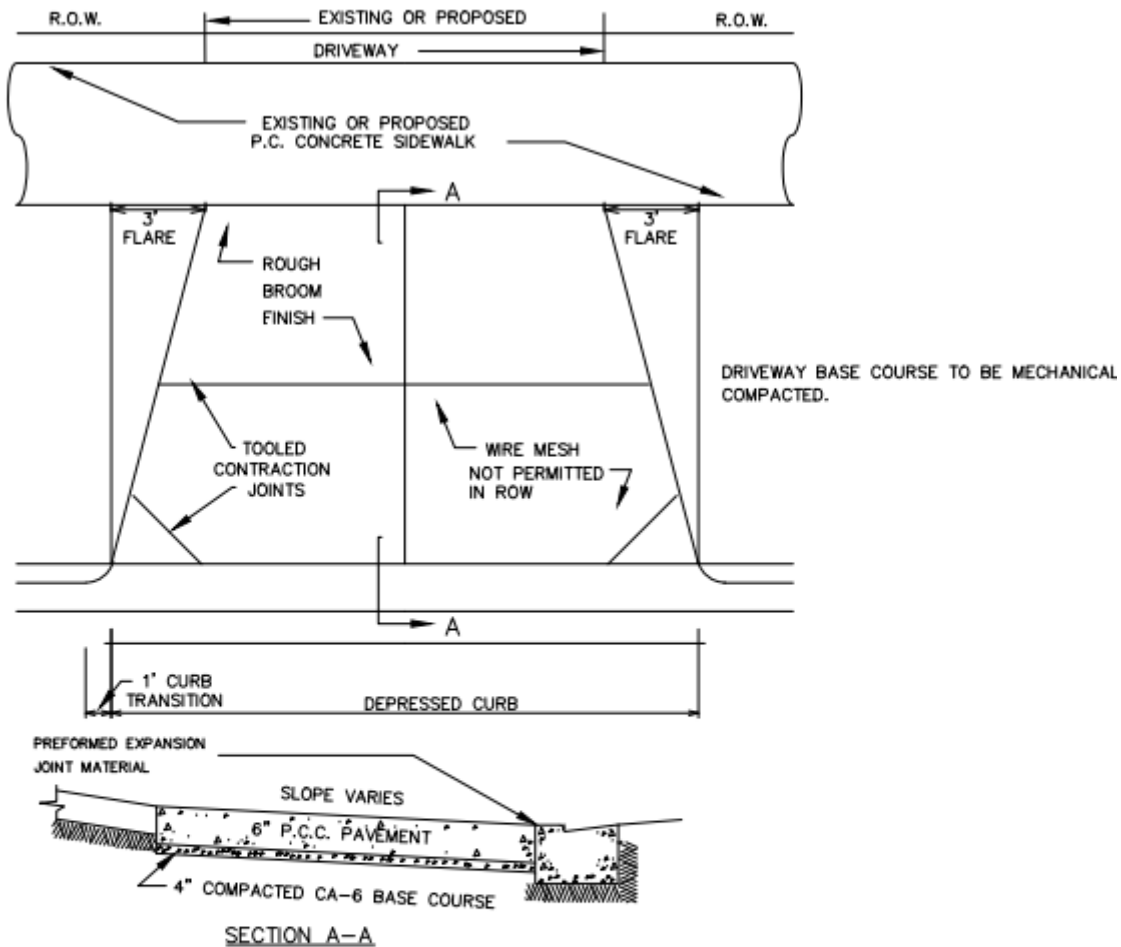
Residential Apron Diagram



Residential Driveway Example Site Plan

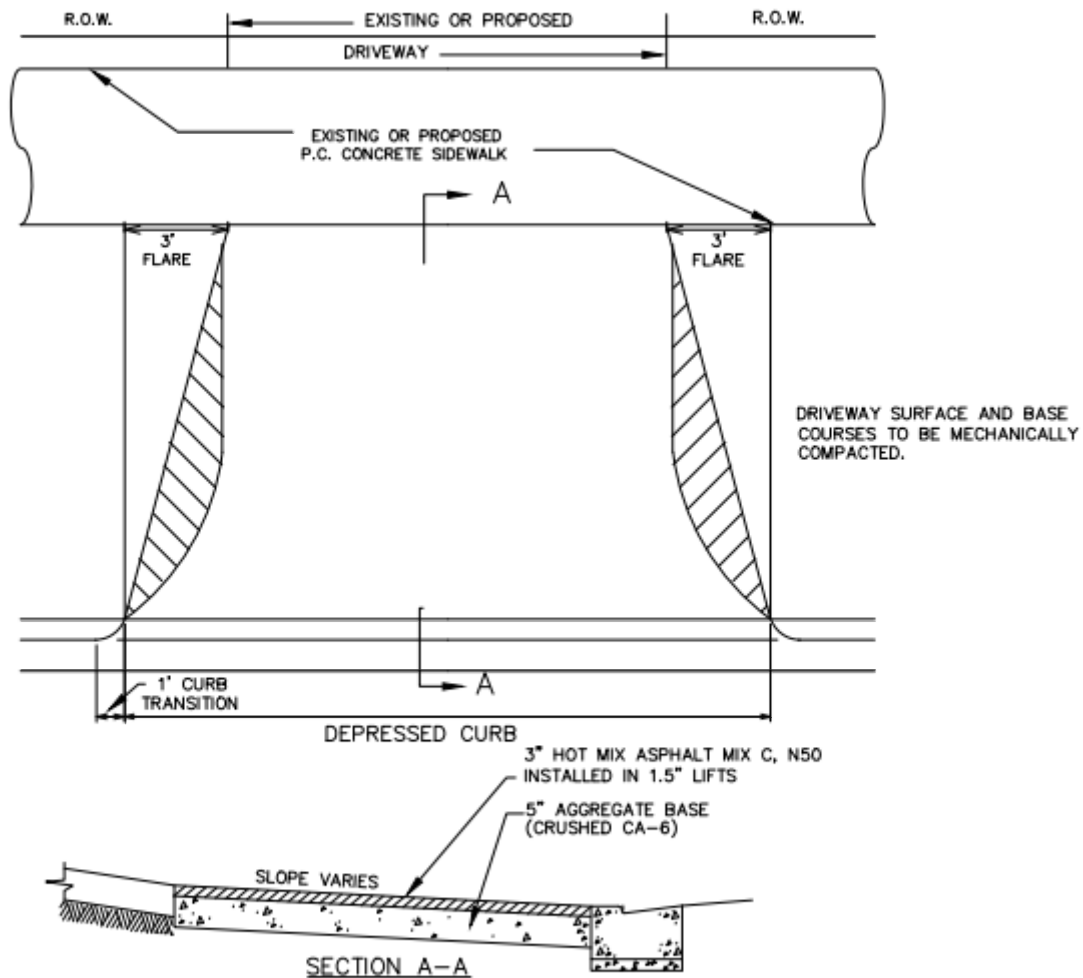


Residential Concrete Apron Detail



CONCRETE RESIDENTIAL DRIVEWAY APPROACH DETAIL

Residential Asphalt Apron Detail



ASPHALT RESIDENTIAL DRIVEWAY APPROACH DETAIL

Residential Concrete Driveway Dual Approach Detail

