

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

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COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



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SITE GRADING PERMIT

The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less in PDF format are required to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, electronic copies on a flash drive or CD are accepted.

Requirements:

1. Complete the permit application in its entirety where applicable. Be sure to print your name, address, phone number, email and include the property index number in the lower left-hand corner. Be certain to indicate on the application if your property is served by well and septic or water and sewer. Provide the estimated cost of work of the project.
2. Plat of Survey prepared by a professional land surveyor in the State of Illinois. The survey shall be no older than 5 years in age.
3. A grading plan shall be submitted prepared by a professional engineer or surveyor licensed in the State of Illinois. It shall include the following information:
 - Existing site elevation (U.S.G.S. or C.D.)
 - Existing elevation of all contiguous property
 - Existing floor and foundation elevations (if applicable) of buildings on the property
 - Direction of surface and down spout runoff
 - Existing and Proposed site contours in 1'-0" vertical intervals
 - Culvert or drain locations
 - Bench mark to be placed on the nearest available permanent structure
 - Any landscape structures and/or piping
 - Drainage certification statement (See requirement 6)
4. A soil erosion and sediment control plan shall be submitted for any activity resulting in excavation or fill, changes to topography, proximity to natural or manmade drainage systems. Drawings shall be prepared by a professional engineer, architect, surveyor, landscape architect, or photogrammetrist licensed in the State of Illinois. Visit the online Cook County Ordinance for more detailed drawing requirements:
https://library.municode.com/il/cook_county/codes/code_of_ordinances?nodeId=PTIILADEOR_CH118ST_AR_TIIISOERSECO
5. If the property is located within Maine, Northfield, Palos, Schaumburg, Wheeling, or Worth, township highway department drainage review approval or waiver will be required.
6. Properties in or adjacent to storm water basins, streams, wetlands or areas at risk for flooding may be subject to review by the Metropolitan Water Reclamation District under the Watershed Management Ordinance. Please visit the official WMO MWRD permitting page for more information:
<https://www.mwr.org/irj/portal/anonymous/managementordinance>
7. Include a drainage certification statement with the stamp and signature of a registered land surveyor or a registered professional engineer, indicating the following statement: *"The grading of the lot and drainage therefrom has been completed and fully complies with the design engineering plans dated _____ submitted for the lot."* The date of signature, license number and license expiration date shall also be indicated.
8. If applicable, the tree removal request following this requirements page.
9. A signed letter of intent shall be provided by a Cook County Registered contractor for excavation and grading. Please visit the Contractor Registration Page on the Cook County Building and Zoning website for more information on registration. <https://www.cookcountyil.gov/service/contractor-registration>