



VILLAGE OF INVERNESS  
BUILDING DEPARTMENT  
1415 BALDWIN ROAD  
INVERNESS, IL 60067  
(847) 358-7960

## DRIVEWAY CULVERT REPLACEMENT REQUIREMENTS

1. **Building Permit Application:** Shall be filled out completely only for the work being proposed.
2. **Acknowledgement of Covenants and Restrictions:** Property owner's signature required.
3. **Plat of Survey:** Two plats are required; one (1) original signed by an Illinois State Licensed Land Surveyor and one (1) copy shall be submitted.
4. **Site Plan:** It is the property owner's responsibility to furnish a copy of a current plat of survey to the culvert installation contractor. The proposed culvert replacement detailed scope of work shall be drawn, signed and dated by the replacement contractor on the copy of the Plat of Survey and two (2) hardcopies of the site plan submitted with the permit application.
5. **Written Proposal/Contract:** A copy of the proposal for the driveway culvert replacement shall be included with the permit application. If the replacement cost of the culvert is "bundled-in" with a driveway remove/replacement, the breakdown cost to replace the driveway culvert only will be required and shall also be reflected as the cost of construction on the permit application.
6. **Permit Application/Document Submittal:** All submissions shall be made in person by a responsible party familiar with the proposed project. Submittals by any other means will not be accepted.
7. **Permit Submittal Appointment Required:** Please call and schedule an appointment with the Building Department when ready to submit the completed application and construction details.
8. **Additional Assistance:** Further assistance regarding these permit requirements or to schedule a submittal appointment can be obtained by contacting the Village of Inverness' Building Department during normal business hours at (847) 358-7960, Monday thru Friday, between 9:00 AM and 4:30 PM.