COMMERICIAL & INDUSTRIAL
SANITARY SERVICE REPAIR CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

☐ Complete an engineering permit application online by visiting our Online Permitting Portal

☐ Provide a copy of the signed contract

☐ Surety Bond and Certificate of Insurance are required for repair work in the Village right-of-way. See requirements here.

☐ If repair is tributary to MWRD sewers submit a completed MWRD NRI form to the Village for review and signature by a Village representative.
  o Fill out all highlighted areas including Co-Permittee – Building owner's contact information & signature in lower right-hand corner of permit.
    ▪ For all sewer reconstruction, relining, rehabilitation, repair (including spot repairs involving excavation).
  o Contractor shall submit the fully executed NRI form and site plan to MWRD with associated permit fee.

☐ Submit site plan, plat of survey, or aerial photographs showing the following:
  o Location of existing sanitary sewer main.
  o Sanitary sewer service location, size, and material.
  o Location of the repair and a description of the proposed fix.

☐ Restoration:
  o All parkway areas shall be restored with four (4") inches of topsoil and sod.
  o Private lawn areas shall be restored with four (4") inches topsoil and seed.
  o Concrete Aprons – 8" PCC on 8" Aggregate 6"x6" #6 welded wire mesh.
  o Concrete Sidewalk – 5" PCC on 2" Aggregate.
  o HMA – 2" Binder on 2" Surface.
  o Street Repair – See Pavement Open-Cut Repair detail

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

☐ Inspection of repair prior to backfill, note that the MWRD inspector shall be notified by the contractor.

☐ Aggregate base and framing as applicable for hardscape restoration

☐ Final