



Community Development Department  
Building Services Division  
4900 Village Commons  
Matteson, IL 60443  
(708) 481-8313

## NEW ASPHALT DRIVEWAY PERMIT TIP SHEET

- Submit Completed Building Permit Application
- Submit a Copy of your Plat of Survey showing the location of the driveway, including any extension, curb cuts, parking pads, etc.; dimensions of the driveway, extensions, curb cuts, parking pads, etc.; and measurements from any property lines.
- Submit a list of ALL materials to be used (a separate list is not required if this information is provided on the drawing).
- Permit may be obtained by either the homeowner or contractor. If a contractor then must be licensed and registered with the Village of Matteson. The contractor shall provide a Certificate of Insurance with the Village of Matteson listed as Certificate Holder and an original \$10,000 License and Permit Bond on file with the Village of Matteson, before permit is issued.
- Permit fee to be paid upon issuance of the building permit.

**Notify J.U.L.I.E. at 1-800-892-0123 to locate all public utilities for underground lines BEFORE any digging.**

- To expedite the review process, please refer to the items listed below when preparing your permit submission:

### **Location:**

1. The driveway shall be no closer than one (1) to the property line.
2. Driveways shall only lead directly from a public right-of-way to a required parking pad.
3. No driveway or curb cut across public property shall have a width exceeding 25 feet, exclusive of curb returns.

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**Specifications:**

1. Black dirt shall be dug out a minimum of six (6) inches. The stone shall not be placed on any black dirt; it shall be placed upon virgin clay.

**INSPECTIONS**

The following inspections are required for construction of an asphalt driveway:

1. The first inspection shall be after a minimum four (4) inches of CA<sup>^</sup> stone mix is installed and compacted. Wire mesh must be installed or fiber mesh must be notified.
2. The second and final inspection shall be after the installation of a minimum of two (2) inches of compacted asphalt is placed in the driveway.

**Contact the Building Services Division at (708) 481-8313 to schedule required inspections.**

Last revised 10/03/11