

City of Sandwich
Building Department
144 E. Railroad Street
Sandwich II 60548
815-786-8802

As Built Plans

Plat of Survey Requirements for a Residential Building Permit

- 1. Plat of Survey for Occupancy (must accompany written request for occupancy) 3 copies of Plat required**
 - 3.1 North Arrow, Scale, Legal description**
 - 3.2 Address and Lot number**
 - 3.3 All Building Perimeter dimensions**
 - 3.4 Benchmark Reference**
 - 3.5 Top of Foundation Elevation**
 - 3.6 Grade Elevations Indicating the Drainage**
 - 3.7 Building Setback Lines**
 - 3.8 Actual Building Setbacks**
 - 3.9 Easements**
 - 3.10 Certificate of Conformance by surveyor to the Grading Plan**
 - 3.11 Developer sign off for occupancy Request (if applicable)**
 - 3.12 Dimensions/ Locations of any other Structures (Storm Inlets, Driveways, Sidewalks, Trees, Patios, etc.)**
 - 3.13 Culvert Dimensions and Invert Elevations (if Applicable)**
 - 3.14 Curb Box Location and Dimensions**
 - 3.15 Sanitary Service Location with Dimensions**
 - 3.16 Water Service Location with Dimensions**
 - 3.17 Final Grading along abutting property Lines**
 - 3.18 Elevation of lowest floor drain connected to the Sanitary Sewer**
 - 3.19 Lowest adjacent Grading Opening (Top of Window Well or Bottom of Other Basement Window that is not an Escape Window)**

The City of Sandwich requires site plans to be prepared by a licensed land surveyor.

Plans need to be stamped