

**VILLAGE OF CARPENTERSVILLE  
CATAGORIES OF RECORDS**

**FINANCE AND ADMINISTRATION**

Village Board Regular Meeting Agendas  
Village Board Special Meeting Agendas  
Minutes of Meetings of Village Boards and Commissions  
Ordinances  
Resolutions  
Board Reports  
Correspondence  
Budgets  
Audits  
Accounts Receivable  
Accounts Payable  
General Ledger  
Liens/Releases  
Special Service Area Information  
Tax information  
Treasurer's Reports  
Job Descriptions  
Salary Information  
Personnel Files  
Personnel Manual  
Personnel Policies  
Agreements and Contracts  
Business licenses  
Liquor licenses  
Dog Licenses  
Vehicle Tax Applications  
Liquor ordinance violation hearings  
Solicitors Permits  
Consultant studies  
Freedom of Information Requests  
Village Code  
Village Newsletters  
Area Business listings  
Refuse Collection Guidelines

**COMMUNITY DEVELOPMENT DEPARTMENT**

Applications for Building Permits  
Applications for Zoning Amendments,  
Applications for Planned Unit Developments  
Applications for Special Uses  
Applications for Variances

Building Permits  
Reports to Planning and Zoning Commission  
Planning and Zoning Commission Minutes  
Findings of Fact of Planning and Zoning Commission  
Comprehensive Plan  
Official Map  
Public Hearing Transcripts  
Contractor licenses and applications  
Inspection Reports  
Certificates of Occupancy  
Code Enforcement Files  
Correspondence  
Information guides regarding building permits and zoning requirements  
Residential Rental Licensing files  
Development Standards and Design Guidelines  
Building Code  
Mechanical Code  
Residential Code  
Plumbing Code  
Fuel Gas Code  
Electrical Code  
Energy Conservation Code  
Existing Building Code  
Property Maintenance Code  
Sprinkler Code  
Current Census Information

## **ENGINEERING DEPARTMENT**

Engineering Standards  
Plats of Subdivision  
Site Improvement Plans  
Subdivision Plans  
Subdivision bonds  
Easement documents  
Right of way documents  
Inspection Reports  
Public Improvement Contracts and Bid documents  
Correspondence  
Contractor Information  
Traffic Studies  
Consultant Studies  
Photographs  
Site plans, approved or otherwise  
Sewer Televising reports, DVD's, and videotapes  
Preliminary plans  
Foundation surveys

Final grading surveys  
Stormwater reports  
Environmental impact statements  
Boring logs  
Individual site bonds  
Motor Fuel Tax (MFT) records

## **FIRE DEPARTMENT**

Fire Reports  
Fire Inspections  
Paramedic Reports  
Correspondence  
Ambulance billing information  
Material Data Safety Sheets  
ISO Insurance Reports  
Fire Code  
Fire Alarm Code  
Fire Prevention Code  
Life Safety Code  
Sprinkler Code

## **POLICE DEPARTMENT**

Police Reports  
Correspondence  
Neighborhood Watch Information

## **PUBLIC WORKS**

Applications for Utility Permits  
Water Quality Reports  
Sewer Reports  
Hydrant Flow Tests  
JULIE Records  
Lift Station Reports  
Inspection Reports  
Construction Project Files  
Service Requests  
Sewer Televising documents  
Street Light Inventory  
Utility Right of Way Permits  
Vehicle Maintenance Records  
Dig Reports  
Water Meter Installation and Repair records  
Water Use studies  
Consultant Studies  
Correspondence