



**APPLICANT'S CHECKLIST
FOR BUILDING PERMIT APPLICATION**

NEW SINGLE FAMILY RESIDENCE

- QUANTITY: ✓ **PLEASE SUBMIT ALL OF THE FOLLOWING REQUIREMENTS TOGETHER AT THE TIME OF PERMIT APPLICATION. PARTIAL SUBMITTALS WILL NOT BE ACCEPTED AND WILL NOT BE REVIEWED.**
- | | | |
|---------|--------------------------|---|
| 1 | <input type="checkbox"/> | Completed building permit application to include cost of construction and contractor information |
| \$200 | <input type="checkbox"/> | Non-refundable permit application fee (check payable to Village of Long Grove) |
| \$640 | <input type="checkbox"/> | Non-refundable engineering minimum review fee (separate check payable to Village of Long Grove) |
| \$3,000 | <input type="checkbox"/> | Refundable security deposit (separate check payable to Village of Long Grove) |
| 3 sets | <input type="checkbox"/> | Architectural construction drawings signed and sealed in accordance with the Illinois Architecture Practice Act. Drawings shall include, but not be limited to, location of HVAC ductwork, electrical, plumbing piping isometric for water, and sanitary waste and vent. (Drawings shall not exceed 24"x 36" in size.) |
| 3 sets | <input type="checkbox"/> | Fire sprinkler shop drawings and hydraulic calculations |
| 5 sets | <input type="checkbox"/> | Plat of survey (1"= 20' scale) showing proposed house top of foundation elevation, topography based on U.S.G. datum, setback lines, easements, and conservancy districts |
| 2 sets | <input type="checkbox"/> | Plat of survey stamped by state of Illinois licensed surveyor |
| 1 | <input type="checkbox"/> | Copy of Lake County Health Department approved septic permit with septic system layout OR copy of Lake County Public Works sewer permit |
| 1 | <input type="checkbox"/> | Copy of Lake County Health Department approved water well permit OR Lake County Public Works water connection permit |
| 1 | <input type="checkbox"/> | Geotechnical soil-bearing report |
| 1 | <input type="checkbox"/> | Tree removal permit application required IF any trees are to be removed |