

**BUILDING PERMIT APPLICATION**



**Accessory Structure**

Size:  Sq. Ft.

Check project type:

- Detached garage
- Storage shed [ Built On-site or Pre-fab ]
- Gazebo
- Other, Describe: \_\_\_\_\_

**Construction Value: \$**

**Project Address:** \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot #: \_\_\_\_\_ PIN #: \_\_\_\_\_

- Residential       Commercial
- Septic               County Sewer       Community Septic
- Private Well       County/Community Water

**Property Owner(s) Name(s):** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell /Alternate Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

- Same as Owner       Building is currently vacant

**Resident(s) Name(s):** \_\_\_\_\_

(for Commercial property, list Business Name and Business Owner's Name here)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell /Alternate Phone #: \_\_\_\_\_

**Notes:**

FOR OFFICE USE ONLY      DATE STAMP

<b>App fee:</b>	HOA?
<input type="checkbox"/> Acces res > 500 sqft	100.00
<input type="checkbox"/> Acces res <= 500 sqft	50.00

<b>Plan Exam:</b>
<input type="checkbox"/> Res: Acces > 500 sqft: per sqft, min \$250 _____ sqft x 0.18/sqft (min \$250) _____
<input type="checkbox"/> Res: Acces <= 500 sqft: per trade 75/25 _____ trades; \$75 + _____ = _____
<input type="checkbox"/> Non-Res: per trade reviewed, 100/50 _____ trades; \$100 + _____ = _____
<input type="checkbox"/> Non-Res: other review

<b>Gen Permit:</b>
<input type="checkbox"/> Res Acces: # of insp + 1.20/sqft over 500 # insp x \$110= _____ + _____ x 1.20= _____ (sqft over 500) = _____
Other _____
Other _____
Engineering I _____
Engineering II _____
<b>Total Gen:</b> _____
<b>- Amt Paid Gen</b> _____
<b>Bal Gen:</b> _____
Dep II _____
<b>- Amt Paid Dep II</b> _____
<b>Bal Dep II:</b> _____
Dep III _____
Dep III _____
<b>Total Dep III:</b> _____
<i>INITIALS &amp; DATE</i>

As property owner or agent for the owner, I hereby attest that all information provided in support of the requested permit is true and accurate. I acknowledge that all work must be performed in accordance with the Codes adopted by the Village of Long Grove and shall be consistent with the Village-approved plans. As the property owner's agent, I hereby certify that the proposed work is authorized by the owner and that I have been authorized by the owner to submit this permit application.

Circle:      **Owner**      **Occupant**

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Property Owner's (or Owner's Agent's) Signature      Printed Name      Contractor      Other

# VILLAGE OF LONG GROVE BUILDING PERMIT APPLICATION CONTRACTOR LIST

FOR OFFICE USE ONLY
RFD
NAME
PROJECT

Please list all contractors for your proposed project.

<b>General Contractor Company Name:</b> _____	
Address: _____ City, State, Zip: _____	
Office Phone #: _____ Fax #: _____	
Contact Person Name: _____ Cell Phone #: _____	
Email Address: _____	

<input type="checkbox"/> <i>Check here if no architect on this project</i> <b>Architect Name:</b> _____	
Address: _____ City, State, Zip: _____	
Phone #: _____ Cell /Alternate Phone #: _____	

<input type="checkbox"/> <i>Check here if no electrical included in this project</i> <b>Electrical Contractor Company Name:</b> _____	
Address: _____ City, State, Zip: _____	
Office Phone #: _____ Fax #: _____	
Contact Person Name: _____ Cell Phone #: _____	

<input type="checkbox"/> <i>Check here if no HVAC included in this project</i> <b>Mechanical /HVAC Contractor Company Name:</b> _____	
Address: _____ City, State, Zip: _____	
Office Phone #: _____ Fax #: _____	
Contact Person Name: _____ Cell Phone #: _____	

<input type="checkbox"/> <i>Check here if no plumbing included in this project</i> <b>Plumbing Contractor Company Name:</b> _____	
Address: _____ City, State, Zip: _____	
Office Phone #: _____ Fax #: _____	
Contact Person Name: _____ Cell Phone #: _____	
Plumber's License #: _____ Expiration Date: _____ <i>Please include photocopy of lic. &amp; Letter of Intent</i>	

<input type="checkbox"/> <i>Check here if no roofing included in this project</i> <b>Roofing Contractor Company Name:</b> _____	
Address: _____ City, State, Zip: _____	
Office Phone #: _____ Fax #: _____	
Contact Person Name: _____ Cell Phone #: _____	
Illinois Roofing License #: _____ Expiration Date: _____ <i>Please include photocopy of lic.</i>	

<input type="checkbox"/> <i>None</i> <b>Other Contractor Company Name:</b> _____	
<b>This contractor is responsible for:</b> _____	
Address: _____ City, State, Zip: _____	
Office Phone #: _____ Fax #: _____	
Contact Person Name: _____ Cell Phone #: _____	

## Applicant's Checklist for Building Permit Application

The following items are required  
at the time of application submittal.

Additional items may be requested upon plan review.  
Incomplete application packets will not be accepted.

Accessory Structure Exceeding 500 sq. ft. of Area	Accessory Structure Up to 500 sq. ft. of Area	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Building permit application</b> , completed and signed by property owner.
<input checked="" type="checkbox"/> \$100	<input checked="" type="checkbox"/> \$50	<b>Application fee</b> , non-refundable (check payable to Village of Long Grove.) Actual permit fees are calculated upon plan review and payable at time of permit issuance. For a schedule of fees, refer to Village Building and Zoning Code, Title 12: Fees and Costs.
<input checked="" type="checkbox"/> \$565	<input checked="" type="checkbox"/> \$200	<b>Engineering review fee</b> , minimum (separate check.)
<input checked="" type="checkbox"/> \$3000	<input checked="" type="checkbox"/> \$1500	<b>Security deposit</b> , refundable (separate check.)
<input checked="" type="checkbox"/> 4 sets	<input checked="" type="checkbox"/> 4 sets	<b>Current plat of survey</b> (1" to 20' scale) showing proposed new construction; show top of foundation elevation, topography base on USGS datum, setback lines, easements, conservancy districts, floodplain elevations, and wetland limits, if applicable.
<input checked="" type="checkbox"/> 4 sets	<input checked="" type="checkbox"/> 4 sets	<b>Detailed construction drawings</b> which include, but are not limited to, framing, electrical, HVAC, and plumbing piping. Include a materials list for sheds and gazebos built on-site. For accessory buildings EXCEEDING 500 sq. ft. of area, drawings shall be signed and sealed by an Illinois licensed architect.  Will this building be fire-sprinklered? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please include 4 extra sets of construction drawings for fire department life-safety review.
<input checked="" type="checkbox"/> 4 sets, if required	<input checked="" type="checkbox"/> 4 sets, if required	<b>Fire sprinkler drawings and hydraulic calculations: Detached structures which comply with ALL of the following, do NOT require automatic fire sprinkler protection</b> ; please check all that apply: (1) <input type="checkbox"/> Less than one thousand (1,000) sq. ft. in floor area, (2) <input type="checkbox"/> Single story, (3) <input type="checkbox"/> Not used as a dwelling, (4) <input type="checkbox"/> Not a high hazard use group, (5) <input type="checkbox"/> Not used for high hazard products or hazardous materials storage, (6) <input type="checkbox"/> No basement level, and (7) <input type="checkbox"/> Minimum 20' separation between buildings. Contact the fire department directly for additional information: Long Grove Fire (847) 634-3143 or Countryside Fire (847) 367-5511.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Lot area calculations</b> , including total impervious area, existing and proposed.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Exterior disturbed area calculations</b> ; include area for all excavation, fill, and construction staging. <input type="checkbox"/> If disturbed area exceeds 5,000 sq. ft., submit a completed Stormwater Permit Application, per Village of Long Grove Stormwater Management Ordinance.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Floor area calculations</b> ; for ADDITIONS EXCEEDING 500 sq. ft. of area, calculations shall be certified by an Illinois licensed architect.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Properties with septic and/or private water well</b> : Copy of LCHD approved permit for sanitary septic system permit (with layout) and/or review of private water well.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Photocopy of State of Illinois <b>roofer's license</b> , where applicable.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Photocopy of State of Illinois <b>plumbing contractor's license (055 #)</b> , where applicable.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Plumber's Letter of Intent</b> (per State requirement, on plumbing company letterhead), where plumbing is applicable.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>If stucco exterior</b> : Photocopy of stucco applicator's certification.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Copy of construction contract or proposal</b> , with detailed project description.



A separate Tree Removal Permit is required if any tree removal is proposed in conjunction with this project.



Call J.U.L.I.E. to locate underground utilities before you dig. Call 811 or 1-800-892-0123 or visit [illinois1call.com](http://illinois1call.com) to place an E-Request online.



Please contact your H.O.A. for compliance with subdivision covenants and restrictions.

Village of Long Grove ☎ 3110 RFD, Old McHenry Road, Long Grove, IL 60047 ☎ Ph (847) 634-9440 ☎ Fax (847) 634-9408