

# BUILDING PERMIT APPLICATION



Check project type:

- Commercial New Building
- Commercial Addition
- Commercial Build-Out, Interior Alterations, Remodel or Restoration; briefly 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 #: \_\_\_\_\_

**Name of Business:** \_\_\_\_\_  
 New /Proposed       Existing Business       Currently Vacant  
 Business Phone #: \_\_\_\_\_  
**Business Owner(s) Name(s):** \_\_\_\_\_  
 Business Owner's Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Bus. Owner's Ph# \_\_\_\_\_ Cell /Alt Ph #: \_\_\_\_\_  
 Business Owner's Email Address: \_\_\_\_\_

**Other Responsible Party, i.e. Management Company /Person:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Cell /Alternate Phone #: \_\_\_\_\_

FOR OFFICE USE ONLY      DATE STAMP

<b>App</b>	HOA?
<input type="checkbox"/> Com New Bldg	200.00
<input type="checkbox"/> Com Addn	200.00
<input type="checkbox"/> Com Bld-Out, Int Alts	50.00

**Plan Exam**

Per Volume Category: \_\_\_\_\_

B P M E \_\_\_\_\_

Energy \_\_\_\_\_

Per trade reviewed, 100/50  
 \_\_\_\_\_ trades; \$100 + \_\_\_\_\_ = \_\_\_\_\_

**Gen**

Com Princ Bldg, per 1,000 cu ft  
 \_\_\_\_\_ x 134.00= \_\_\_\_\_

Com Addn, per 1,000 cu ft  
 \_\_\_\_\_ x 134.00= \_\_\_\_\_

**OR** per # insp  
 \_\_\_\_\_ # insp x 145.00= \_\_\_\_\_

Com Alts or Repair, per # insp  
 \_\_\_\_\_ # insp x 145.00= \_\_\_\_\_

**OR** \$40/\$1,000 value= \_\_\_\_\_

Other \_\_\_\_\_  
 Other \_\_\_\_\_

Conservancy Signs \_\_\_\_\_

Engineering I \_\_\_\_\_  
 Engineering II \_\_\_\_\_

**Total Gen:** \_\_\_\_\_  
 - Amt Paid Gen \_\_\_\_\_

**Bal Gen:** \_\_\_\_\_

Dep II \_\_\_\_\_  
 - Amt Paid Dep II \_\_\_\_\_

**Bal Dep II:** \_\_\_\_\_

INITIALS & DATE

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

\_\_\_\_\_ Printed Name      \_\_\_\_\_ Contractor      Other

Property Owner's (or Owner's Agent's) Signature

# 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.

New Commercial Building	Commercial Addition Exceeding 500 sq. ft.	Commercial Addition Not Exceeding 500 sq. ft.	Commercial Interior Alterations, Build-Out, Remodel, or Restoration	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Building permit application</b> , completed and signed by property owner.
<input checked="" type="checkbox"/> \$200	<input checked="" type="checkbox"/> \$200	<input checked="" type="checkbox"/> \$200	<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"/> \$565	<input checked="" type="checkbox"/> \$565		<b>Engineering review fee</b> , minimum (separate check.)
<input checked="" type="checkbox"/> \$3000	<input checked="" type="checkbox"/> \$3000	<input checked="" type="checkbox"/> \$1500	<input checked="" type="checkbox"/> \$1500	<b>Security deposit</b> , refundable (separate check.)
<input checked="" type="checkbox"/> 2 sets				<b>Plat of survey</b> (unbuilt lot) stamped by State of Illinois licensed surveyor.
<input checked="" type="checkbox"/> 4 sets	<input checked="" type="checkbox"/> 4 sets	<input checked="" type="checkbox"/> 4 sets		<b>Site plan</b> (1" to 20' scale) <b>showing proposed new construction</b> ; show top of foundation elevation, topography based on USGS datum, setback lines, easements, conservancy districts, floodplain elevations, and wetland limits, if applicable.
<input checked="" type="checkbox"/> 9 sets	<input checked="" type="checkbox"/> 9 sets	<input checked="" type="checkbox"/> 8 sets	<input checked="" type="checkbox"/> 8 sets	<b>Detailed construction drawings</b> which include, but are not limited to, framing, electrical, location of HVAC ductwork, plumbing piping isometric for water, and sanitary sewer waste and vent. Drawings for new commercial buildings and additions exceeding 3,500 cu.ft. of volume must be stamped and signed by an Illinois licensed architect.  <input type="checkbox"/> Optional: Your project will be reviewed for energy conservation code compliance; if you have used software such as <i>COM Check</i> or similar, please provide a copy of the energy compliance documentation.
<input checked="" type="checkbox"/> 4 sets	<input checked="" type="checkbox"/> 4 sets	<input checked="" type="checkbox"/> 4 sets	<input checked="" type="checkbox"/> 4 sets	<b>Fire sprinkler shop drawings and hydraulic calculations.</b>
<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Floor area AND volume calculations</b> , existing and proposed. * For new buildings and additions exceeding 3,500 cu.ft. of area, calculations must be certified by an Illinois licensed architect.
<input checked="" type="checkbox"/>	<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"/>				<b>Geotechnical soil-bearing report</b>
<input checked="" type="checkbox"/>				Copy of LCHD approved water well permit OR LCPW water connection permit.
<input checked="" type="checkbox"/>				<b>Properties with sewer</b> : Need copy of Lake County Public Works approved sewer permit.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> if adding baths	<b>Properties with septic</b> : Copy of LCHD approved septic permit or review of existing sanitary septic system with layout and/or review of private water well. [All property alterations, additions, or new construction on properties with well and/or septic must have review by LCHD. Contact Lake County Central Permit Facility at 500 W. Winchester Rd., Libertyville, IL 60048, 847.377.2600.]
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Plumber's Letter of Intent</b> (on plumbing contractor's letterhead, per State requirement.)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Copy of 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. (if applicable) for compliance with subdivision covenants and restrictions.