

BUILDING PERMIT APPLICATION



Check project type:

New Single-Family Residence
 Area: _____ Sq. Ft.

Are there any accessory buildings included on the drawings being submitted with this application?
 No Yes How many? _____

Construction Value: \$ _____

Project Address: _____
Subdivision: _____
Lot #: _____ **PIN #:** _____
 Residential Commercial
 Septic County Sewer Community Septic
 Private Well County/Community Water
 Fire-Sprinklered Non-Sprinklered

Property Owner(s) Name(s): _____

Current Address: _____
City, State, Zip: _____
Phone #: _____
Cell /Alternate Phone #: _____
E-mail address: _____

Primary contact person for this project is: **Owner** **Contractor** **Other**
Name: _____
Phone #: _____ **Cell** **Work** **Home**
E-mail address: _____

Notes:

FOR OFFICE USE ONLY DATE STAMP

New principal building, res HOA? _____
 Include access bldg or other? _____

Plan Exam:
 3,200 sqft or less 750.00
 > 3,200 sqft 750.00 +
 sqft x 0.18/sqft over 3,200 _____
 = _____

Gen Permit Base: 4,860.00
 + sqft x 1.20/sqft _____
 = _____

App 200.00
 Plan Exam _____
 Gen/Bldg _____
 Add'l Inspections _____
 Conservancy Signs _____
 Other _____
 Other _____
 Engineering I _____
 Engineering II _____
Total Gen: _____
- Amt Paid Gen _____
Bal Gen: _____

Elem: 76DL 79Fre 96KC HS: 120Mun 125Stev
 Dep I /OS _____
 Dep I /PD _____
Total Dep I: _____
 Dep II _____
- Amt Paid Dep II _____
Bal Dep II: _____
 Dep III _____
Total Dep III: _____

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.

General Contractor Company Name: _____	
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> Architect Name: _____	
Address: _____ City, State, Zip: _____	
Phone #: _____ Cell /Alternate Phone #: _____	

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

<input type="checkbox"/> <i>Check here if no roofing included in this project</i> Roofing Contractor Company Name: _____	
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> Other Contractor Company Name: _____	
This contractor is responsible for: _____	
Address: _____ City, State, Zip: _____	
Office Phone #: _____ Fax #: _____	
Contact Person Name: _____ Cell Phone #: _____	

**New Single-Family
Residence**

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.

<input checked="" type="checkbox"/>	Building permit application , completed and signed by property owner.
<input checked="" type="checkbox"/> \$200	Application fee , 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	Engineering review fee , minimum (separate check.)
<input checked="" type="checkbox"/> \$3000	Security deposit , refundable (separate check.)
<input checked="" type="checkbox"/> 2 sets	Plat of survey (unbuilt lot) stamped by State of Illinois licensed surveyor.
<input checked="" type="checkbox"/> 5 sets	Site plan (1" to 20' scale) showing proposed new construction ; 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"/> 5 sets	Detailed construction drawings, signed and sealed by an Illinois licensed architect , 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 shall not exceed 24" x 36" in size. <input type="checkbox"/> Optional: Your project will be reviewed for energy conservation code compliance; if you have used software such as <i>RES Check</i> or similar, please provide a copy of the energy compliance documentation.
<input checked="" type="checkbox"/> 4 sets	Fire sprinkler shop drawings and hydraulic calculations .
<input checked="" type="checkbox"/>	Lot area calculations , including total impervious area, existing and proposed.
<input checked="" type="checkbox"/>	Exterior disturbed area calculations ; 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"/>	Floor area calculations ; calculations must be certified by an Illinois licensed architect.
<input checked="" type="checkbox"/>	Geotechnical soil-bearing report
<input checked="" type="checkbox"/>	Water : Copy of LCHD approved water well permit OR LCPW water connection permit.
<input checked="" type="checkbox"/>	Sanitary sewer or septic : Copy of LCPW approved sewer permit or LCHD approved sanitary septic system permit with layout.
<input checked="" type="checkbox"/>	Photocopy of State of Illinois plumbing contractor's license (055 #) .
<input checked="" type="checkbox"/>	Plumber's Letter of Intent (on plumbing contractor's letterhead, per State requirement.)
<input checked="" type="checkbox"/>	Photocopy of State of Illinois roofer's license .
<input checked="" type="checkbox"/>	If stucco exterior : Photocopy of stucco applicator's certification.
<input checked="" type="checkbox"/>	Copy of construction contract or proposal , with detailed project description.



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



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



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