

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 #: _____	

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.

Residential Addition Exceeding 500 sq. ft. of Area	Residential Addition Up to 500 sq. ft. of Area	Interior Alterations, Remodel, or Build-Out With New Wall Openings at Ground Level	Interior Alterations, Remodel, or Build-Out, or Restoration	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Building permit application , completed and signed by property owner.
<input checked="" type="checkbox"/> \$100	<input checked="" type="checkbox"/> \$50	<input checked="" type="checkbox"/> \$50	<input checked="" type="checkbox"/> \$50	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	<input checked="" type="checkbox"/> \$200	<input checked="" type="checkbox"/> \$200		Engineering review fee , minimum (separate check.) Interior Alterations: Are the interior improvements valued at over-50% of the market-value of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>And</i> , is the property in a floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes to both</i> , please include engineering review fee minimum \$565 (separate check) and submit a completed Stormwater Permit Application, per Village of Long Grove Stormwater Management Ordinance.
<input checked="" type="checkbox"/> \$3000	<input checked="" type="checkbox"/> \$1500	<input checked="" type="checkbox"/> \$1500	<input checked="" type="checkbox"/> \$1500	Security deposit , refundable (separate check.)
<input checked="" type="checkbox"/> 5 sets	<input checked="" type="checkbox"/> 5 sets	<input checked="" type="checkbox"/> 5 sets		Current plat of survey (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	<input checked="" type="checkbox"/> 4 sets	<input checked="" type="checkbox"/> 3 sets	Detailed construction drawings which include, but are not limited to, framing, electrical, location of HVAC ductwork, plumbing piping isometric for water, and sanitary sewer waste and vent. For ADDITIONS EXCEEDING 500 sq. ft. of area, drawings shall be signed and sealed 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>RES 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	Fire sprinkler shop drawings and hydraulic calculations (Fire sprinkler system requirement effective for buildings built since 4/12/1988.)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Lot area calculations , including total impervious area, existing and proposed.
<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Floor area calculations; 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"/>	<input checked="" type="checkbox"/> if adding baths	<input checked="" type="checkbox"/> if adding baths	Properties with septic and/or private water well: 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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Photocopy of State of Illinois plumbing contractor's license (055 #) , where applicable.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Plumber's Letter of Intent (on plumbing contractor's letterhead, per State requirement.)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Photocopy of State of Illinois roofer's license .
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			If stucco exterior: Photocopy of stucco applicator's certification.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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.
Village of Long Grove ☎ 3110 RFD, Old McHenry Road, Long Grove, IL 60047 ☎ Ph (847) 634-9440 ☎ Fax (847) 634-9408