

BUILDING PERMIT APPLICATION



Check project type:

- Commercial New Building
- Commercial Addition
- Commercial Build-Out, Interior Alterations,

Remodel or Restoration; briefly describe: _____

Project Value: \$ _____

Project Address: _____
Subdivision: _____
Lot #: _____ PIN #: _____

Property Owner(s) Name(s): _____
Address: _____
City, State, Zip: _____
Phone #: _____ Cell /Alt Ph #: _____
Email address: _____

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 /Alt Ph #: _____
Email Address: _____

Please complete/check all that apply to this property:

- Residential Commercial Downtown Historic Business District
- Septic County Sewer Community Septic
- Private Well Community Water Village of Long Grove Public Water
- Fire-sprinklered Non-sprinklered
- Long Grove Fire Prot Dist Countryside Fire Prot Dist

Building, # of stories: _____ Electric service: _____ amps

FOR OFFICE USE ONLY

HOA LGFPD CFPD

PERMIT NUMBER & DATE STAMP

BUILDING APPLICATION AND PERMIT

No one shall work on a project until after a permit has been issued and the permit placard is posted in a prominent place on the premises, visible from the road. Starting work without a permit will result in a fine and will cause the cost of the permit to be double the normal permit amount.

BUILDING CODES:

Effective 6/1/2015, the Village has adopted the following building codes with amendments. Amendments may be viewed online at www.longgrove.net or at the Village office.

2015 International Building Code
2015 International Residential Code
2015 International Mechanical Code
2014 National Electrical Code
2014 Illinois State Plumbing Code
2015 International Fire Code
2012 International Energy Conservation Code
2015 International Fuel Gas Code
2015 International Existing Building Code
1997 Illinois Accessibility Code
2015 International Property Maintenance Code

BUILDING INSPECTIONS:

PLEASE REFER TO THE VILLAGE-APPROVED PERMIT PLANS AND ASSIGNED INSPECTION LIST SPECIFIC TO THIS PERMIT UPON ISSUANCE. For New Residence Permits, inspections are at minimum required for the following stages of construction: site stakeout, footing prepour, foundation wall prepour, foundation backfill, slab underground plumbing, floor prepours, electrical service, water service, rough framing/ electrical/ HVAC/ plumbing, electrical wiring, insulation, final building/ plumbing/ electrical/ HVAC for Certificate of Occupancy. Additional building inspections required, where applicable are: fireplace, stoop and flatwork prepours, radiant heating in-floor, storm sewer, driveway, culvert, deck piers/ rough/ final. This list is not all-inclusive. Builder also needs to contact Lake County Health Department and/or Lake County Public Works, as well as the corresponding fire department, Long Grove Fire or Countryside Fire, for pertinent fire sprinkler, fire alarm and life safety inspections.

SCHEDULING INSPECTIONS:

PLEASE CALL (847) 634-9440 OR VISIT THE VILLAGE OFFICE DURING REGULAR BUSINESS HOURS (MON - FRI, 8:00 a.m. to 5:00 p.m.)

48 hours advance notice is required when scheduling building inspections. Minimum 2 weeks advance notice is required when scheduling occupancy inspections.

Please have the following information handy when calling: project address, lot number, subdivision, permit number, and a contact person's name and phone number. You may select an A.M. or P.M. time frame for your inspection. (A specific appointment time will not be assigned.)

CONSTRUCTION HOURS: Monday through Friday 7:00 a.m. to 7:00 p.m., Saturday 8:00 a.m. to 5:00 p.m. Construction on Sunday may occur 10:00 a.m. to 5:00 p.m. but may only be by an owner or occupant performing work on his or her own residence or property. [Ord. no. 2003-O-26]

YOUR COOPERATION WILL HELP TO PREVENT DELAYS OR STOPPAGE OF CONSTRUCTION.

In consideration of this application and attached forms being made a part thereof, and the issuance of permits, I/we will conform to the regulations set forth in the Long Grove Village Code and any other applicable regulations. I/we also agree that all work performed under said permit will be accordance with the plans and plot diagram which accompanies this application, except for such changes as may be authorized by the building official, and that I/we will use the building only for the purpose as stated in this application.

I/we further state that I/we made this application in order to induce the Department of Building and Zoning of the Village of Long Grove, Illinois to issue its official permit for the uses stated herein.

I/we being duly sworn my/our oath have reviewed the permit application and state that all items completed are accurate and correct. I/we hereby acknowledge that it is unlawful to occupy a residence without a Certificate of Occupancy. One will not be issued until the structure conforms to all applicable ordinances and unless and until the project is serviced by an approved septic or sanitary sewer where applicable and required, I/we further acknowledge that this permit application will become null and void if the proper inspection schedule is not followed by our contractors and subcontractors. I/we understand that extra inspections, re-inspections, reviews of revisions, red tags, and any violations of the building code may result in additional fees for which I/we will be responsible.

I have read this application and fully understand the intent:

X

Signature of _____ Property Owner or _____ Authorized Agent for the Owner Printed Name Date

FOR OFFICE USE ONLY

PERMIT NO. _____

This permit is granted upon the expressed condition that only such construction or improvements as located on the application with plot plan forming a part hereof and described in the application, that no error or omission in either plans or application, whether said plans and application have been approved by the Village of Long Grove or not, shall permit the applicant to construct the work in any manner other than provided for in the ordinances of Long Grove, Illinois. This permit is valid for a term of eighteen (18) months from the date of issuance. This term may be extended for one additional six-month period, for a total of twenty-four (24) months, by means of written request to the Village Superintendent and a payment of a \$100.00 permit renewal fee. Beyond twenty-four months, the security deposit, if any, is subject to reduction and/or forfeiture in accordance with the Village of Long Grove Code and Building Regulations.

Fee of \$ _____ paid on _____ Date of Issuance: _____

Village Official: _____

Village of Long Grove / 3110 RFD, Old McHenry Road, Long Grove, IL 60047

Ph (847) 634-9440 / Fax (847) 634-9408 / [www longgrove.net](http://www.longgrove.net)

PLEASE CALL 48 HOURS IN ADVANCE TO SCHEDULE BUILDING INSPECTIONS (847) 634-9440

VILLAGE OF LONG GROVE BUILDING PERMIT APPLICATION
CONTRACTOR LIST

Project address: _____

Please provide complete information for all contractors; indicate if contractor is To Be Determined.
Complete information must be received and verified by Village prior to permit issuance.

T.B.D.

General Contractor Company Name: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Fax #: _____

Contact Person Name: _____ Cell Phone #: _____

Email Address: _____

Check here if no architect on this project

Architect Name: _____

Address: _____ City, State, Zip: _____

Phone #: _____ Cell /Alternate Phone #: _____

Email Address: _____

Check here if no electrical included in this project T.B.D.

Electrical Contractor Company Name: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Fax #: _____

Contact Person Name: _____ Cell Phone #: _____

Electrical Contractor's License #: _____ Issuing Jurisdiction: _____ Expir. Date: _____ *Please include photocopy of license*

Check here if no HVAC included in this project T.B.D.

Mechanical /HVAC Contractor Company Name: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Fax #: _____

Contact Person Name: _____ Cell Phone #: _____

Check here if no plumbing included in this project T.B.D.

Plumbing Contractor Company Name: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Fax #: _____

Contact Person Name: _____ Cell Phone #: _____

Plumber's License #: _____ Expiration Date: _____ *Please include photocopy of #055 license & Letter of Intent.*

Check here if no roofing included in this project T.B.D.

Roofing Contractor Company Name: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Fax #: _____

Contact Person Name: _____ Cell Phone #: _____

Illinois Roofing License #: _____ Expiration Date: _____ *Please include photocopies of license and I.D.*

None T.B.D.

Other Contractor Company Name: _____
i.e. excavator, mason, separate sewer/water plumber

This contractor is responsible for: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Fax #: _____

Contact Person Name: _____ Cell Phone #: _____

New Commercial Building	Commercial Addition Exceeding 500 sq. ft.	Commercial Addition Not Exceeding 500 sq. ft.	Commercial Interior Alterations, Build-Out, Remodel, or Restoration	<p>Project address: _____</p> <p>Applicant's Checklist for Building Permit Application</p> <p>The following items are required at the time of application submittal. Check (✓) or indicate N/A for all items listed below and sign here:</p> <p>_____</p> <p>Incomplete application packets will not be accepted. Additional items may be requested at time of plan review. Please make all checks payable to the Village of Long Grove.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building permit application , completed and signed by property owner.
\$200	\$200	\$200	\$50	Application fee , non-refundable. Complete permit fees (including plan review, inspections, etc.) will be calculated at the time of plan review and are due upon completion of final review. For a schedule of fees, refer to Village Building and Zoning Code Title 12: Fees and Costs
\$275	\$275	\$275		Engineering/stormwater detention/drainage permit review: Application filing fee , non-refundable. Complete engineering review fees will be calculated at time of review in accordance with the Village Code and the Watershed Development Ordinance and will be due at the time of final review completion; a professional escrow deposit may be required.
\$10,000	\$3000	\$1500	\$1500	Security deposit , refundable (separate check) as per Village Code Title 12-1-2(U).
<input type="checkbox"/> 5 sets	<input type="checkbox"/> 5 sets	<input type="checkbox"/> 5 sets		Current plat of survey 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. Also include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Lot area calculations, including total impervious area, existing and proposed, professionally certified. <input type="checkbox"/> Disturbed area calculations (include area for all excavation, fill, and construction staging). If the disturbed area total exceeds 5,000 sq. ft., submit a completed Stormwater Permit Application, per Village of Long Grove Watershed Development Ordinance.
<input type="checkbox"/> 5 sets	<input type="checkbox"/> 5 sets	<input type="checkbox"/> 5 sets	<input type="checkbox"/> 5 sets	Detailed construction drawings, signed and sealed by an Illinois licensed architect , which include all framing, electrical, location of HVAC ductwork, plumbing piping isometric for water, and sanitary sewer waste and vent. (Plans for interior alterations <500 sq.ft. area may qualify to be non-architect-drawn; contact a plan reviewer to determine.) <ul style="list-style-type: none"> <input type="checkbox"/> For interior alterations or build-out, include copies of existing floor plan/conditions. <input type="checkbox"/> Floor area AND volume calculations, existing and proposed. Calculations for new buildings, additions, and interior alterations 500 sq.ft. or greater must be certified by an Illinois licensed architect. <input type="checkbox"/> Energy Conservation Code compliance: provide a copy of energy compliance documentation, such as COM Check or Similar.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Properties with septic and/or private well: Copy of Lake County Health Dept. review and approved permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Properties with county sewer and/or water: Copy of Lake County Public Works review and approved permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing: <input type="checkbox"/> Photocopy of State of Illinois #055 plumbing contractor's license and <input type="checkbox"/> Letter of Intent on plumber's business stationary, with license-holder's signature and corporate seal if incorporated, or notarized if not incorporated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical: <input type="checkbox"/> Photocopy of electrical contractor's license
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roofing: <input type="checkbox"/> Photocopy of State of Illinois roofer's license and <input type="checkbox"/> photocopy of photo I.D.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of contract or work proposal with detailed project description, including project value.



Contact the fire department directly regarding fire sprinkler plan review requirements: Long Grove FPD (847) 634-3143, Countryside FPD (847) 367-5511.



US EPA Lead RRP Rule: Beginning April 2010, any firm performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and kindergartens **built before 1978** must be EPA- or state-certified and follow specific work practices to prevent lead contamination.



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 to place an E-Request online.



Please contact your H.O.A. (if applicable) for compliance with subdivision covenants and restrictions.