

# BUILDING PERMIT APPLICATION



## Mechanical

Check project type(s):

- New Air Conditioning \_\_\_\_\_ # of units  
 New Furnace \_\_\_\_\_ # of units  
 Geo-Thermal Energy System  
 Other: \_\_\_\_\_

Project Value: \$ \_\_\_\_\_

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

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

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

*Please check all that apply to this property:*

- Residential       Commercial  
 Septic       County Sewer       Community Septic  
 Private Well       County/Community Water       Long Grove Village Public Water  
 Fire-sprinklered       Non-sprinklered  
 Long Grove Fire Prot Dist       Countryside Fire Prot Dist

## 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

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](http://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: fire/ place, 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 make 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 #: \_\_\_\_\_

Project address: \_\_\_\_\_

**Applicant's Checklist for Building Permit Application**

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

Check (✓) or indicate N/A for all items listed below and sign here: \_\_\_\_\_

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.

New Furnace	New Air Conditioning Unit(s)	Geo-thermal Energy System	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Building permit application</b> , completed and signed by property owner or owner's agent.
<input type="checkbox"/> \$160 Resi./ \$195 Comm	<input type="checkbox"/> \$160 Resi./ \$195 Comm		<b>Application fee and minimum permit fee based on one [1] unit being replaced.</b> Additional permit fees may be required based upon the scope of your project and will be due upon completion of the final review. For a schedule of fees, refer to Village Building and Zoning Code, Title 12: Fees and Costs.
		<input type="checkbox"/> \$50	<b>Application fee only; complete permit fees will be calculated at the time of plan review and will be due upon completion of the final review.</b> For a schedule of fees, refer to Village Building and Zoning Code, Title 12: Fees and Costs.
<input type="checkbox"/> \$500 *	<input type="checkbox"/> \$500 *	<input type="checkbox"/> \$1500	<b>Security deposit</b> , refundable (separate check.) * <i>Removing &amp; Replacing unit(s) in same location(s) does not require a security deposit.</i>
		<input type="checkbox"/> \$400	<b>Engineering/stormwater detention/drainage permit minimum fee</b> (\$275 application filing fee + \$125 minimum review fee for minor residential project with no flood plain.) Additional engineering review and inspection fees may be required and shall be calculated at the time of engineering review in accordance with Village Code and the Watershed Development Ordinance; balance is due upon completion of final review.
	<input type="checkbox"/> 2 sets	<input type="checkbox"/> 5 sets	<b>Current plat of survey</b> showing placement, layout and dimensions of proposed improvements and setback measurements to all property lines and other structures. (Survey not required for "remove & replace" units.)
<input type="checkbox"/> 2 sets	<input type="checkbox"/> 2 sets	<input type="checkbox"/> 3 sets	<b>Manufacturer's specifications.</b>
		<input type="checkbox"/>	<b>Properties with septic and/or private well:</b> Need copy of Lake County Health Dept 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)377-8020.]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Copy of contract or work proposal</b> with detailed project description, including project value.



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.

m/bc  
8/16