

# BUILDING PERMIT APPLICATION



Check project type(s):

- Demolition, Principal Building
- Demolition, Accessory Structure(s)  
\_\_\_\_\_ # of structures
- Demolition, Driveway
- Demolition, In-Ground Swimming Pool
- Demolition, Other: \_\_\_\_\_

**Demolition Project Value: \$** \_\_\_\_\_

**Project Address:** \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
Lot #: \_\_\_\_\_ PIN #: \_\_\_\_\_  
*Please check all that apply to this property:*

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
<input type="checkbox"/> Septic	<input type="checkbox"/> County Sewer <input type="checkbox"/> Community Septic
<input type="checkbox"/> Private Well	<input type="checkbox"/> County/Community Water
<input type="checkbox"/> Fire-sprinklered	<input type="checkbox"/> Non-sprinklered

**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: 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 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: \_\_\_\_\_

T.B.D.

**Demolition Debris Haluer Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

None

**Other Contractor Company Name:** \_\_\_\_\_

**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.

Demolition of Principal Building	Demolition of Accessory Structure Only	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Building permit application</b> , completed and signed by property owner.
<input type="checkbox"/> \$625	<input type="checkbox"/> \$235	<b>Application fee, minimum plan review and inspection fees.</b> Complete permit fees will be calculated at the time of plan review and balance 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"/> \$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. * <i>Note: It may be determined upon review that engineering review will also be required for certain accessory structures based on total disturbed area.</i>  <input type="checkbox"/> Submit <b>Total Disturbed Area Calculation</b> . <input type="checkbox"/> If the <b>Total Disturbed Area</b> exceeds 5,000 sq. ft., please submit a completed <b>Stormwater Permit Application</b> .
<input type="checkbox"/> \$1500	<input type="checkbox"/> \$1500	<b>Security deposit</b> , refundable (separate check.)
<input type="checkbox"/> 5 sets	<input type="checkbox"/> 5 sets	<b>Current Plat of Survey</b> <u>clearly indicating all structures proposed for demolition.</u>
<input type="checkbox"/>	<input type="checkbox"/>	Written official documentation confirming the following: <input type="checkbox"/> Where the debris is being hauled to <input type="checkbox"/> Electric service is disconnected (ComEd letter) <input type="checkbox"/> Gas service is disconnected (NICOR or NIGas letter) <input type="checkbox"/> Water well is capped off and Lake County Health Dept. permit, for properties with well <input type="checkbox"/> Septic system is abandoned or removed and Lake County Health Dept. permit, for properties with septic (Call LCHD at 847-377-8020 for information)
<input type="checkbox"/>	<input type="checkbox"/>	There is a required <b>120-day waiting period</b> between the filing of a completed demolition permit application and the demolition permit issuance.  <input type="checkbox"/> A letter requesting a <b>Waiver of the 120-Day Waiting Period</b> may be included with your application, addressed to the Village Board of Trustees.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Landscaping restoration/stabilization plan</b> for demolition site. (Per the Watershed Development Ord., all disturbed areas shall be stabilized with either topsoil, seed and erosion control blanket (properly secured) and/or topsoil and sod. The site needs to be fully restored within 7 days of completion of construction and a full stand of grass should be established within 28 days from sod/seed placement.)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Copy of contract or work proposal</b> with detailed project description, including project value.



Please notify the fire department regarding all demolition plans: Long Grove Fire Protection District (847) 634-3143 or Countryside Fire Protection District (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 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. for compliance with subdivision covenants and restrictions.