

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? _____

Project Value: \$ _____

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

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:	_____		

Please complete all that apply to this property and proposed structure:

Septic County sewer Community septic
 Private well Community water
 Fire-sprinklered Long Grove Fire Protection Dist Countryside Fire Protection Dist

Building, # of stories: _____ Roofing materials: _____
Bedrooms, # of: _____ Baths, #full: _____ Baths, #half: _____
Basement: Walk-out Finished Partially finished Unfinished
Garage, # of cars: _____ Driveway materials: _____
Electric service: _____ amps Radiant heating
Fireplaces: _____ # of masonry _____ # of pre-fab
 Patio _____ sq. ft. Patio materials: _____
 Deck _____ sq. ft.
Exterior materials: _____
Other comments: _____

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 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 #: _____

**New Single-Family
Residence**

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 the time of plan review. Please make all checks payable to the Village of Long Grove.

<input type="checkbox"/>	Building permit application , completed and signed by property owner.
<input type="checkbox"/> \$950	Application fee and minimum plan review fee (\$200 permit application fee + \$750 minimum plan review fee); complete permit fees will be calculated at 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"/> \$1,125	Engineering/stormwater detention/drainage permit minimum fee (\$275 application filing fee + \$850 minimum review fee for single family home development <5 acres with no floodplain or wetland.) Engineering review fees vary and will be calculated at time of review in accordance with the Village Code and the Watershed Development Ordinance; balance is due upon completion of final review.
<input type="checkbox"/> \$6,000	Security deposit , refundable (separate check) as per Village Code Title 12-1-2 (U).
<input type="checkbox"/> 2 sets	Plat of survey (unbuilt lot) stamped by State of Illinois licensed surveyor.
<input type="checkbox"/> 5 sets	Plat of Survey showing proposed new construction (1" to 20' scale) ; show top of foundation elevation, topography based on USGS datum, setback lines, easements, conservancy districts, floodplain elevations, and wetland limits, if applicable. Also include: <input type="checkbox"/> Lot area calculations (certified by IL licensed architect), including total impervious area, existing and proposed. <input type="checkbox"/> Exterior disturbed area calculations ; include area for all excavation, fill, and construction staging. If disturbed area exceeds 5,000 sq. ft., submit a completed Stormwater Permit Application , per Village of Long Grove Stormwater Management Ordinance.
<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. Drawings shall not exceed 24" x 36" in size. Also include : <input type="checkbox"/> Floor area calculations , certified by an Illinois licensed architect <input type="checkbox"/> Building height (overall and to roof mid-line) <input type="checkbox"/> Energy conservation code compliance : Provide a copy of the energy compliance documentation, such as RES Check or similar
<input type="checkbox"/>	Water : Copy of Lake County Health Dept approved water well permit OR Lake County Public Works water connection permit.
<input type="checkbox"/>	Sanitary sewer or septic : Copy of Lake County Public Works approved sewer permit or Lake County Health Dept. approved sanitary septic system permit with layout.
<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"/>	Electrical : <input type="checkbox"/> Photocopy of electrical contractor's license
<input type="checkbox"/>	Roofing : <input type="checkbox"/> Photocopy of State of Illinois roofer's license and <input type="checkbox"/> photocopy of photo I.D. (i.e. driver's license)
<input type="checkbox"/>	If stucco exterior : Photocopy of stucco applicator's certification.
<input type="checkbox"/>	Copy of construction 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. *[Fire sprinkler system requirement effective 4/12/1988.]*



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.

mrbc
6/16