

# BUILDING PERMIT APPLICATION



Check project type:

**New Plumbing** (attach description of work)

**New Water Heater(s)**

Standard  Tankless

# of units being installed  In same location  In new location

**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: 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

|                     |
|---------------------|
| FOR OFFICE USE ONLY |
| RFD                 |
| NAME                |
| PROJECT             |

Please list all contractors for your proposed project.

|   |                         |
|---|-------------------------|
| <b>General Contractor Company Name:</b> _____ | _____                   |
| Address: _____                                | City, State, Zip: _____ |
| Office Phone #: _____                         | Fax #: _____            |
| Contact Person Name: _____                    | Cell Phone #: _____     |
| Email Address: _____                          | _____                   |

|  |                         |
|--|-------------------------|
| <b>Plumbing Contractor Company Name:</b> _____ | _____                   |
| Address: _____                                 | City, State, Zip: _____ |
| Office Phone #: _____                          | Fax #: _____            |
| Contact Person Name: _____                     | Cell Phone #: _____     |
| Plumber's License #: _____                     | Expiration Date: _____  |
| Email Address: _____                           | _____                   |

*Please include photocopy of #055 license & Letter of Intent*

New Plumbing, Piping, Fixtures,  
Water Heater, etc.

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.

|  |   |
|--|---|
| <input type="checkbox"/>                                       | <b>Building permit application</b> , completed and signed by property owner or owner's agent.   |
| <input type="checkbox"/><br>\$160<br>Resi. /<br>\$195<br>Comm. | <b>Application fee and minimum permit fee.</b> Complete permit fees, including plan review and inspections, will be calculated at the time of plan review and the 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"/><br>\$1500<br>*                        | <b>Security deposit</b> , refundable (separate check.) * A security deposit is <b>not</b> required in the case of existing fixtures and/or water heaters being removed and replaced in the same location with no change of piping layout.   |
| <input type="checkbox"/><br>2 sets                             | <b>Drawing /plans</b> showing all <b>new</b> plumbing, piping, fixtures, etc. (Show existing and proposed.) * Drawing not required in the case of remove & replace in same location.  |
| <input type="checkbox"/><br>2 sets                             | <b>Manufacturer's specifications</b> for all new equipment.   |
| <input type="checkbox"/>                                       | <b>Copy of contract or work proposal</b> with detailed project description, including project value.  |
| <input type="checkbox"/>                                       | <b>Plumbing:</b> <input type="checkbox"/> Photocopy of IDPH #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.                                    |



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



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.

mrbc  
6/16