



SAVE \$50 when you apply online via the [APPLY ONLINE NOW](http://www.longgroveil.gov/building) link at www.longgroveil.gov/building for Remove & Replace permits.

Qualifying Remove & Replace projects:

- Re-roof, tear-off
- Siding replacement
- Windows (replacement only, with no change in opening sizes)
- Water Heater
- AC replacement
- Furnace replacement
- Driveway (replacement only, with no change in layout, dimensions, or grading)
- Hardscape (replacement patio or walkway, with no change in layout, dimensions, or grading)
- Sewer Repair

Effective October 1st, 2022, the Village Board approved the waiver of the \$50.00 permit application fee for all online permit applicants for the Remove & Replace projects listed above. For these projects only, the only fees due will be for the required building inspections and a refundable security deposit where applicable.

The online application process should be fairly straightforward however instructional brochures are also available on the Building Department web page for both homeowners and contractors.

Effective January 1st, 2023, paper and emailed permit applications for these Remove & Replace projects will no longer be accepted.

BUILDING PERMIT APPLICATION



Check project type(s):

- ☐ Re-roof, tear-off
☐ Principal bldg ☐ Access. bldgs, # _____
- ☐ Re-roof, re-cover existing roof
☐ Principal bldg ☐ Access. bldgs, # _____
- ☐ Siding or Stucco _____
- ☐ Windows
☐ Remove & replace; no change in opening sizes # of windows: _____
☐ Change in opening sizes # of windows: _____
- ☐ Exterior doors
☐ Remove & replace; no change in opening sizes # of doors: _____
☐ New opening or change in opening sizes # of doors: _____
- ☐ Other exterior building improvements; describe: _____

Project Value: \$ _____

Project Address: _____

Subdivision: _____

Lot #: _____ PIN #: _____

Please check all that apply to this property:

- ☐ Residential Year built (if known) _____
- ☐ Commercial
- ☐ Fire-sprinklered ☐ Non-sprinklered
- ☐ Long Grove Fire Protection Dist ☐ Countryside Fire Protection 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 #: _____

FOR OFFICE USE ONLY

☐ HOA ☐ LGFPD ☐ CFPD

PERMIT NUMBER & DATE STAMP

SUBMIT YOUR APPLICATION ELECTRONICALLY

Digital copies of permit applications, supporting plans, and documents are preferred.

Email your completed permit application and required attachments (refer to pg. 3) to the Long Grove Building Commissioner at mromanello@longgroveil.gov. Failure to include all of the required attachments may delay the permitting process.

Pay the listed application fee and security deposit (if applicable) online at www.longgroveil.gov (or drop off a check at Village Hall, if you prefer.) If paying online, include a copy of the paid receipt with your permit application.

VILLAGE OF LONG GROVE BUILDING PERMIT APPLICATION
CONTRACTOR INFORMATION

*Provide full and complete information for all contractors; indicate if contractor is To-Be-Determined.
Please print clearly.*

Project address:

☐ T.B.D.

GENERAL CONTRACTOR Company Name: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Cell Phone #: _____

Contact Person's Name: _____

Email Address: _____

☐ Check here if no architect on this project

ARCHITECT Name: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Cell Phone #: _____

Email Address: _____

☐ T.B.D.

☐ Check here if no electrical included in this project

ELECTRICAL CONTRACTOR Company Name: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Cell Phone #: _____

Contact Person's Name: _____

Email Address: _____ *Please include photocopy of elec license.*

☐ T.B.D.

☐ Check here if no HVAC included in this project

MECHANICAL /HVAC CONTRACTOR Company Name: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Cell Phone #: _____

Contact Person's Name: _____

Email Address: _____

☐ T.B.D.

☐ Check here if no plumbing included in this project

PLUMBING CONTRACTOR Company Name: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Cell Phone #: _____

Contact Person's Name: _____

Email Address: _____ *Please include photocopies of #055 and #055 licenses, and Letter of Intent.*

☐ T.B.D.

☐ Check here if no roofing included in this project

ROOFING CONTRACTOR Company Name: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Cell Phone #: _____

Contact Person's Name: _____

Email Address: _____ *Please include photocopies of Illinois license and photo I.D.*

☐ N/A

i.e. excavator, mason, separate sewer/water plumber

OTHER CONTRACTOR Company Name: _____

This contractor is responsible for: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Cell Phone #: _____

Contact Person's Name: _____

Email Address: _____

VILLAGE OF LONG GROVE BUILDING PERMIT APPLICATION APPLICANT'S SIGNATURE PAGE

No one shall work on a project until after a permit has been issued. 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. After your permit has been issued, please post the permit card in a prominent place on the premises, visible from the road or driveway. The Village-approved permit plans need to be on the job site and available to the inspectors at every inspection.

VILLAGE CODES

(Effective 6/1/2015) Code amendments and local ordinances are available online at www.longgroveil.gov or at the Village office.

2015 International Building Code
2015 Int'l Residential Code
2015 Int'l Mechanical Code
2014 National Electrical Code
2014 Illinois State Plumbing Code
2015 Int'l Fire Code
2015 Int'l Fuel Gas Code
2015 Int'l Existing Building Code
Illinois Accessibility Code (New, 10/23/18)
2015 Int'l Property Maintenance Code
2015 Int'l Wildland - Urban Interface Code
2015 Int'l Swimming Pool and Spa Code
2018 Int'l Energy Conservation Code (per IL, 7/1/19)

Please refer to your Village-approved permit plans for a list of required building inspections.

SCHEDULE BUILDING INSPECTIONS ONLINE

at www.longgroveil.gov/building

Click on "Schedule a Building Inspection"

Inspections are performed Monday-Friday mornings only (8:00a.m.-12:00p.m.)

Next-day inspection requests must be submitted before 12:00p.m. on the preceding business day.

Questions? Call (847) 634-9440.

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 ☐ Authorized Agent for the Owner

Printed Name

Date

Permit shall be 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.

Permit Term: 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 Building Department 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.

CONSTRUCTION HOURS:

Monday through Friday 7:00 a.m. to 7:00 p.m.

Saturday 8:00 a.m. to 5:00 p.m.

**Sunday by an owner or occupant only, performing work on his or her own residence or property,
10:00 a.m. to 5:00 p.m. (Ord. no. 2003-O-26)**

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 initial here: _____ Incomplete application packets will not be accepted. Additional items may be requested at time of plan review.

Please pay deposits/fees online at www.longgroveil.gov

Re-Roof (Re-Cover or Tear-Off)	Exterior Siding or Stucco	Windows and/or Doors	Exterior Building Repairs, Changes or Improvements	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building permit application , completed and signed by property owner or agent.
<input type="checkbox"/> \$270	<input type="checkbox"/> \$270			Residential re-roof or siding: Permit application fee and minimum inspection fees due at the time of application submittal. Additional plan review and permit fees may be required depending on 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"/> \$160		<input type="checkbox"/> Window/door replacement with NO changes in opening sizes or locations: \$160.00 minimum permit fee. <input type="checkbox"/> Window/door replacement WITH CHANGES in opening sizes or locations: \$160.00 deposit; complete permit fees will be calculated at the time of plan review depending on the scope of your project/number of inspections required and the balance will be due upon completion of the final review.
			<input type="checkbox"/> \$50	Application fee , non-refundable. Complete permit fees (including plan review, inspections, etc.) will be calculated at the time of plan review and will be due upon completion of the final review.
COMM	COMM	COMM	COMM	<input type="checkbox"/> Commercial projects: Submit \$50.00 application fee , non-refundable. Complete permit fees (including plan review, inspections, etc.) shall be determined at the time of plan review, and will be due upon completion of the final review. <i>*Please note that an architectural review may be required; please contact Village of Long Grove Zoning for information.</i>
<input type="checkbox"/> \$500	<input type="checkbox"/> \$1500	<input type="checkbox"/> \$1500*	<input type="checkbox"/> \$1500	Security deposit , refundable. *No security deposit is required for "remove & replace" of windows with no change in opening sizes.
		<input type="checkbox"/>	<input type="checkbox"/>	Detailed construction drawings or elevation drawings, where applicable.
<input type="checkbox"/>				Photocopies of: <input type="checkbox"/> State of Illinois roofer's license and <input type="checkbox"/> photo I.D. from roofing licensee.
	<input type="checkbox"/>			If stucco: Photocopy of stucco applicator's certification.
			<input type="checkbox"/>	Electrical, if any: <input type="checkbox"/> Photocopy of electrical contractor's license
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of written contract or work proposal with detailed project description, all materials being used and total project value. <input type="checkbox"/> For windows , submit manufacturer's documentation for U-factor. U-factor must be 0.30 or less . Note: All window stickers shall remain on newly installed windows until Village inspector approves inspection.



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 **built before 1978** must be EPA- or state-certified and follow specific work practices to prevent lead contamination.



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.

m/bc
1/22

PROJECT: RE-ROOF (TEAR-OFF)

- (1) Minimum 15-pound felt paper on roof
- (2) Ice dam protection shall be installed from the edge of the roof to a point not less than 24" from inside the exterior wall line of the building. Ice dam protection shall have a separate inspection.
- (3) Valley protection required.
- (4) Drip edge at the roof edge or rake required on all asphalt shingles.
- (5) Attic ventilation shall be checked for the correct number of vents (1:150).
- (6) A cricket or saddle shall be installed on the ridge side of a chimney or penetration 30" wide perpendicular to the slope.
- (7) Required inspections:
 - (1) Ice & Water. All areas of roof must be inspected; multiple inspections may be required based on size of roof.
 - (2) Final inspection. All debris (including dumpster, port-o-let, etc.) shall be removed from site prior to a final.

PROJECT: SIDING REPLACEMENT

- (1) Siding shall have a housewrap, taped & sealed.
- (2) Required inspections:
 - (1) Housewrap (multiple inspections may be required to inspect all areas of housewrap)
 - (2) Final inspection. All debris (including dumpster, port-o-let, etc.) shall be removed from site prior to a final.

PROJECT: WINDOWS OR EGRESS DOORS (INCLUDING PATIO DOORS) REPLACEMENT; NO CHANGE IN OPENING SIZES

- (1) Installation shall comply with manufacturer's specifications; specifications shall be available on site to the inspector at each inspection.
- (2) Windows and doors shall meet the 2018 IECC.
- (3) Windows shall have a U-FACTOR of 0.30 or less.
- (4) Window stickers shall remain on the windows for inspector to verify at rough inspection.
- (5) All windows and doors are to be sealed with an approved sealant.
- (6) All windows \leq 60" above any tubs shall have tempered glass.
- (7) Required inspection: (1) Rough (before interior trim is applied). Exterior siding and trim must be complete at rough inspection. (All windows must be inspected; multiple inspections may be required based on number of windows being replaced and ready for inspection at one time.)