



**SAVE \$50 when you apply online via the [APPLY ONLINE NOW](http://www.longgroveil.gov/building) link at [www.longgroveil.gov/building](http://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 1<sup>st</sup>, 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 1<sup>st</sup>, 2023, paper and emailed permit applications for these Remove & Replace projects will no longer be accepted.

## BUILDING PERMIT APPLICATION



### Hardscape

Size:  Sq. Ft.

Check project type(s):

☐ Patio ☐ Fire pit

☐ Walkway

☐ Other, Describe: \_\_\_\_\_

☐ Does your project include a ☐ fire pit, ☐ pergola, or ☐ other accessory structure?

**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

### 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

### 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](mailto: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](http://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](http://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](http://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](http://www.longgroveil.gov)

Hardscape, New or Alterations to Existing	Hardscape, Remove & Replace (No changes in dimensions or layout)	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Building permit application</b> , completed and signed by property owner or owner's agent.
<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	<b>Application fee</b> , non-refundable. <b>Complete permit fees (including plan review, inspections, etc.) will be calculated at the time of plan review and are 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"/> \$1500	<input type="checkbox"/> \$1500 *	<b>Security deposit</b> , refundable, as per Village Code Title 12-1-2(U). * Projects valued at or below \$1,000.00 qualify for \$500.00 security deposit. Construction value shall be supported by qualifying documentation.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Current plat of survey showing layout and dimensions of all proposed improvements</b> and setback measurements to all property lines and other structures, easements, topography, conservancy districts, floodplain elevations and wetland limits, if applicable. <b>Also include the following information:</b> <input type="checkbox"/> If <b>"Remove &amp; Replace/No Changes"</b> , clearly state this on the submitted site plan copies. <input type="checkbox"/> <b>Lot area calculations and total impervious area coverage, existing and proposed.</b> <input type="checkbox"/> <b>Disturbed lot area calculations</b> (include area for all excavation, fill, and construction staging). <input type="checkbox"/> If the disturbed area total exceeds 5,000 sq. ft., submit a completed <b>Stormwater Permit Application</b> . <input type="checkbox"/> <b>If project includes a FIRE PIT:</b> Clearly label the distance from the fire pit to any/all nearby structures (minimum 25' distance is required.) Provide fire pit dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Detailed construction drawings.</b> <input type="checkbox"/> Include <b>manufacturer's specifications</b> for all new appliances or fixtures being installed; show placement on plat/site plan. <input type="checkbox"/> Statement on the plans clearly indicating compliance with all current Village of Long Grove codes and ordinances. <input type="checkbox"/> Include all dimensions, all materials for hardscape surfaces and base, including thickness of base (min 4" for concrete, 6" for brick), details for stoops (36" min. width, 11" min. tread depth, 7 3/4" max. riser ht.; handrail required when 4 or more risers.) <input type="checkbox"/> <b>If project includes a PERGOLA:</b> Pergola must be attached to the principal structure (house) OR min. 20' away from any structure. Provide framing detail showing attachment to house.
<input type="checkbox"/>	<input type="checkbox"/>	If any <b>Electrical</b> : <input type="checkbox"/> Photocopy of electrical contractor's license <input type="checkbox"/> Electrical scope of work, wire sizing, circuit size, breaker size, conduit size, outlet cover types, GFI outlet specs, and burial depths.
<input type="checkbox"/>	<input type="checkbox"/>	If any <b>Plumbing or Gas Piping</b> : Photocopies of State of Illinois <input type="checkbox"/> #055 plumbing contractor's license, <input type="checkbox"/> #058 plumber's license, and <input type="checkbox"/> Letter of Intent on plumber's business stationery, with license-holder's signature and corporate seal if incorporated, or notarized if not incorporated. <input type="checkbox"/> Plumbing scope of work and detailed drawing.
<input type="checkbox"/>	<input type="checkbox"/>	Copy of <b>Lake County Health Dept permit with review</b> 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"/>	<b>Copy of contract or work proposal</b> with detailed project description, including project value.

 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.

 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.

mabc  
1/22

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**PROJECT: HARDSCAPE (PATIO, WALKWAY, STOOP) REPLACEMENT; NO CHANGE IN DIMENSIONS, LAYOUT, OR GRADING FROM EXISTING**

**BRICK PAVERS:**

- (1) Minimum 6" compacted base (grade 8 or 9 crushed stone) is required.
- (2) Riser height shall not exceed 7 ¾" and tread depth shall not be less than 11".
- (3) Riser height on steps shall not vary more than +/- 3/8" from landing to landing.
- (4) Minimum 3' x 3' landing at door is required.
- (5) Required inspections:
  - (1) Base inspection
  - (2) Final inspection. All disturbed areas shall be stabilized with topsoil, seed and erosion control blanket or sod. All debris (including dumpster, port-o-let, etc.) shall be removed from site prior to a final.

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**CONCRETE:**

- (1) Minimum 4" compacted base (grade 8 or 9 crushed stone).
- (2) Finished concrete minimum 4" nominal depth
- (3) Riser height shall not exceed 7 ¾" and tread depth shall not be less than 11".
- (4) Riser height on steps shall not vary more than +/- 3/8" from landing to landing.
- (5) Minimum 3' x 3' landing at door is required.
- (6) Required inspections:
  - (1) Base inspection
  - (2) Final inspection. All disturbed areas shall be stabilized with topsoil, seed and erosion control blanket or sod. All debris (including dumpster, port-o-let, etc.) shall be removed from site prior to a final.