

## BUILDING PERMIT APPLICATION

### Accessory Structure

Size:  Sq. Ft.

Check project type:

- ☐ Detached garage  
☐ Storage shed: ☐ Built on-site or ☐ Pre-fab  
☐ Gazebo  
☐ Sport court  
☐ Solar Energy: ☐ Rooftop Installation or ☐ Ground Installation  
☐ Other; describe: \_\_\_\_\_



Project Value: \$

Project Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot #: \_\_\_\_\_ PIN #: \_\_\_\_\_

Property Owner(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Cell /Alternate Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

☐ Same as Owner ☐ Principal 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 #: \_\_\_\_\_

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

- ☐ Septic ☐ County sewer ☐ Community septic  
☐ Private well ☐ Community water  
☐ Long Grove Fire Protection District ☐ Countryside Fire Protection District

Structure height: \_\_\_\_\_

Number of stories: \_\_\_\_\_

Other comments: \_\_\_\_\_

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)**

Accessory	Structure	Solar Energy Installation	Project address: _____ <b>Applicant's Checklist for Building Permit Application</b> 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 <a href="http://www.longgroveil.gov">www.longgroveil.gov</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Building permit application</b> , completed and signed by property owner or owner's agent.	
<input type="checkbox"/> <500sq.ft. \$50 <input type="checkbox"/> >500sq.ft. \$100	<input type="checkbox"/> <500sq.ft. \$50 <input type="checkbox"/> >500sq.ft. \$100	<b>Application fee</b> , non-refundable. <b>Complete permit fees (including plan review, inspections, etc.) will be calculated at the time of 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"/> <500sq.ft. \$1500 <input type="checkbox"/> >500sq.ft. \$3000	<input type="checkbox"/> <500sq.ft. \$1500 <input type="checkbox"/> >500sq.ft. \$3000	<b>Security deposit</b> , refundable, 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 proposed new construction</b> ; show top of foundation elevation, topography base on USGS datum, setback lines, easements, conservancy districts, floodplain elevations, and wetland limits, if applicable. <b>Also include the following:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide scale and label the distance of the accessory structure to the principal structure (house).</li> <li><input type="checkbox"/> Lot area calculations, including total impervious area, existing and proposed.</li> <li><input type="checkbox"/> Disturbed area calculations (include area for all excavation, fill, and construction staging). If the disturbed area total exceeds 5,000 sq. ft., submit a completed <b>Stormwater Permit Application</b>, per Village of Long Grove Stormwater Management Ordinance.</li> <li><input type="checkbox"/> <b>\$275.00 engineering filing fee</b> required for projects located in floodplain, wetland, public utility or drainage easement, stormwater management easement, Village Right-of-Way, with storm sewer or water service connection, with site grading changes, or with ground disturbance of 5,000 sq. ft. or more. A full engineering review with engineering fees will be required.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Detailed construction drawings</b> which include, but are not limited to, framing, electrical, HVAC, and plumbing piping. <b>Also include the following:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Statement on the plans clearly indicating compliance with all current Village of Long Grove codes and ordinances.</li> <li><input type="checkbox"/> Floor area calculations. For accessory structures 500 sq. ft. or greater, the plans and the floor area calculations shall be certified by an Illinois licensed architect.</li> <li><input type="checkbox"/> Building height (overall and to roof mid-line) and all dimensions</li> <li><input type="checkbox"/> Foundation detail and materials list (for all structures built on-site; cut sheets for kits)</li> <li><input type="checkbox"/> Note/Fire sprinkler requirements: <b>Detached structures which comply with ALL of the following, do NOT require automatic fire sprinkler protection</b>; please check all that apply: (1) <input type="checkbox"/> Less than one thousand (1,000) sq. ft. in floor area, (2) <input type="checkbox"/> Single story, (3) <input type="checkbox"/> Not used as a dwelling, (4) <input type="checkbox"/> Not a high hazard use group, (5) <input type="checkbox"/> Not used for high hazard products or hazardous materials storage, (6) <input type="checkbox"/> No basement level, and (7) <input type="checkbox"/> Minimum 20' separation between buildings. Contact the fire department directly for additional information and/or plan review requirements: Long Grove Fire (847) 634-3143 or Countryside Fire (847) 367-5511.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Properties with septic and/or private water well:</b> Copy of Lake County Health Dept. approved permit for sanitary septic system permit (with layout) and/or review of private water well.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Electrical:</b> <input type="checkbox"/> Photocopy of electrical contractor's license	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plumbing:</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 stationary, with license-holder's signature and corporate seal if incorporated, or notarized if not incorporated.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Roofing:</b> <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"/>	<input type="checkbox"/>	<b>Copy of written work proposal</b> with detailed project description, including the project value.	



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.

**Village of Long Grove ☎ 3110 RFD, Old McHenry Road, Long Grove, IL 60047 ☎ Ph (847) 634-9440 ☎ Fax (847) 634-9408**

## Solar Energy Systems (SES)

### Additional Requirements (include with application submittal materials):

- ☐ **Indemnification Statement:** Pursuant to Section 5-9-14(D) of the Long Grove Zoning Code, the applicant shall submit a signed indemnification form which shall contain the following terms: “ the owner of each SES, and the owner of the property on which the SES is located, shall jointly and severally defend, indemnify and hold harmless the Village and its officials from and against any and all claims, demands, losses, suits, causes of action, damages, injuries, costs, expenses and liabilities whatsoever including attorney’s fees arising out of any permit, approval, inspection, or other act or omission of the Village, or any acts or omissions of the owners concerning the operation of the SES, including, without limitation, whether said liability is premised on contract or on tort.”
- ☐ **Insurance Documentation:** Pursuant to Section 5-11-8(E)(16)(g), proof of homeowner or business general liability insurance, as appropriate, with min. coverage of \$1,000,000 per occurrence.