

BUILDING PERMIT APPLICATION



Check project type(s):

- ☐ Demolition, Principal Building
☐ Demolition, Accessory Structure(s)
_____ # of structures
☐ Demolition, Driveway
☐ Demolition, In-Ground Swimming Pool
☐ Demolition, Other: _____

Demolition 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
☐ Fire-sprinklered ☐ Non-sprinklered

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. 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: _____

☐ T.B.D.

☐ Check here if no electrical included in this project

DEMOLITION DEBRIS HAULER Company Name: _____

Address: _____ City, State, Zip: _____

Office Phone #: _____ Cell Phone #: _____

Contact Person's Name: _____

Email Address: _____

☐ N/A

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)**

<div>Demolition of Principal Building</div> <div>Demolition of Accessory Structure Only</div>		<p>Project address: _____</p> <p>Applicant's Checklist for Building Permit Application</p> <p>The following items are required at the time of application submittal.</p> <p>Check (✓) or indicate N/A for all items listed below and initial here: _____</p> <p>Incomplete application packets will not be accepted.</p> <p>Additional items may be requested at time of plan review.</p> <p>Please pay deposits/fees online at www.longgroveil.gov</p>
<input type="checkbox"/>	<input type="checkbox"/>	Building permit application , completed and signed by property owner.
<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	Application fee, non-refundable. Complete permit fees will be calculated at the 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"/> \$1500	<input type="checkbox"/> \$1500	Security deposit , refundable.
<input type="checkbox"/>	<input type="checkbox"/>	Current Plat of Survey clearly indicating all structures proposed for demolition. <input type="checkbox"/> Submit Total Disturbed Area Calculation . If the Total Disturbed Area exceeds 5,000 sq. ft.: <input type="checkbox"/> Submit a completed Stormwater Permit Application <input type="checkbox"/> Submit an Engineering Filing Fee of \$275 ; a complete engineering review with engineering fees in accordance with Village Code and the Watershed Development Ordinance shall be required.
<input type="checkbox"/>	<input type="checkbox"/>	Written official documentation confirming the following: <input type="checkbox"/> Where the debris is being hauled to <input type="checkbox"/> Electric service disconnection (ComEd letter) <input type="checkbox"/> Gas service disconnection (NICOR or NIGas letter) <input type="checkbox"/> If property has private water well: Lake County Health Dept. permit for well capping <input type="checkbox"/> If property has septic system: Lake County Health Dept. permit for septic removal or abandonment (Call LCHD at 847-377-8020 for information)
<input type="checkbox"/>	<input type="checkbox"/>	There is a required 120-day waiting period between the filing of a completed demolition permit application and the demolition permit issuance. <input type="checkbox"/> A letter addressed to the Village Board of Trustees requesting consideration of a waiver of the 120-Day waiting period <i>may</i> be included with your application.
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping restoration/stabilization plan for demolition site. (Per the Watershed Development Ord., all disturbed areas shall be stabilized with either topsoil, seed and erosion control blanket (properly secured) and/or topsoil and sod. The site needs to be fully restored within 7 days of completion of construction and a full stand of grass should be established within 28 days from sod/seed placement.)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of contract or work proposal with detailed project description, including project value.



Please notify the fire department regarding all demolition plans: Long Grove Fire Protection District (847) 634-3143 or Countryside Fire Protection District (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.



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 to place an E-Request online.



Please contact your H.O.A. for compliance with subdivision covenants and restrictions.

mrbc
1/22