



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:

☐ Driveway Remove & Replace

(No changes to dimensions or layout)

☐ Driveway, New or Expansion /Alteration of Existing

Area: Sq. Ft.

☐ Culvert(s), Remove & Replace

☐ Culvert(s), New

☐ Parking Lot /Parking Area Alterations; describe: _____

Project Value: \$

Project Address: _____

Subdivision: _____

Lot #: _____ PIN #: _____

Please check all that apply to this property:

☐ Residential

☐ Commercial

☐ On Village/public road

☐ On private road

☐ Septic

☐ County Sewer

☐ Community Septic

☐ Private Well

☐ County/Community Water

☐ Long Grove Village Public 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/Tenant'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: _____

☐ 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)**

Driveway Resurface or Remove & Replace (No changes in layout or dimensions)	Driveway Alterations /Expansion (Any changes in layout or dimensions from existing)	New Driveway (or Parking Area) Culvert(s), Replacement In-kind (no grading changes)	Culvert(s), New	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building permit application , completed and signed by property owner or owner's agent.
<input type="checkbox"/> \$270	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50	Application fee, minimum plan review and inspection fees. Complete permit fees will be calculated at the time of plan review and balance is 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"/> \$275 *	<input type="checkbox"/> \$275	<input type="checkbox"/> \$275	Engineering/stormwater detention/drainage application filing fee. Complete engineering review fees shall be calculated at the time of engineering review in accordance with Village Code Title 12-1-2(DD). *Driveway edge ribbon additions of 12" or less do not require engineering review /engineering deposit.
<input type="checkbox"/> \$500	<input type="checkbox"/> \$1500	<input type="checkbox"/> \$1500	<input type="checkbox"/> \$1500	Security deposit , refundable [per Village Code Title 12-1-2(U)].
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current plat of survey showing layout and dimensions of proposed improvements (<i>maximum-allowable driveway width including any ribbons is 20'.</i>) Show setback measurements to all property lines, easements, conservancy districts, floodplain elevations and wetland limits where applicable. <ul style="list-style-type: none"> <input type="checkbox"/> Statement on the plans clearly indicating compliance with all current Village of Long Grove codes and ordinances. <input type="checkbox"/> For "Remove & Replace" where no changes are being proposed to the existing driveway dimensions or layout, clearly state this on the submitted site plan copies. <input type="checkbox"/> For new driveways or alterations/additions to existing driveways, and new culverts, site plan needs to show topography/grading. <input type="checkbox"/> For new driveways or alterations/additions to existing driveways, provide lot area calculations, including total impervious lot area coverage, existing and proposed. <input type="checkbox"/> Indicate materials used and depth of gravel. <input type="checkbox"/> * Driveway edge ribbon additions of 12" or less do not require engineering review. <input type="checkbox"/> For public parking areas, include detailed plan for handicapped-accessible spaces and signage.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Properties with septic and/or private water well: Copy of Lake County Health Dept. approved permit for property alterations on property with sanitary septic system or private water well. [Contact Lake County Central Permit Facility at 500 W. Winchester Rd., Libertyville, IL 60048, 847.377.8020.]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of contract or work proposal with detailed project description and materials used, including project value.

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



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.

PROJECT: DRIVEWAY REPLACEMENT; NO CHANGES IN DIMENSIONS, LAYOUT OR GRADE FROM EXISTING**ASPHALT:**

- (1) Minimum 6" compacted base (grade 8 or 9 crushed stone)
 - (2) Minimum 2" bituminous surface
 - (3) 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.
-

CONCRETE:

- (1) Minimum 6" compacted base (grade 8 or 9 crushed stone)
 - (2) Minimum 6" finished concrete
 - (3) 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.
-

BRICK PAVERS:

- (1) Minimum 6" compacted base (grade 8 or 9 crushed stone)
- (2) 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.