

## BUILDING PERMIT APPLICATION



Check project type:

☐ **New Single-Family Residence**

Area: \_\_\_\_\_ Sq. Ft.

Are there any accessory buildings included on the drawings being submitted with this application?

☐ No ☐ Yes How many? \_\_\_\_\_

**Project Value: \$** \_\_\_\_\_

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

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

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

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

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

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

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

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

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

**Primary contact person for this project is:**

Owner

Contractor

Other

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Work Home

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

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

☐ Septic ☐ County sewer ☐ Community septic

☐ Private well ☐ Community water

☒ Fire-sprinklered ☐ Long Grove Fire Protection Dist ☐ Countryside Fire Protection Dist

Building, # of stories: \_\_\_\_\_ Roofing materials: \_\_\_\_\_

Bedrooms, # of: \_\_\_\_\_ Baths, #full: \_\_\_\_\_ Baths, #half: \_\_\_\_\_

Basement: ☐ Walk-out ☐ Finished ☐ Partially finished ☐ Unfinished

Garage, # of cars: \_\_\_\_\_ Driveway materials: \_\_\_\_\_

Electric service: \_\_\_\_\_ amps ☐ Radiant heating

Fireplaces: \_\_\_\_\_ # of masonry \_\_\_\_\_ # of pre-fab

☐ Patio \_\_\_\_\_ sq. ft. Patio materials: \_\_\_\_\_

☐ Deck \_\_\_\_\_ sq. ft.

Exterior materials: \_\_\_\_\_

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 [mrromanello@longgroveil.gov](mailto:mrromanello@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 the time of plan review. Please pay deposits/fees online at [www.longgroveil.gov](http://www.longgroveil.gov)

<input type="checkbox"/>	<b>Building permit application</b> , completed and signed by property owner.
<input type="checkbox"/> \$950	<b>Application fee and minimum plan review fee</b> (\$200 permit application fee + \$750 minimum plan review fee); complete permit fees will be calculated at 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"/> \$1,125	<b>Engineering/stormwater detention/drainage permit minimum fee</b> (\$275 application filing fee + \$850 minimum review fee for single family home development <5 acres with no floodplain or wetland.) Engineering review fees vary and will be calculated at time of review in accordance with the Village Code and the Watershed Development Ordinance; balance is due upon completion of final review.
<input type="checkbox"/> \$6,000	<b>Security deposit</b> , refundable [per Village Code Title 12-1-2 (U)].
<input type="checkbox"/>	<b>Plat of survey (unbuilt lot)</b> stamped by State of Illinois licensed surveyor.
<input type="checkbox"/>	<b>Plat of Survey showing proposed new construction (1" to 20' scale)</b> ; show top of foundation elevation, topography based on USGS datum, setback lines, easements, conservancy districts, floodplain elevations, and wetland limits, if applicable. Also include: <input type="checkbox"/> <b>Lot area calculations</b> (certified by IL licensed architect), including total impervious area, existing and proposed. <input type="checkbox"/> <b>Exterior disturbed area calculations</b> ; include area for all excavation, fill, and construction staging. If disturbed area exceeds 5,000 sq. ft., submit a completed <b>Stormwater Permit Application</b> , per Village of Long Grove Stormwater Management Ordinance.
<input type="checkbox"/>	<b>Detailed construction drawings, signed and sealed by an Illinois licensed architect</b> , which include all framing, electrical, location of HVAC ductwork, plumbing piping isometric for water, and sanitary sewer waste and vent. Drawings shall not exceed 24" x 36" in size. <b>Also include</b> : <input type="checkbox"/> Statement on the plans clearly indicating compliance with all current Village of Long Grove codes and ordinances; <b>list codes on the architectural plans</b> . <input type="checkbox"/> <b>Floor area calculations</b> , certified by an Illinois licensed architect <input type="checkbox"/> <b>Building height</b> (overall and to roof mid-line) <input type="checkbox"/> Provide cut sheet for <b>all mechanical equipment, including fireplaces</b> <input type="checkbox"/> <b>Energy conservation code compliance</b> : Provide a copy of the energy compliance documentation, such as RES Check or similar
<input type="checkbox"/>	<b>Water</b> : Copy of Lake County Health Dept approved water well permit OR Lake County Public Works water connection permit.
<input type="checkbox"/>	<b>Sanitary sewer or septic</b> : Copy of Lake County Public Works approved sewer permit or Lake County Health Dept. approved sanitary septic system permit with County-stamped layout.
<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"/>	<b>Electrical</b> : <input type="checkbox"/> Photocopy of electrical contractor's license
<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"/>	<b>Copy of construction contract or work proposal</b> with detailed project description, including project value.



Contact the fire department directly regarding fire sprinkler plan review requirements: Long Grove FPD (847) 634-3143, Countryside FPD (847) 367-5511. *[Fire sprinkler system requirement effective 4/12/1988.]*



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.