

## BUILDING PERMIT APPLICATION

Check project type:

☐ **New Plumbing** (attach description of work)

☐ **New Water Heater(s)**

☐ Standard

☐ Tankless

# of units being installed

☐ In same location

☐ In new location

☐ **Connection to Village Water Service**

☐ **Other:** \_\_\_\_\_



**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

☐ Long Grove Village Public Water

☐ Fire-Sprinklered

☐ Non-Sprinklered

☐ Long Grove Fire Prot Dist

☐ Countryside Fire Prot Dist

**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)**

New Plumbing, Piping, Or New Fixtures	Connection to Village Water Service	Water Heater Replacement	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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"/>	<input type="checkbox"/>	<b>Building permit application</b> , completed and signed by property owner or owner's agent.
<input type="checkbox"/> \$50 app fee	<input type="checkbox"/> \$50 app fee	<input type="checkbox"/> \$160 Resi. / \$195 Comm.	<b>Application fee /minimum permit fee.</b> Complete permit fees, including plan review and inspections, will be calculated at the time of plan review and the 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 *		<b>Security deposit</b> , refundable. *Projects valued at or below \$1,000.00 qualify for \$500.00 security deposit. Construction value shall be supported by qualifying documentation. A security deposit is <b>not</b> required in the case of existing fixtures and/or water heaters being removed and replaced in the same location with no change of piping layout.
	<input type="checkbox"/> \$275		<b>Engineering/stormwater detention/drainage permit application filing fee.</b> Complete engineering review and inspection fees shall be calculated at the time of engineering review, in accordance with Village Code and the Watershed Development Ordinance; balance is due upon completion of final review.
	<input type="checkbox"/>		<b>Water connection fee.</b> Applicant shall pay the appropriate required water connection fee. (Contact the Village Manager for this information.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Drawing /plans</b> showing all <b>new</b> plumbing, piping, fixtures, etc. (Show existing and proposed.) * Drawing not required in the case of remove & replace in same location. <input type="checkbox"/> Statement on the plans clearly indicating <b>compliance with the Illinois State Plumbing Code (2014)</b> and all Village of Long Grove Codes and ordinances. <input type="checkbox"/> Connection to Village water service: Submit <b>plat of survey</b> showing connection and location of all piping.
<input type="checkbox"/>		<input type="checkbox"/>	<b>Manufacturer's specifications /cut sheets</b> for all new equipment.
	<input type="checkbox"/>		<b>Lake County Health Dept. permit</b> for decommissioning of existing water well. Contact LCHD at (847) 377-8020 for requirements and information.
<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<b>Copy of 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.



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.

mrbc 1/22

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**PROJECT: RESIDENTIAL BOILER, WATER HEATER, AND PRESURE VESSEL REPLACEMENT**

- 1) Water heaters and hot water storage tanks shall be listed and installed in accordance with the manufacturer's instructions and the Illinois Plumbing Code. MANUFACTURER'S SPECIFICATIONS MUST BE ON SITE AND AVAILABLE TO THE INSPECTOR AT THE INSPECTION.
- 2) Safety and relief valve discharge pipes shall be of an approved, rigid metal pipe.
- 3) Flue piping shall be sealed properly and connected with 3 screws per joint.
- 4) Flue piping shall be pitched properly to prevent improper drafting.
- 5) An expansion tank is required on a closed system (water well connected system).
- 6) Required inspection: Final inspection for each unit installed.

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**PROJECT: SEWER REPAIR**

1. ACCEPTABLE MATERIALS:
  - If there is a ten-foot (10') lateral separation from the water service SDR 26 ASTM D 3034 PVC pipe is acceptable.
  - Whenever there is less than a ten foot (10') lateral separation from the water service only PVC SEC 40 pipe with approved solvent and primer are acceptable.
  - If the property is on a Septic System, Cast Iron pipe cannot be used.
  - Sanitary tee or vent tee must be used for clean out only.
  - Non-shear stainless steel banded repair couplings REQUIRED.
  - Must use a 6"x4" reducing coupling from 6" clay or cast iron to 4" PVC or cast iron.
  - Bedding material must be NON-LIMESTONE crushed aggregate-6 (CA6) with fines, or grade-nine gravel.
2. When the water service is in the same excavation, the Illinois Plumbing Code has material use jurisdiction.
3. The installation of a sanitary sewer cleanout is not to exceed five-feet (5') from the foundation, unless approved by the plumbing inspector.
4. Must backfill with gravel within 3 feet of a curb, sidewalk, driveway, or roadway.
5. The repairs must be inspected before the evacuation is backfilled.
6. All plumbing joints within the building which have been affected by the repair, must be stack tested and approved with inspection.