

BUILDING PERMIT APPLICATION



Check project type:

- ☐ Commercial New Building
☐ Commercial Addition
☐ Commercial Build-Out, Interior Alterations,
Remodel or Restoration; briefly describe: _____

☐ Sign (Also complete and submit *Sign Architectural Commission Application*) _____

Project Value: \$ _____

Project Address: _____

Subdivision: _____

Lot #: _____ PIN #: _____

Property Owner(s) Name(s): _____

Address: _____

City, State, Zip: _____

Phone #: _____ Cell /Alt Ph #: _____

Email address: _____

Name of Business: _____

☐ New /Proposed ☐ Existing Business ☐ Currently Vacant

Business Phone #: _____

Business Owner(s) Name(s): _____

Business Owner's Address: _____

City, State, Zip: _____

Bus. Owner's Ph# _____ Cell /Alt Ph #: _____

Business Owner's Email Address: _____

Other Responsible Party, i.e. Management Company /Person: _____

Address: _____

City, State, Zip: _____

Phone #: _____ Cell /Alt Ph #: _____

Email Address: _____

Please complete/check all that apply to this property:

- | | | |
|--|---|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Downtown Historic Business District |
| <input type="checkbox"/> Septic | <input type="checkbox"/> County Sewer | <input type="checkbox"/> Community Septic |
| <input type="checkbox"/> Private Well | <input type="checkbox"/> Community Water | <input type="checkbox"/> Village of Long Grove Public Water |
| <input type="checkbox"/> Fire-sprinklered | <input type="checkbox"/> Non-sprinklered | |
| <input type="checkbox"/> Long Grove Fire Prot Dist | <input type="checkbox"/> Countryside Fire Prot Dist | |

Building, # of stories: _____ Electric service: _____ amps

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)**

New Commercial Building	Commercial Addition	Comm. Build-out, Interior Alterations, Remodel, or Restoration	Sign	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building permit application, completed and signed by property owner. FOR SIGNS - also complete an <i>Architectural Commission Application</i> .
\$200	\$200	\$50	\$50	Application fee, non-refundable. Complete permit fees (including plan review, inspections, etc.) will be calculated at the time of plan review and are due upon completion of final review. For a schedule of fees, refer to Village Building and Zoning Code, Title 12: Fees and Costs.
\$275	\$275			Engineering/stormwater detention/drainage permit review: Application filing fee, non-refundable. Complete engineering review fees will be calculated at time of review in accordance with the Village Code and the Watershed Development Ordinance and will be due at the time of final review completion; a professional escrow deposit may be required.
\$10,000	<input type="checkbox"/> <500sq.ft. \$1500 <input type="checkbox"/> >500sq.ft. \$3000	\$1500	\$500	Security deposit, refundable, as per Village Code Title 12-1-2(U).
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Current plat of survey showing proposed new construction; show top of foundation elevation, topography based on USGS datum, setback lines, easements, conservancy districts, floodplain elevations, and wetland limits, if applicable. Also include the following: <input type="checkbox"/> Lot area calculations, including total impervious area, existing and proposed, professionally certified. <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 Stormwater Permit Application , per Village of Long Grove Watershed Development Ordinance. <input type="checkbox"/> FOR SIGNS - Show proposed sign locations and any electrical connections and/or nearby utilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed construction drawings, signed and sealed by an Illinois licensed architect, which include all framing, electrical, location of HVAC ductwork, plumbing piping isometric for water, and sanitary sewer waste and vent. <input type="checkbox"/> Statement on the plans clearly indicating compliance with the International Building Code (2015) all current Village of Long Grove codes, amendments, and ordinances. <input type="checkbox"/> For interior alterations or build-out, include copies of existing floor plan/conditions. <input type="checkbox"/> Floor area AND volume calculations, existing and proposed. Calculations for new buildings, additions, and interior alterations 500 sq.ft. or greater must be certified by an Illinois licensed architect. <input type="checkbox"/> Energy Conservation Code compliance: provide a copy of energy compliance documentation, such as COM Check or Similar. <input type="checkbox"/> FOR SIGNS - Detailed sign drawings with color; include electrical connection drawing where applicable and footing details.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Properties with septic and/or private well: Copy of Lake County Health Dept. review and approved permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Properties with county sewer and/or water: Copy of Lake County Public Works review and approved permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Plumbing: 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"/>	<input type="checkbox"/>	Electrical: <input type="checkbox"/> Photocopy of electrical contractor's license.
<input type="checkbox"/>	<input type="checkbox"/>			Roofing: <input type="checkbox"/> Photocopy of State of Illinois roofer's license and <input type="checkbox"/> photocopy of photo I.D.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of written work proposal 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.



US EPA Lead RRP Rule: Beginning April 2010, any firm performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and kindergartens **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. (if applicable) for compliance with subdivision covenants and restrictions.