

BUILDING PERMIT APPLICATION



Check project type:

☐ Generator, Natural Gas

Hook-up: ☐ Above-ground ☐ Underground

☐ Electric Service Upgrade

from _____ amps to _____ amps

☐ Other Electrical Improvements, New Wiring, Devices, etc.

Describe: _____

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

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: _____

☐ 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)**

Electrical Service Upgrade, New Devices, or Improvements	Low-Voltage i.e. Landscape Lighting	Generator	<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. Check (✓) or indicate N/A for all items listed below and initial here: _____</p> <p>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</p>
<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"/> \$50	<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"/> \$500	<input type="checkbox"/> \$500	Security deposit , refundable [per Village Code Title 12-1-2(U)]. * Projects valued at or below \$1,000.00 qualify for \$500.00 security deposit. Construction value shall be supported by qualifying documentation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photocopy of electrical contractor's license .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current Plat of Survey where applicable; plat shall have setback measurements to all property lines and other structures, easements, conservancy districts, floodplain elevations and wetland limits, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Plan; include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Statement on the plans clearly indicating compliance with the 2014 Nat'l Electrical Code and all current Village of Long Grove codes and ordinances. For electric service upgrade, please provide the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Location of the electric meter and the direction in which the ComEd service runs to the building. <input type="checkbox"/> Indicate whether underground or overhead (and height of service mast if overhead) <input type="checkbox"/> Provide the make and voltage rating of the new panel board <input type="checkbox"/> Location of the panel board in relation to the meter housing <input type="checkbox"/> Wire size <input type="checkbox"/> Conduit size and type <input type="checkbox"/> Size and type of grounding electrode conductor <input type="checkbox"/> Size, type and location of grounding electrode (i.e. water pipe, ground rod, etc.) For new outlets and/or charging stations for electric vehicles: <ul style="list-style-type: none"> <input type="checkbox"/> Cut sheets for the charging unit showing minimum breaker required <input type="checkbox"/> Load calculation and verification that the panel has sufficient space <input type="checkbox"/> Provide all info for new circuits, breaker size, wire size, conduit size, arc fault or GFCI, tamper resistant and weather resistant outlets, locations of outlets. For generator, clearly note the following on the plans: <ul style="list-style-type: none"> <input type="checkbox"/> Is the hook-up <input type="checkbox"/> above-ground? or <input type="checkbox"/> underground? <input type="checkbox"/> Indicate on the site plan the location of nearby windows, above-ground service entrance cables and landscape screening. <input type="checkbox"/> Provide a one-line drawing indicating main service, transfer switch, generator and electric panel.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's specifications for all new electrical devices, components, light fixtures, etc. Submit load calculations where applicable. (<i>Landscape lighting may require Board review; contact Village of Long Grove Zoning for information.</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of contract or work proposal with detailed project description with project value.



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