



Village of Inverness

1400 Baldwin Road • Inverness, Illinois 60067

PLEASE BE AWARE OF OUR PERMITTING PROCEDURE & POLICIES BEFORE CONTINUING PAST THIS PAGE

COMPLETE ATTACHED PERMIT APPLICATION:

Please complete the following Building Permit Application **only for the work being proposed** and show its construction value and attach it to the appropriate construction documents prepared in accordance to the Building Permit Submittal and Building Construction Document Requirements enclosed.

SCHEDULE SUBMITTAL APPOINTMENT:

All initial submissions are taken by appointment only and shall be made in person*, by a responsible party. Please call the Building Department during normal business hours at: **(847) 358-7960** to schedule an appointment when ready. The Village of Inverness Building Department is located at: **1415 Baldwin Road, Inverness, IL 60067.**

NON-REFUNDABLE DEPOSIT REQUIRED:

A deposit is required when applying for all permits and is based on the construction value (see attached Deposit Requirement). The Building Department highly suggests, that when you schedule your submittal appointment, to have the deposit amount verified (by us) for the scope of work of your project. This deposit amount will be directly applied toward the permit fee.

INITIAL PLAN REVIEWS:

Initial plan reviews are normally completed within ten (10) business days of receipt. Please be advised this submission to the Building Department may be subject to further processing delays during the peak building season (March - September).

*If the applicant is in need of special consideration and where there may be reasonable circumstances that would otherwise prevent a submittal as directed above, please contact the Building Department to request an alternative submittal method.



Village of Inverness

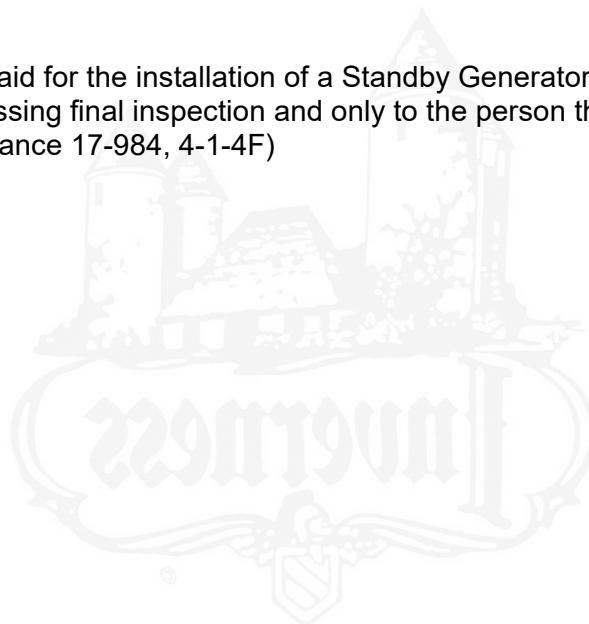
1400 Baldwin Road • Inverness, Illinois 60067

DEPOSIT REQUIREMENT

Effective January 1, 2018: A non-refundable deposit shall be paid at the time of permit application. This deposit will be applied to the permit fee when the permit is issued. The deposit to be paid is as follows:

1. A \$75 non-refundable deposit shall be required for all applications where the construction value is estimated to be less than or equal to \$5,000.
2. A \$250 non-refundable deposit shall be required for all applications where the construction value is estimated to exceed \$5,000.
3. A \$500 non-refundable deposit shall be required for all applications where the construction value is estimated to exceed \$10,000.
4. A \$1,000 non-refundable deposit shall be required for all applications where the construction value is estimated to exceed \$500,000.
5. A \$5,000 non-refundable deposit shall be required for all applications where the construction value is estimated to exceed \$1,000,000.
6. A \$7,500 non-refundable deposit shall be required for all applications where the construction value is estimated to exceed \$2,000,000.
7. A \$10,000 non-refundable deposit shall be required for all applications where the construction value is estimated to exceed \$5,000,000.

Exception: The deposit paid for the installation of a Standby Generator system shall be refunded after passing final inspection and only to the person that posted the deposit. (Village Ordinance 17-984, 4-1-4F)





SHORT FORM PERMIT APPLICATION INSTRUCTIONS

1. This application is set up to type-in then print out. All blanks must be filled in. Some blanks require you to type-in the information, while others use drop-down menus for selection. Be sure to complete the application only for the work being proposed. Incomplete applications will not be accepted.
2. This application will print on most Laser & Ink jet printers trouble-free. Use only quality white, 8-1/2" x 11" papers to print the application on. Set print quality to "normal" for best results and print in black & white only. Improper paper sizes, poor print quality, cutoffs and enlarged or reduced permit applications will not be accepted.
3. Remember to sign the lower right-hand corner of the application. Only properly endorsed applications will be accepted.
4. Please review and understand our Building Permit Requirements. Failure to do so may delay the approval process.
5. There may be private covenants, conditions and restrictions running with the title to the property which is the subject of this permit application which regulate, govern and control and/or affect what type of improvements may be made on the subject property. Please be advised that it is our recommendation to have the title insurance reviewed by an attorney. A properly endorsed Acknowledgment of Covenants and Restrictions shall be required with all permit applications.
6. Permit application & document submittal shall be made in person by a responsible party. If the applicant is in need of special consideration and where there may be reasonable circumstances that would otherwise prevent a submittal as directed, please contact the Building Department to request an alternative submittal method.
7. For further assistance regarding the short form permit application process, please contact the Village of Inverness' Building Department Permit Coordinator at (847) 358-7960, Monday thru Friday, between the hours of 9:00 AM and 4:30 PM.



BUILDING PERMIT SUBMITTAL REQUIREMENTS

1. **Building Permit Application:** Shall be typed-in and filled out completely only for the work being proposed.
2. **Acknowledgement of Covenants and Restrictions:** Property owner's signature required.
3. **Plat of Survey:** Two plats are required; one (1) original signed by an Illinois State Licensed Land Surveyor** and one (1) copy shall be submitted. A current survey, drawn no smaller than 1"=30' scale, must show all easements, property and building lines, setbacks and every existing building and improvement on the property. Depiction of well and septic locations shall be drawn only on the copy of the survey*.
4. **Septic Work:** To include; **Site Plan/Septic System Layout:** three (3) plan sets, **Percolation Test:** two (2) originals, **Application for Sewage Disposal System:** two (2) originals, all prepared, original signed and sealed by an Illinois State Licensed Professional Engineer.**
5. **Architectural Plans & Specifications:** Original signed and sealed by an Illinois State Licensed Architect or Illinois State Licensed Structural Engineer**. All architectural plans & specifications to be printed out in black and white only.
 - **Two (2) plan sets for residential** homes and all other construction, remodeling and repair permits.
 - **Four (4) plan sets for commercial** construction, remodeling and repair permits.
6. **Energy Efficiency Compliance:** Illinois State Law requires all new buildings, additions, alterations or renovations comply with the **2018 Illinois Energy Code**. An applicable Energy Efficiency Compliance Report (REScheck or COMcheck) shall be submitted with the permit application or the Architectural plans shall contain a statement and show compliance with the Prescriptive Method.
7. **RRP Rule:** In a rule issued by the USEPA, aimed at preventing lead poisoning among children and adults Contractors performing any renovation/repair projects that disturb lead-based paint in residences built prior to 1978 shall submit the necessary certifications when applying for a permit.
8. **Tree Preservation Plan:** A residential teardown or addition of 50% or more of existing dwelling footprint shall require a tree plan be prepared by a Registered Landscape Architect or an I.S.A., A.H.S., A.S.C.A. Certified Arborist based upon a plat of survey or the engineered site/septic plan for all new residential construction. **Three (3) certified sets of the tree preservation plan shall be submitted when applying for a permit of this type.**
9. **Developer's Architectural Approval:** Letter may be required depending on the subdivision.
10. **Plumbing Contractor Letter of Intent:** Work proposed requiring plumbing; Illinois State Law requires an original signed and sealed or notarized Contractor's Letter of Intent and one (1) copy of the Plumbing Contractor's valid (#055) License/Certificate shall be submitted with the permit application.
11. **Permit Application/Document Submittal:** All submissions shall be in person by a responsible party.

*If the work proposed is on the opposite side of the house from the septic system, the location of the septic system and well may be drawn in on the survey. However, if the work proposed is on the same side of the house as the septic system, an As-Built drawing of the septic system original signed and sealed by a Licensed Professional Engineer** or Licensed Septic Installer shall be required.

**Illinois State Law requires the proper sealing and signing of all plans and specifications. An original signature shall be a hand-written inked type. All certifications are subject to their respective Illinois Department of Professional Regulation Act's for design professionals.



BUILDING CONSTRUCTION DOCUMENT REQUIREMENTS

SUBMITTAL DOCUMENTS

All construction and technical documents shall be submitted as follows:

- Two (2) plan sets for new residential homes and all other construction, alteration or repairs.
- Four (4) plan sets for new commercial buildings and all other construction, alteration or repairs.

The construction documents shall be prepared by a State of Illinois registered design professional when the scaled cost of construction is in excess of \$10,000 and or where special conditions exist, the building official may require construction documents be prepared by the design professional regardless of cost. The building official may waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the scope of the work applied for is such that reviewing of certified construction documents is not necessary to obtain compliance with village code.

INFORMATION ON CONSTRUCTION DOCUMENTS

- All construction documents shall be drawn to scale and on a suitable media. Electronic media documents are permitted for submittal where approved by the building official.
- Construction documents shall be of sufficient clarity to indicate the location, scope and extent of the work being proposed and show in detail that it will conform to the provisions of all applicable building codes, amendments, relevant ordinances and the rules and regulations of the Village of Inverness.

MANUFACTURES INSTALLATION INSTRUCTIONS

- Manufactures installation instructions as required by code shall be made available on the jobsite at the time of inspection and or as required by the building official.

INFORMATION ON BRACED WALL DESIGN

- For buildings and structures utilizing braced wall design, braced wall lines shall be identified on the construction documents. Pertinent information including, but not limited to, bracing methods, location and length of braced wall panels and foundation requirements of braced wall panels at top and bottom shall be provided.

SITE PLAN

- The construction documents submitted with the permit application shall be accompanied by a site plan, drawn to scale, showing the size and location of the new construction or improvement, existing structures on the site and distances from all lot lines. This information shall be based on a current plat of survey if a separate site plan is not being submitted.
- A septic system location drawing shall be submitted outlining the distance from its components to the proposed new construction or improvement.
- The building official may waive or modify the requirement for a site plan where the permit application is for alteration or repair or where otherwise warranted.

BUILDING DEPARTMENT, VILLAGE OF INVERNESS, IL 60067
APPLICATION FOR BUILDING PERMIT

No

The undersigned _____ hereby applies to the Building Department of the Village of Inverness, IL, for a permit to erect, alter, construct, or enlarge the structure or part thereof herein described, and if granted the permit applied for, I will comply with all requirements of the Village ordinances relating thereto and pay the fees required by such ordinances.

The purpose of this building permit is to: _____

PIN ==> _____ Lot _____ Sub. _____ Twp. _____ Section _____

Property address _____ Zip Code _____ Constructed of _____

of _____ story(s), _____ feet wide, _____ feet long and _____ feet high.

Number of bedrooms: _____ Below ground area: _____

Location on lot: _____ ft. from front, _____ ft. from left side, _____ ft. from right side, _____ ft. from back lot line.

Distance to improvement: _____ ft. from well, _____ ft. from septic tank, _____ ft. from closest seepage line.

	Construction Value	Square Foot Area
This estimate is made by _____	Adr _____	Phn _____
Owner of Record _____	Adr _____	Phn _____
General Contractor _____	Adr _____	Phn _____
Excavator _____	Adr _____	Phn _____
Carpenter _____	Adr _____	Phn _____
Roofer/IL Lic# _____	Adr _____	Phn _____
Brick Mason _____	Adr _____	Phn _____
Cement Mason _____	Adr _____	Phn _____
Plumber/IL Lic# _____	Adr _____	Phn _____
Septic Inst/IL Lic# _____	Adr _____	Phn _____
Electrician _____	Adr _____	Phn _____
Architect of Record _____	Adr _____	Phn _____
Insulation Contractor _____	Adr _____	Phn _____

1.) In consideration for the processing and review of this application, and for other good and sufficient and lawful consideration, the undersigned further agree(s) to promptly pay to the Village any out-of-pocket expenses incurred by the Village resulting directly or indirectly from or related to said application, and if the undersigned fail(s) to pay such expenses when due, the Village shall, without any limitation on other remedies, have the right to bring an action at law to collect all amounts due and all costs of collection, including attorneys' fees and court costs. 2.) The Village code requires that this permit be completed within the required time depending on the size of the project calculated during the review. A new permit application and or additional fees will be required if the authorized work has not been completed in compliance with applicable codes, including final inspections, by the expiration date indicated below. 3.) The applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of my knowledge and belief. 4.) No error or omission in either the plans or application, whether said plans or application has been approved by the building inspector or not shall permit or relieve the applicant from constructing the work in any other manner than that provided for in the ordinances of this Village relating thereto.

Permit Fee = \$ _____
 Refundable Bonds = \$ _____
 Total Amount Paid = \$ _____

X

Signature (*Permit Applicant*) _____

Permit Applicant (*First, Last Name*) _____

Address _____

City _____

State _____

Zip Code _____

Work Number _____

Alternate Number _____

FAX Number _____

Cell Number _____

Email: _____





VILLAGE OF INVERNESS
BUILDING DEPARTMENT
1415 BALDWIN ROAD
INVERNESS, IL 60067
(847) 358-7960

ACKNOWLEDGEMENT OF COVENANTS AND RESTRICTIONS

Acknowledgement of possible Covenants, Conditions and Restrictions of Record:

The undersigned, having applied to the Village of Inverness for a building permit, acknowledges:

- a) That there may be private covenants, conditions and restrictions running with the title to the property which is the subject of their permit applications which regulate, govern, control and/or affect what type of improvements may be made on the subject property;
- b) That the Village, by issuance of a building permit has no power to and does not abrogate, vary, terminate, waive or release any such covenants, conditions and restrictions of record which may be applicable to the subject property;
- c) That the undersigned remains obligated to comply with such covenants, conditions and restrictions of record notwithstanding the facts that they have received a building permit from the Village of Inverness;
- d) That the undersigned and their attorney should review a title insurance policy or title insurance commitment for the subject property to determine what covenants, conditions and restrictions of record are in fact applicable to the subject property; and
- e) That, in consideration for the issuance of a building permit, the undersigned further agree to hold harmless and indemnify the Village, its officers, employees and agents, from any cost, claim, expense or liability to the Village, resulting directly or indirectly from or related to, any violation by the undersigned of such covenants, conditions and restrictions of record as may be applicable to the subject property, including reasonable attorney's fees and other costs of defense.

(Ordinance 92-433, 1-14-92)

Owner of Record
(Signature)

Applicant
(Signature)

Address (Please Print)

Address (Please Print)