



## BUILDING PERMIT SUBMITTAL REQUIREMENTS

1. **Building Permit Application:** Shall be filled out completely only for the work 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 on a 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 and Specifications:** Original signed and sealed by an Illinois State Licensed Architect or Illinois State Licensed Structural Engineer\*\*. All architectural plans shall be printed 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 **2015 Illinois Energy Code**. An applicable Energy Efficiency Compliance Report (REScheck/COMcheck) shall be submitted with permit application or Architectural plans shall contain statement of compliance with 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 the 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 grading/septic plan for all new construction. **Three (3) certified sets of the tree preservation plan shall be submitted 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 permit application.
11. **Permit Application/Document Submittal:** All submissions shall be in person by a responsible party. Effective January 1, 2018 a non-refundable deposit shall be paid at the time of application. The deposit will be applied to the permit fee when the permit is issued. The deposit shall be paid in accordance to Section 4-1-4 F of the Village Code.

\*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 sealing and signing of all plans and specifications. The original signature shall be of written or rubber-stamped type. All certifications are subject to their respective Illinois Department of Professional Regulation Act's for design professionals.