



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
p: (847) 835-4111 | [permits@villageofglencoe.org](mailto:permits@villageofglencoe.org) | Follow Us: @VGlencoe

Last Updated: January 1, 2024

[www.villageofglencoe.org](http://www.villageofglencoe.org)

### Building Permit Application

Please submit this form and applicable documents directly to [permits@villageofglencoe.org](mailto:permits@villageofglencoe.org).

Site Address:	
Project description:	
Owner:	
Address:	
Email:	Phone:
Architect:	
Address:	
Email:	Phone:
Civil Engineer:	
Address:	
Email:	Phone:
General Contractor:	
Address:	
Email:	Phone:
On-site job contact:	Cell Phone:

## BUILDING PERMIT FEE & ACKNOWLEDGMENT

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Most permits fees are 3.5% of the total construction cost, plus a fully refundable inspection deposit - this may vary depending on the project type. **If you are unsure what your permit fees and deposit will be, please see page 6 of 7 of this application.**

Construction cost includes the grand total cost of materials and labor. If permission is granted as asked, the applicant will construct the work in exact accordance with the description set forth in the above application, along with the plans and the specifications.

The undersigned hereby certifies to the Village of Glencoe that the total value of construction as stated in the Application for Building Permit is an accurate and truthful estimate of the total value of all labor and materials for the new construction or improvement, including all finish work, painting, roofing, electrical, plumbing, HVAC, paving, as well as any general contractor's fee. The general contractor's fee shall be included even if the owner and general contractor are the same.

**Please include a copy of your proposal with your submittal documents.**

**CONSTRUCTION COST:** \$ \_\_\_\_\_.

**ACKNOWLEDGMENT.** The undersigned acknowledges receipt of, and agrees to comply with, the provisions of the Village of Glencoe's codes, adopted codes, ordinances, the Procedure for Determination of Building Permit Fee, permit extension fees, and required inspections. Failure to provide an accurate project description on this Building Permit Application may result in a rescinded permit approval or Stop Work Order.

By signing this form, I acknowledge that I have obtained the property owner(s) permission to apply on behalf of the property owner(s), and that the General Contractor is held responsible for informing the property owner(s) of any requirements and ensuring that each permit passes all applicable inspections, and that all applicable contractors have valid licenses and applicable documents.

**Signature:** \_\_\_\_\_

Real Estate Index Number:

Changes to the subcontractors listed on the application requires completion of a Change of Contractor form completed by the General Contractor or the Homeowner. The General Contractor is fully responsible for ensuring that all applicable contractors have valid licenses and applicable documents.

Work performed without permit \$750 fine per day and the building permit fee is doubled.

**A 15-month time limit exists for single family building permits;** a Certificate of Occupancy must be issued prior to the end of this time period unless a 6-month permit extension has been granted, which includes payment of an extension fee of 50% of the original building permit fee. A second 6-month extension is 75% of the original building permit fee, and every extension beyond the second extension is 100% of the original building permit fee.

A tree removal deposit is required for new 3" tree plantings totaling the diameter inches damaged or removed as follows:

- \$350 per diameter inch for Heritage trees /\$175 per diameter inch for Non-Heritage trees
- 2 year deposit guarantee (forfeited after 2 years)
- Note: The penalty for damaging a protected tree is \$750 minimum.

# SUBCONTRACTORS OF RECORD

## ELECTRICAL CONTRACTOR - SEE LAST PAGE OF APPLICATION FOR REQUIRED LICENSES/DOCUMENTS.

Name:

Address:

Phone:

Email:

## PLUMBING CONTRACTOR (INTERIOR ONLY) - SEE LAST PAGE OF APPLICATION FOR REQUIRED LICENSES/DOCUMENTS.

Name:

Address:

Phone:

Email:

## ROOFING CONTRACTOR - SEE LAST PAGE OF APPLICATION FOR REQUIRED LICENSES/DOCUMENTS.

Name:

Address:

Phone:

Email:

## SEWER CONTRACTOR - SEE LAST PAGE OF APPLICATION FOR REQUIRED LICENSES/DOCUMENTS.

Name:

Address:

Phone:

Email:

## TREE REMOVAL CONTRACTOR - SEE LAST PAGE OF APPLICATION FOR REQUIRED LICENSES/DOCUMENTS.

Name:

Address:

Phone:

Email:

## SUBCONTRACTORS OF RECORD *continued*

<b>CARPENTRY CONTRACTOR</b>	
Name:	
Address:	
Phone:	Email:
<b>CONCRETE CONTRACTOR</b>	
Name:	
Address:	
Phone:	Email:
<b>MECHANICAL CONTRACTOR</b>	
Name:	
Address:	
Phone:	Email:
<b>MASON CONTRACTOR</b>	
Name:	
Address:	
Phone:	Email:

**THIS PAGE TO BE COMPLETED BY VILLAGE STAFF****NEW BUILDING OR ADDITION INFORMATION**

	LENGTH	WIDTH	MID POINT HEIGHT	NO. OF STORIES	BASEMENT Y/N
House					
Garage/other					
		NORTH	SOUTH	EAST	WEST
Distance from lot lines: House					
Distance from lot lines: Garage/ Other					
Construction material		wood	stone	brick	stucco
New house/multi-family \$7.15 per gross F.A.R. sq. ft.					
Other permit fees 3.5% of cost ( min \$50.00) fee includes interior electrical/plumbing					
Other Fees					
TOTAL FEES					
Final Occupancy Deposit					
Tree Planting Deposit - Heritage Trees					
Tree Planting Deposit - Non-Heritage Trees					
Other Deposits					
GRAND TOTAL					
<b>BUILDING PERMIT #</b>					
Date Approved					
Building & Zoning Administrator Sign-off					
Zoning Review Completed					
F.A.R. Review Completed					
DEMO Submission Date			DEMO Approved Date		

## GENERAL PERMIT FEE INFORMATION

### BUILDING PERMIT FEES

- Building permit fees for new construction/multi-family is \$7.50 per square foot (Effective 1/1/2024).
- Other building/demolition permit fees including patios, additions, pools, electrical, plumbing, remodeling, accessory structures, and additions are typically 3.5% of the total construction cost.

### ELECTRICAL PERMIT FEES

- Electrical, when not in conjunction with a building permit, 3.5% of construction value; minimum \$50
- All electrical must be done by electrician registered in the Chicago metro area for this profession or per Glencoe authorized exceptions (Rev. 2/2006) (Fee revised 3/2019).

### PLUMBING / SEWER FEES

- Plumbing when not in conjunction with building permit, 3.5% of construction value; minimum \$50 (Fee revised 3/2019).
- Sanitary or storm sewer connection or repair (public property/ private property): \$100
- Parkway opening: \$50
- Street Opening minimum: \$2,500
- Any work on public property requires a minimum deposit of \$500

### GENERAL PERMIT INFORMATION

- AC Unit/HVAC/Generator/Charging Station: \$100 fee + \$500 inspection deposit
- Driveway - New Cut: \$150
- Driveway - Resurfacing: \$100
- Fence New/Replacement: \$100 minimum
- Grade Change Without a Building Permit: \$140 minimum + violation fine(s)
- House Demolition with NO new construction: 3.5% of cost + \$5,000 deposit
- Major Remodel/Addition C.O. Deposit: \$1,000-\$5,000
- New Home/Demolition C.O. Deposit: \$5,000
- Patios - New or Replacement: 3.5% of construction cost
- Re-inspection Fee: \$100
- Re-Roofing: \$100
- Street Opening per cut: \$2,500\*
- \*Street Additional fee for each 10 sq. ft. greater than 60 sq. ft. \$100
- Swimming Pool Pumping: \$100
- Tree Removal: Refundable deposits required if part of construction project
- Wall/Blade Sign: \$100
- Water System Connections, Fittings, and Services: Village Cost + 15%
- Window Sign or Awning Installation: \$50
- Zoning Board of Appeals (ZBA) or Fence Board of Appeals (FBA) Application: \$250

### NOTE:

If your project is not listed, most permit fees are 3.5% of the total construction cost. If your project is not listed or you are unsure about your fees, please contact Village Hall at (847) 835-4111 to confirm.

## **DOCUMENTS REQUIRED BY THE VILLAGE OF GLENCOE** - as of 10/29/2020

Village of Glencoe Administration determines what requirements and what dollar amount coverages are required.

### **Electrician**

- Copy of electrician license

### **Landscape/ Tree License**

- Certificate of Liability (general and automobile)

### **Plumbing - Interior Work**

- LOI
- 055 - State of Illinois for a plumbing company
- 058 - State of Illinois for an individual plumber/ OR Chicago Journeyman card
- Complete "Cross Connection Inspection" form (available on the Village's website)

### **Plumbing - Exterior Work**

- LOI
- 055 - State of Illinois for a plumbing company
- 058 - State of Illinois for an individual plumber/OR Chicago Journeyman card
- Certificate of Liability (general and automobile,)
- \$10,000 Performance Bond

### **Plumbing – SEWER** (exterior work from main to within 5ft of house)

- \$10,000 Performance Bond
- Certificate of Liability (general and automobile)

### **Pool Pumping**

- \$10,000 Performance Bond
- Certificate of Liability (general and automobile)

### **RPZ Replacements**

- 055 - State of Illinois for a plumbing company
- 058 - State of Illinois for an individual plumber/ OR Chicago Journeyman card

### **Roofing**

- State of Illinois license

### **Snow Removal License**

- Certificate of Liability (general and automobile)
- \$10,000 Performance Bond

### **Sprinkler Installation**

- 060 - State of Illinois license for an irrigation company
- 055 - State of Illinois license for plumbing company
- 058 - State of Illinois license for an individual plumber/OR Chicago Journeyman card
- CCCD inspector license issued by IEPA

### **Tree Removal**

- completed application;
- landscape/tree company must have Glencoe license