



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

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www.villageofglencoe.org

Building Permit Submittal Requirements

New Single Family Home

- Building permit application
- Current plat of survey (lot area to be certified by surveyor for odd-shaped lots)
- 2 sets of architectural plans
- 1 set of engineering/grading plans (or may submit electronic PDF)
- Floor area ratio worksheets
- 3 sets pool plans (if applicable)
- 2 sets storm water detention plans (may submit electronic PDF)
- 1 set c-value/storm water detention calculations (or submit electronic PDF)

Single Family Addition/Garage

- Building permit application
- Current plat of survey (showing all existing buildings and additions)
- 2 sets cross connection inspection forms (if there is plumbing work)
- 2 sets of architectural plans
- Floor area ratio work sheets
- Tree removal application (if applicable)
- Pre-review of project with Village Engineer on storm drainage issues
- 2 sets storm water detention plans
- 1 set c-value/storm water detention calculations (or submit electronic PDF)

Single Family Interior Remodeling

- Building permit application
- 2 sets cross connection inspection forms (if there is plumbing work)
- 2 sets of architectural plans/drawings

Swimming Pool

- Building permit application
- Current plat of survey
- 2 sets of plans stapled together including site plan and architect signed & sealed pool plans
- 3 sets of grading/storm drainage plans, engineer signed & sealed (or may submit electronic PDF)
- 1 set c-value/storm water detention calculations (or submit electronic PDF)
- Separate fence permit application can be submitted at later time; perimeter fencing cannot cross a driveway

Business/Commercial-Remodel

- Building permit application
- Cross connection inspection form
- 3 sets of plans

Business/Commercial/Multiple Family/Townhouse Addition or New Building

- Please call Building& Zoning for further information