



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

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Last Updated: February 10, 2026

www.villageofglencoe.org

Building Permit Application

This is a fillable PDF form. Apply for a permit by uploading this form and all associated documents at the Village of Glencoe Self-Service Portal at <https://glencoeil-energygovpub.tylerhost.net/Apps/SelfService>.

Project Address:

Project Type:

Use this application to apply for a residential or commercial building permit for:

- New construction
- Additions and renovations, including plumbing and electrical work
- Plumbing, sewer, or electrical work
- Detached accessory structures (such as decks, sheds, pergolas, and detached garages)
- Pools or spas
- Basketball, tennis, or other sport courts
- Hardscape improvements
- AC units, HVAC, water heaters, or generators (new or replacement)
- Facade changes, new siding, and gutters
- Fire pits and outdoor kitchens
- Grade changes
- Elevator (new or modification)

This application should **not** be used for the following permit types, which have separate application forms available at www.villageofglencoe.org:

- Fences
- Signs
- Zoning Board of Appeals, Zoning Commission, or Plan Commission applications
- Demolitions
- Tree removals (not associated with a construction project)
- Pool pumping
- Snow removal or landscaping licenses
- Lawn sprinkler installation/RPZs
- Special Event Permits
- Temporary tents or other temporary structures
- Roof replacements

Section A: Application Requirements:

All materials listed below must be uploaded at the Village of Glencoe Self-Service Portal at <https://glencoeil-energovpub.tylerhost.net/Apps/SelfService>. Additional items may be required at the Village's discretion.

- ☐ Completed Building Permit Application form
- ☐ All applicable plans; See Plan Review Checklist attachment in Section I below for details on applicable codes and plan requirements
- ☐ Contractor licenses and insurance information (varies by project, see Section E below for details)
- ☐ Copy of agreement/proposal with contractor(s) to establish construction cost for permit fees (not required for new residential construction or flat-fee permits); See Section F below for details
- ☐ Additional information per project type as listed in Section B below

Section B: Project Type and Additional Requirements

Check the applicable project type(s) below. Additional information required for project types is listed below.

- ☐ New Construction (residential)
 - ☐ Site plan with setbacks and existing/proposed conditions
 - ☐ Building elevations with setback plane
 - ☐ Gross Floor Area calculations packet (Section I below) required
 - ☐ Separate demolition permit application required for home demolition
 - ☐ Separate permits may be required for elevators, fences, pools, etc., if applicable
 - ☐ Separate Exterior Appearance Review application may be required for multi-family projects
 - ☐ Fire sprinkler waiver form, if applicable
- ☐ New Construction (commercial)
 - ☐ Site plan with setbacks and existing/proposed conditions
 - ☐ Building elevations with setback plane
 - ☐ Separate Exterior Appearance Review application may be required
 - ☐ Separate demolition permit application required for principal structure demolition; Demolition waiting period is required and does not start without demolition permit review
 - ☐ Separate permits may be required for elevators, signs, fences, etc., if applicable
- ☐ Addition
 - ☐ Site plan with setbacks and existing/proposed conditions
 - ☐ Building elevations with setback plane (if applicable)
 - ☐ Gross Floor Area calculations packet (Section I below) required for most residential additions
 - ☐ Separate Exterior Appearance Review application may be required for commercial or multi-family projects
- ☐ Interior renovation (including plumbing and electrical work; If the project includes upward or outward structure expansion, select "Addition" instead of "Interior Renovation")
 - ☐ Plans and/or application should clearly state that there is no structure expansion and no new gross floor area, or provide site plan and/or Gross Floor Area calculations packet

- ☐ Detached Accessory Structure
- ☐ Site plan with setbacks and existing/proposed conditions
 - ☐ Gross Floor Area calculations packet (Section I below) may be required for certain structures such as roofed buildings and tall decks; For minor increases in gross floor area, staff may, at its discretion allow a Floor Area Agreement form in lieu of a full floor area calculations packet.
- ☐ Pool or spa
- ☐ Site plan with setbacks and existing/proposed conditions, including pool equipment
 - ☐ Separate fence permit may be required
- ☐ Sport court, patio, or hardscape improvements, other than driveway resurfacing in the same footprint
- ☐ Site plan with setbacks and existing/proposed conditions
 - ☐ Provide lighting details, if applicable
- ☐ AC units, HVAC, water heater, or generator (new or replacement)
- ☐ Existing/proposed conditions, and if applicable, an exterior site plan with setbacks
 - ☐ Clearly state on plans or application if this is a one-for-one replacement in the same location, a relocation, or a new unit
- ☐ Stand-alone grade change (no associated building project)
- ☐ Other (please specify): _____

Section C: Project Information

Subject property address:

Project description (complete scope of work):

Owner name:

Owner address:

Owner email:

Owner phone:

Applicant name (if different than owner, primary contact for application):

Applicant address:

Applicant email:

Applicant phone:

Architect (if applicable):

Architect address:

Architect email:

Architect phone:

Civil Engineer (if applicable):

Civil Engineer email:

Civil Engineer phone:

General Contractor name (if applicable):

General Contractor mailing address:

General Contractor email:

General Contractor phone:

On-site job contact name (if different than General Contractor):

On-site job contact email:

On-site job contact phone:

Section D: Subcontractors of Record

Provide contact information for each applicable subcontractor. See Section E below for required licenses and other documentation for each contractor. Please note that a building permit cannot be issued without the applicable licenses and documents.

Electrical Contractor:

Name:

Address:

Email:

Phone:

Plumbing Contractor:

Name:

Address:

Email:

Phone:

Roofing Contractor:

Name:

Address:

Email:

Phone:

Sewer Contractor:

Name:

Address:

Email:

Phone:

Excavation Contractor:

Name:

Address:

Email:

Phone:

Tree Removal Contractor:

Name:

Address:

Email:

Phone:

Carpentry Contractor:

Name:

Address:

Email:

Phone:

Concrete Contractor:

Name:

Address:

Email:

Phone:

Mechanical Contractor:

Name:

Address:

Email:

Phone:

Masonry Contractor:

Name:

Address:

Email:

Phone:

Section E: Required Licenses and other Documentation

The following documents are required for each contractor or permit type as listed below. Please note that you are required to submit a new license for each individual permit. Village Staff may require additional documentation as determined to be necessary. Required documents must be uploaded to the Village's self-service portal prior to permit issuance.

Changes to the subcontractors listed on the application require completion of a Change of Contractor form (Section I below) 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.

Electrician:

- ☐ Copy of electrician license
- ☐ All electrical must be done by electrician registered in the Chicago metro area for this profession or per Glencoe authorized exceptions.

Landscaping or Tree removal:

- ☐ Must have a valid license with the Village of Glencoe
- ☐ Certificate of Liability (general and automobile). See Section I below for sample coverage.

Plumbing:

- ☐ 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 (See Section I below for forms.)

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) See Section I below for sample coverage.
- ☐ \$10,000 Performance Bond

Plumbing – Sewer (exterior work from main to within five feet of house):

- ☐ \$10,000 Performance Bond
- ☐ Certificate of Liability (general and automobile) See Section I below for forms.

Roofing:

- ☐ State of Illinois license

Section F: Permit Fees

- ☐ Unless otherwise listed below, permit fees are 3.5% of total construction cost. A fully refundable inspection deposit is also required. The deposit amount will vary depending on project type but is typically between \$500 and \$5,000.
- ☐ Construction costs for calculating the 3.5% permit fee include the grand total cost of materials and labor. The applicant must complete construction in exact accordance with the description set forth in the above application, along with the plans and the specifications. Changes to construction cost must be reported to the Village and an updated permit fee will be applied.

BUILDING PERMIT FEES - FEES ARE SUBJECT TO CHANGE - PLEASE SEE CURRENT FEE SCHEDULE

STANDARD PERMIT FEE:

For projects including patios, additions, pools, electrical, plumbing, remodeling, accessory structures others that are not specifically listed below: 3.5% of total construction cost

NEW DWELLING FEE:

New dwellings (single- or multi-family): \$9.00 per square foot (for permits applied for in 2026). Square footage includes all "gross floor area" per the Village's Zoning Code, along with finished or livable basement space.

ELECTRICAL, PLUMBING AND SEWER PERMIT FEES

- ☐ Electrical or plumbing, when not in conjunction with a building permit: 3.5% of construction cost; minimum \$50
- ☐ Sanitary or storm sewer connection or repair (public property/ private property: \$100
- ☐ Water meter installation: Village cost + 15%
- ☐ Water tap fee on Village main: Village cost
- ☐ Water tap parts: Village cost

MISCELLANEOUS FEES:

- ☐ Parkway opening: \$50
- ☐ Street Opening minimum: \$2,500
- ☐ AC Unit/HVAC/Generator/Water Heater/Charging Station: \$100 fee + \$500 inspection deposit
- ☐ Driveway - New Cut: \$150 fee + 3.5% of construction cost
- ☐ Driveway – Resurfacing in same footprint: \$100
- ☐ Driveway expansion: 3.5% of construction cost
- ☐ Hardscape: 3.5% of construction cost
- ☐ Stand-alone grade change: \$140 minimum
- ☐ House Demolition without new construction: 3.5% of cost + \$5,000 deposit
- ☐ Right-of-way use fee (for scaffolding, dumpsters, etc.): Varies, depending on length of use
- ☐ Re-inspection Fee/Supplemental inspection fee: \$150
- ☐ Re-Roofing: \$100
- ☐ Alteration of approved plans: \$150 + \$150/hour of staff review time after the initial two hours
- ☐ Street Opening per cut: \$2,500 + \$100 for each 10 feet greater than 60 square feet
- ☐ Water System Connections, Fittings, and Services: Village Cost + 15%
- ☐ Eleemosynary Institutions: .25% of construction cost

DEPOSITS:

- ☐ Any work on public property, including parkway opening, requires a minimum deposit of \$500
- ☐ Major Remodel/Addition C.O. Deposit: \$1,000-\$5,000
- ☐ New Home/Demolition C.O. Deposit: \$5,000
- ☐ Tree Removal: Refundable deposits required, based on size and species. Tree deposits are held for two years from occupancy or upon Village's determination of project completion. (See Tree Removal Guide, Section I below).

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 if you are unsure about your fees, please contact Village Hall prior to permit issuance at (847) 835-4111 to confirm.

Section G: Permit Extensions

All building permits expire 15 months after issuance.

Permit extensions are available on a six-month basis with the following fees:

- ☐ First six-month extension: 50% of original building permit fee
- ☐ Second six-month extension: 75% of original building permit fee
- ☐ All other six-month extensions: 100% of original building permit fee

The Village may, at its discretion determine a project to be substantially complete to the point that extension fees are no longer required under the following circumstances:

1. A Conditional or Final Certificate of Occupancy has been issued, **AND**
2. Exterior/site work has been inspected and determined by Village staff to be complete to the extent that construction is no longer having any impact on nearby residents.

The Village may issue a Stop Work Order for expired permits without a paid extension. The Village will not issue a final Certificate of Occupancy or refund any deposits for permits with unpaid extension fees. Extension fees may be refunded on a monthly pro-rated basis.

Section H: Acknowledgement and Signature:

Check each of the boxes below to confirm receipt and understanding:

- ☐ *I hereby certify that all of the information provided in this application and submitted documents are true and complete.*
- ☐ *The undersigned hereby certifies to the Village of Glencoe that the total value of construction as stated below 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.*

CONSTRUCTION COST: \$

- ☐ *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, required inspections, and deposits. Failure to provide an accurate project description on this Building Permit Application may result in a rescinded permit approval or Stop Work Order.*
- ☐ *The undersigned hereby certifies that they have read and understand the Village's permit expiration and extension requirements as described in Section G above.*
- ☐ *The undersigned hereby certifies that they understand that **any permit applied for on or after June 1, 2025, tree removal deposit(s) will be held for two years from occupancy or upon the Village's determination of project completion.***
- ☐ *The undersigned "Owner" hereby certifies that they are the legal owner of all of the property scheduled to be built upon as shown in the description and survey plat, including all open spaces required by the zoning ordinance.*

By signing this form, as "Applicant", 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.

Applicant's signature

Date

Owner's signature (if different than applicant)

Date

Section I: Additional Documents and Instructions:

Applicants should review the following documents for additional information and guidance. Each of these is available for download on the Development Services Department page of the Village website at

https://www.villageofglencoe.org/government/departments/development_services/applications_and_forms.php.

- ☐ General Inspection Requirements & Deposit Reimbursements
- ☐ Plan Review Checklist
- ☐ Driveway Construction Checklist and Driveway Guide
- ☐ Gross Floor Area calculations packet
- ☐ Accessory Structure Gross Floor Area Agreement
- ☐ Fire Sprinkler Waiver Request Form
- ☐ Tree Removal and Replanting Guide
- ☐ Change of Contractor Form
- ☐ Cross Connection Form
- ☐ Certificate of Insurance Forms

Development Services Department
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022
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