



# 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: March 1, 2022

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

### Building Permit Application

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:

---

CONSTRUCTION COST includes cost of materials and labor; we may request submittal of a signed contract. The applicant hereby certifies to the correctness of the above. If permission is granted as asked, applicant will construct the work in accordance with the description set forth in the above application, the plans and the specifications approved by the Community Development Administrator and in compliance with the ordinance, rules and regulations of the Village of Glencoe, Illinois. **Please include a copy of the proposal between the owner and contractor in your submittal.**

### **BUILDING PERMIT FEE CERTIFICATION - INITIAL ESTIMATE**

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.

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

ACKNOWLEDGMENT. The undersigned acknowledges receipt of, and agrees to comply with, the provisions of the Village of Glencoe Procedure for Determination of Building Permit Fee.

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.

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 extension has been requested, which includes payment of an extension fee of 33% of the original building permit fee for permits issued prior to February 17, 2022. **If your building permit is issued after February 17, 2022,** the first permit extension fee is 50% of the original building permit fee, the second extension is 75% of the original building permit fee, and every extension beyond the second is 100% of the original building permit fee.

A 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
- Note: the penalties for damaging a protected tree is \$750 minimum.

# SUBCONTRACTORS OF RECORD

**ELECTRICAL CONTRACTOR** ***IF YOU ARE DOING ELECTRICAL WORK, AN ELECTRICIAN'S LICENSE IS REQUIRED IN ORDER TO RECEIVE PERMIT.***

Name:

Address:

Phone:

Email:

**PLUMBING CONTRACTOR - INTERIOR PLUMBING ONLY** ***SEE LAST PAGE FOR REQUIRED LICENSE(S) & DOCUMENT(S). THESE ARE REQUIRED IN ORDER TO RECEIVE PERMIT. INTERIOR PLUMBING WORK ALSO REQUIRES A CROSS CONNECTION INSPECTION FORM TO BE COMPLETED BY YOUR PLUMBER PRIOR TO RECEIVING THE PERMIT.***

Name:

Address:

Phone:

Email:

**ROOFING CONTRACTOR** ***IF YOU ARE DOING ROOFING WORK, A ROOFING LICENSE IS REQUIRED IN ORDER TO RECEIVE PERMIT.***

Name:

Address:

Phone:

Email:

**SEWER CONTRACTOR** ***SEE LAST PAGE FOR REQUIRED LICENSE(S) & DOCUMENT(S). IF YOU ARE DOING EXTERIOR PLUMBING WORK, THESE ARE REQUIRED IN ORDER TO RECEIVE PERMIT.***

Name:

Address:

Phone:

Email:

**TREE REMOVAL CONTRACTOR** ***IF YOU ARE DOING ANY LANDSCAPING, THE LANDSCAPER IS REQUIRED TO HAVE AN ANNUAL LICENSE ON FILE WITH THE VILLAGE OF GLENCOE.***

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 \$6.50 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 INFORMATION

### BUILDING PERMIT FEES

- Building permit fees for new house/multi-family includes electric, plumbing at \$6.50 per gross F.A.R. square footage. Other building/ demolition permit fees include interior electrical & plumbing remodeling and additions; 3.5% of construction value (Fee revised 3/2019).

### ELECTRICAL PERMIT FEES

- Electrical, when not in conjunction with a building permit, 3.5% of construction value; minimum \$50
- Business sign \$50 each
- 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 \$2300
- Any work on public property requires a deposit minimum \$500

### GENERAL PERMIT INFORMATION / as of 11/2015

- Driveway New Cut \$100
- Driveway Resurfacing \$50
- Fence New/Replacement \$100
- Grade Change without a building permit \$140
- House Demo/ with NO new construction 3.5% of cost
- Major Remodel/ addition C.O. deposit \$1000-\$3000
- New House C.O. Deposit/ Demo \$5000
- Re-inspection Fee \$50
- Re-Roofing \$100
- Street Opening per cut \$2300
- Street Additional fee for each 10 sq. ft. greater than 60 sq. ft. \$100
- Swimming Pool pumping \$100
- Tree Removal
- Wall / Blade Sign \$100
- Window Sign or Awning Installation \$50
- Zoning/Fence/ Sign Appeal \$250

### WATER SYSTEM CONNECTION FEES - SERVICE FITTING COSTS as of 7/3/2018

SIZE	CORP STOP	ROUNDWAY	B BOX	SERVICE CLAMP	LABOR & EQUIPMENT	WATER PERMIT	COMPLETE TAP	METER
1"	\$83	\$120	\$107	\$98	\$155	\$100	\$563	\$400
1½"	\$214	\$250	\$107	\$104	\$155	\$100	\$830	\$685
2"	\$385	\$404	\$107	\$112	\$155	\$100	\$1163	\$910

## **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**

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

### **Plumbing - Exterior Work**

- 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