

COMMUNITY DEVELOPMENT PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

*Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be place on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.

CANOPY/AWNING: (ALL listed are REQUIRED, unless not applicable)

- Building Permit Application, all information needs to be complete.
- Plat of Survey indicating the proposed location of the canopy, with measurements noted.
- Permit Addendum Canopy, signed.
- Letter of approval from the homeowner's association, when applicable.
- Contractor's Registration with bond, for those not already *licensed* and *bonded* with Village.
- □ Fire Department Approval will be needed throughout permit process.
- □ The following plans must be submitted:
 - $\circ~$ A plan that clearly shows all dimensions and features, including, but not limited to:
 - Electrical lighting, switches, outlets, piping and wiring.
 - o A framing plan that clearly indicates the location and size of all members
 - Columns
 - Beams and joists
 - Connections (post anchors, joist hangers, etc.)

I attest that I have submitted all information as required above regarding the permit applied for at:

_____Glendale Heights, IL 60139 ______Name (Printed) ______Signature

_____Date

S00 Civic Center Plaza Permit No:: Community Development Department Permit No:: Community Development Department Date issued: (S0) 250-6030 BUILDING PERMIT APPLICATION (Please Print CLEARLY) Date issued: DATE:	e * ³						
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OCCUPANT:		Name		Address		Phone Number	
OCCUPANT:	OWNER:						
ARCHITECT:							
ENGINEER:							
GEN. CONT.:							
PLUMBING:							
ELECTRIC:							
OTHER:OTHER							
OTHER:							
SHEET ATTACHED WITH ADDITIONAL CONTRACTORS This application must be signed by the Owner of the property or his/her duly authorized agent. UNDER PENALTIES OF INTENTIONAL MISREPRESENTAT AND/ OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to cons such improvements in compliance with all regulation of applicable codes of the VIIIage of Glendale Heights. Issuance of the permit herein applied for and appr of all supporting plans and documents in connection therewith shall not be construed to permit any construction on said premises or use thereof in violation of							
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applicable codes or regulations of the Village of Glendale Heights or to excuse the owner of his/her successors in title from complying therewith. Applicant further ag to pay the cost incurred by the Village for review of all supporting plans and documents by the Administrative Staff, Village Engineer, Village Attorney, and any out consultants as may be required to fulfill the provisions of Village Ordinances. This permit may be revoked at any time upon determination that a violation exists.	applicable codes or regulation to pay the cost incurred by the	ns of the Village of Glendale le Village for review of all s	e Heights or to excuse the upporting plans and docu	owner of his/her successo ments by the Administrati	ors in title from compl ve Staff, Village Eng	ying therewith. Applicant further agree ineer, Village Attorney, and any outsid	

NAME/TITLE (Print)	DIR. OF COMM. DEVELOPMENT:
SIGNATURE OF APPLICANT	DATE APPROVED;



Community Development Department

300 Civic Center Plaza, Glendale Heights, Illinois 60139 Main: 630-260-6030, FAX: 630-260-1317 Email: permits@glendaleheights.org

CONTRACTOR REGISTRATION APPLICATION

REGISTRATION INFORMATION

REGISTRATION TYPE: D NEW REGISTRATION D RENEW REGISTRATION

 TRADE(S):

 ASPHALT
 CARPENTRY
 CONCRETE
 ELECTRIC
 FENCE

 FIRE PROTECTION

 GENERAL CONTRACTOR

 HADSCAPE

 UINDOW

 OTHER / SPECIALTY

COMPANY AND APPLICANT INFORMATION

COMPANY NAME:				
COMPANY ADDRESS:				
APPLICANT NAME:			PHONE:	
APPLICANT ROLE:		🗆 AGENT		

EMAIL:

ADDITIONAL APPLICATION REQUIREMENTS

1. Provide a \$20,000 surety bond for every contractor registration application. *Plumbing exempt.

2. Payment of fee. Contractors = \$75.

3. For Plumbers, Roofers and Fire Protection contractors, provide a copy of active and up-to-date State of Illinois license. For Electricians, provide a copy of active and up-to-date license issued by approved municipal corporation.

4. The above listed contractors shall have registration fee waived.

I do hereby attest that the information provided is true and accurate to the best of my knowledge.



PERMIT ADDENDUM – CANOPY / AWNINIG

A PROUD & PROGRESSIVE VILLAGE FOR ALL PEOPLE

PERMIT_

DATE____ADDRESS

Approval is subject to the following conditions:

GENERAL / BUILDING

- 1. All work shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.
 - 2006 International Building Code
 - 2006 International Fire Code
 - 2008 National Electric Code
 - Current Illinois Accessibility Code (1997)
 - 2010 ADA Standards for Accessible Design
 - Village of Glendale Heights Zoning Ordinance
- 2. Awnings and canopies shall be designed and constructed to withstand wind or other lateral loads and live loads as required by Chapter 16 of the International Building Code with due allowance for shape, open construction and similar features that relieve the pressures or loads. Structural members shall be protected to prevent deterioration. Awnings shall have frames of noncombustible material, fire-retardant-treated wood, wood of Type IV size, or 1-hour construction with combustible or noncombustible covers and shall be either fixed, retractable, folding or collapsible. (2006 IBC, 3105.3)
- 3. Canopies shall be constructed of a rigid framework with an approved covering that meets the fire propagation performance criteria of NFPA 701 or has a flame spread index not greater than 25 when tested in accordance with ASTM E 84. (2006 IBC, 3105.4)

ELECTRICAL

 Upon completion of the canopy installation, field inspection shall be performed to ensure that adequate illumination of the path of egress is maintained. Where required, a photometric plan shall be prepared and submitted to the Village for review and approval by the Fire Protection District. If necessary, a separate permit shall be required and additional lighting shall be provided.

FIRE

1. The project falls within the regulatory boundaries of the ______ Fire Protection District. The work of this permit is subject to their inspection and approval.

I hereby certify that I have read and understand all of the above regulations, and I agree
to comply with all of the regulations contained herein.

Signature

REV 05/2020