

# 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.

<u>SA</u>	NITARY SEWER: (ALL listed are REQUIRED, unless not applicable)			
	Building Permit Application, all information needs to be complete.			
	Plat of Survey indicating where the work will be performed.			
	Permit Addendum – Sanitary Sewer Repair, signed.			
	Letter of Approval from homeowner's association, when applicable.			
	Contractor's Registration with bond, for those not already <i>licensed</i> and <i>bonded</i> with the Village			
l attest that I have submitted all information as required above regarding the permit applied for at:				
	Glendale Heights, IL 60139			
	Name (Printed)			
	Signature			
	Date			



#### **VILLAGE OF GLENDALE HEIGHTS**

300 Civic Center Plaza Glendale Heights, Illinois 60139 Community Development Department (630) 260-6030

#### **BUILDING PERMIT APPLICATION**

		(Please Print CL	EARLY)		Initial Deposit:
DATE:	_				Construction:
PROPERTY ADDRESS:					Fire Protection:
APPLICANT NAME: _		Site Improvement:			
APPLICANT ADDRES	Sewer Connection:				
APPLICANT PHONE	NUMBER:				Water Connection:
APPLICANT EMAIL AL	DDRESS:				Water Meter:
IS THIS A: SING	LE FAMILY 🔲 DUI	PLEX TOWN	HOUSE M	JLTI-FAMILY	Penalty:
EST. CONST. COST:_	<u>\$</u>	HOMEOV	VNERS ASSOC.	YES NO	Building Deposit:
					Engineering Deposit:
CHECK ONE:  NEW CONST.  ADDITION	ROOFING	☐PLUMBING ☐HVAC	☐PATIO ☐SIDEWALK	FENCE SHED	Permit Fee:
REMODEL		ELECTRIC	DRIVEWAY	DECK	Required Deposit:
DEMOLITION	DOORS		DRIVEWAY A		TOTAL FEE:
OTHER			OTHER PAVE	MENT	
**ATTACH PLANS: DIAGRA	AMS, PHOTOS AND ADDIT	IONAL NARRATIVE AS I	REQUIRED		,
ATTACHT LANG, DIAGRO	Name	IONAL HARMANIVE AO I	Address		Phone Number
OWNER:					
OCCUPANT:					
OCCUPANT: ARCHITECT:					
OCCUPANT: ARCHITECT: ENGINEER:					
OCCUPANT: ARCHITECT: ENGINEER: GEN. CONT.:					
OCCUPANT: ARCHITECT: ENGINEER: GEN. CONT.:					
OCCUPANT: ARCHITECT: ENGINEER: GEN. CONT.: PLUMBING:					
OCCUPANT: ARCHITECT: ENGINEER: GEN. CONT.: PLUMBING: ELECTRIC:					
OCCUPANT:  ARCHITECT:  ENGINEER:  GEN. CONT.:  PLUMBING:  ELECTRIC:  OTHER:  OTHER:  SHEET ATTACHED  This application must be sig  AND/ OR PERJURY, I declar  such improvements in composed all supporting plans and depolicable codes or regulation	WITH ADDITIONAL Coned by the Owner of the project that I have examined and/continuous with all regulation of ocuments in connection them is of the Village of Glendale H	CONTRACTORS  operty or his/her duly author made this application and applicable codes of the VIII rewith shall not be constructed by the construction of the construct	orized agent. UNDER d it is true and correct to lage of Glendale Height ed to permit any constr ner of his/her successors	PENALTIES OF IN the best of my knos. Issuance of the action on said prersin title from compl	ITENTIONAL MISREPRESENTATION wledge and belief. I agree to construct permit herein applied for and approval nises or use thereof in violation of any ying therewith. Applicant further agrees
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ARCHITECT:  ENGINEER:  GEN. CONT.:  PLUMBING:  ELECTRIC:  OTHER:  OTHER:  I SHEET ATTACHED  This application must be sig  AND/ OR PERJURY, I declar  such improvements in comp  of all supporting plans and d  applicable codes or regulation  to pay the cost incurred by the  consultants as may be required.	with Additional C ned by the Owner of the pro- te that I have examined and/o pliance with all regulation of ocuments in connection the ocuments of Glendale He willage for review of all sup- red to fulfill the provisions of	CONTRACTORS  Operty or his/her duly author made this application anapplicable codes of the Villewith shall not be construitelights or to excuse the own porting plans and docume Village Ordinances. This point of the Contract of the Contrac	orized agent. UNDER d it is true and correct to age of Glendale Height ed to permit any construer of his/her successors of the Administrative permit may be revoked a	PENALTIES OF IN the best of my kno s. Issuance of the action on said prer is in title from compl Staff, Village Eng it any time upon de	ITENTIONAL MISREPRESENTATION wledge and belief. I agree to construct permit herein applied for and approval nises or use thereof in violation of any ying therewith. Applicant further agrees ineer, Village Attorney, and any outside stermination that a violation exists.

DO NOT WRITE IN THIS SPACE

Permit No.:

Date Issued:\_\_\_\_
Permit Expires:\_
Zoning District:\_



## **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:		□ NEW REGISTRATION □ RENEW REGISTRATION				
TRADE(S):	☐ FIRE PROT	□ CARPENTRY □ CONCRETE □ ELECTRIC □ FENCE  ECTION □ GENERAL CONTRACTOR □ HVAC / MECHANICAL  E □ PLUMBING □ ROOFING □ SIGN □ SOLAR □ UTILITY □ OTHER / SPECIALTY				
		COMPANY AND APPLICANT INFORMATION				
COMPANY	NAME:					
COMPANY	ADDRESS:					
APPLICANT NAME:		PHONE:				
APPLICANT	ROLE:	□ OWNER □ EMPLOYEE □ 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 a	test that the information provided is true and accurate to the best of my knowledge.				
APPLICANT	SIGNATURE:	DATE:				



#### **Sanitary Sewer Repair Permit Addendum**

Date:	_	PERMIT #
Homeowner Name:		
Address of Property,	work to be performed:	
Applicant Name and	Address:	
REF:	– Sanitary Sewer Repair Review	

Community Development received the permit plan subject to review by the Village Public Works Utilities Division. The Sanitary Sewer Repair permit submittal is approved base on the conditions with final approval upon field verification by inspectors:

- The material for the sewer service line is SDR 26 or Schedule 40.
- Non-Shear couplers shall be used to connect repair areas.
- A cleanout shall be installed within the repair area, unless one already exists that is adequate.
- Stone for the pipe bedding and surround shall be CA-7.
- Any work performed in the right-of-way shall require an additional permit.
- Inspection of the repair by Village Utilities Division staff before any backfilling is required.
- Upon completion of the work, the area must be restored and a final inspection by Community Development shall be required.
- A separate permit is required for any concrete / asphalt / flatwork.
- Please call Glendale Heights Public Works at 630-260-6040 to schedule inspections at least 24 hours before the inspection is needed.
  - Connection and pipe laying inspection
  - Backfill inspection
  - Bedding inspection
- The owner/resident/applicant shall contact Community Development to schedule the Final Restoration
  Inspection once the site has been restored (e.g., grass grown, sidewalk restored). Failing to do so could
  result in penalty.
  - Final restoration

Thank you and for more information, contact the Community Development Department at 630-260-6030.

### Roman Corsini

Roman Corsini Division Foreman Public Works Division of Water and Sewer

I hereby certify that I have read and understand a of the above regulations, and I agree to comply wit					
all of the regulations contai	ned herein.  Date				
Official Use: Issued by:	(Initials) Revised 12/13/19				