



## 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.*

### **DEMOLITION OF IN-GROUND POOL/SPA:** (ALL listed are REQUIRED, unless not applicable)

- ☐ Building Permit Application, all information needs to be complete.
- ☐ Plat of Survey indicating the location of pool/spa with measurements.
- ☐ Permit Addendum – Demolition of In-Ground Pool, signed.
- ☐ Letter of approval from the homeowner's association, when applicable.
- ☐ Contractor's Registration with bond, for those not already **licensed** and **bonded** with the Village.
- ☐ Detailed plan on demolition and site plan of proposed restoration, design with elevation.
- ☐ Call J.U.L.I.E. 1-800-892-0123

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



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

**BUILDING PERMIT APPLICATION**  
(Please Print CLEARLY)

DATE: \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_, GLENDALE HEIGHTS, IL 60139  
APPLICANT NAME: \_\_\_\_\_  
APPLICANT ADDRESS: \_\_\_\_\_  
APPLICANT PHONE NUMBER: \_\_\_\_\_  
APPLICANT EMAIL ADDRESS: \_\_\_\_\_  
IS THIS A: ☐ SINGLE FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ MULTI-FAMILY  
EST. CONST. COST: \$ \_\_\_\_\_ HOMEOWNERS ASSOC. ☐ YES ☐ NO

**CHECK ONE:**

- |                                      |                                  |                                   |   |                                |
|--------------------------------------|----------------------------------|-----------------------------------|---|--------------------------------|
| <input type="checkbox"/> NEW CONST.  | <input type="checkbox"/> ROOFING | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> PATIO          | <input type="checkbox"/> FENCE |
| <input type="checkbox"/> ADDITION    | <input type="checkbox"/> SIDING  | <input type="checkbox"/> HVAC     | <input type="checkbox"/> SIDEWALK       | <input type="checkbox"/> SHED  |
| <input type="checkbox"/> REMODEL     | <input type="checkbox"/> WINDOWS | <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> DRIVEWAY       | <input type="checkbox"/> DECK  |
| <input type="checkbox"/> DEMOLITION  | <input type="checkbox"/> DOORS   |                                   | <input type="checkbox"/> DRIVEWAY APRON |                                |
| <input type="checkbox"/> OTHER _____ |                                  |                                   | <input type="checkbox"/> OTHER PAVEMENT |                                |

SCOPE OF WORK/DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*ATTACH PLANS, DIAGRAMS, PHOTOS AND ADDITIONAL NARRATIVE AS REQUIRED**

Name	Address	Phone Number
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OWNER:	_____	_____
OCCUPANT:	_____	_____
ARCHITECT:	_____	_____
ENGINEER:	_____	_____
GEN. CONT.:	_____	_____
PLUMBING:	_____	_____
ELECTRIC:	_____	_____
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 MISREPRESENTATION 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 construct such improvements in compliance with all regulation of applicable codes of the Village of Glendale Heights. Issuance of the permit herein applied for and approval 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 any 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 agrees 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 outside 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.

NAME/TITLE (Print) \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DIR. OF COMM. DEVELOPMENT: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

DO NOT WRITE IN THIS SPACE

Permit No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Permit Expires: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Initial Deposit: \_\_\_\_\_

Construction: \_\_\_\_\_

Fire Protection: \_\_\_\_\_

Site Improvement: \_\_\_\_\_

Sewer Connection: \_\_\_\_\_

Water Connection: \_\_\_\_\_

Water Meter: \_\_\_\_\_

Penalty: \_\_\_\_\_

Building Deposit: \_\_\_\_\_

Engineering Deposit: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Required Deposit: \_\_\_\_\_

**TOTAL FEE:** \_\_\_\_\_



A PROUD & PROGRESSIVE  
VILLAGE FOR ALL PEOPLE

**Registrations will not be accepted  
unless completed in full.**

**\*Plumbing, Roofing, Alarm and Sprinkler contractors  
must submit a copy of their State License.**

**\*Electricians must submit a copy of their Municipal  
License**

**OFFICE USE ONLY**

**LICENSE NUMBER:** \_\_\_\_\_

**DATE ISSUED:** \_\_\_\_\_

**FEE RECEIVED: \$** \_\_\_\_\_

**CONTRACTOR REGISTRATION**

Type of Contractor (General, Concrete, Carpentry, Electrician, etc.): \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

State/City License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**NO REGISTRATION SHALL BECOME EFFECTIVE UNTIL SUCH DATE AS THE REQUIRED SURETY  
BOND IS ON FILE WITH THIS DEPARTMENT.**

Bond #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FEE:**

General Contractor	\$100
Plumber/Electrician/Alarm	N/A
All other Subcontractors	\$50

**BOND:**

All trades, except those listed below	\$20,000
Plumbing, Fire Alarm, Fire Sprinkler	N/A



## PERMIT ADDENDUM:

### DEMOLITION OF IN-GROUND POOL

PERMIT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Permit approval is subject to the following conditions:

1. Remove pool deck and pool walls down to 36 inches below grade
2. Completely break up pool floor (simply cracking the floor is not acceptable)
3. Disconnect and terminate all electric, plumbing, gas and all utilities at point of origin

**Village inspection prior to backfilling**

4. Backfill with sand, stone, or clean clay fill

*Concrete from on-site demolition may be used if broken into pieces 3" or smaller*

*Imported material shall be either Uncontaminated Soil Fill (USFO) or Clean Construction or Demolition Debris (CCDD)*

5. Fill material must be placed and compacted in lifts not to exceed 12 inches unless self-compacting fill is used (sand, pea gravel, or equivalent).
6. Restore with minimum 4 inches of topsoil and seed plus straw matting (to establish erosion control)

**Village final inspection of grading and erosion control**

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

\_\_\_\_\_  
Date

rev 05/2020