



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.*

SANITARY 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 **licensed** and **bonded** with the Village.

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



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 all of the above regulations, and I agree to comply with all of the regulations contained herein.

Signature of Applicant

Date

Official Use: Issued by: _____ (Initials) Revised 12/13/19