



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.*

COMMERCIAL/ INDUSTRIAL 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 property owner, 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:
 - A plan that clearly shows all dimensions and features, **including, but not limited to:**
 - Electrical lighting, switches, outlets, piping and wiring.
 - 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



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
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: _____



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VILLAGE FOR ALL PEOPLE

PERMIT ADDENDUM – COMMERCIAL / INDUSTRIAL CANOPY / AWNING

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

1. 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 _____

Date _____

REV 05/2020



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):

- ☐ ASPHALT ☐ CARPENTRY ☐ CONCRETE ☐ ELECTRIC ☐ FENCE
☐ FIRE PROTECTION ☐ GENERAL CONTRACTOR ☐ HVAC / MECHANICAL
☐ LANDSCAPE ☐ PLUMBING ☐ ROOFING ☐ SIGN ☐ SOLAR ☐ UTILITY
☐ WINDOW ☐ 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 attest that the information provided is true and accurate to the best of my knowledge.

APPLICANT SIGNATURE: _____

DATE: _____