

Checklist

Required Submittals for SF Residential

- Application Fee (when required)
- Completed Project Application
- Signed Acknowledgement
- 3 copies of Architectural Plans
- 3 copies of the current Plat of Survey
- 3 copies of Civil Engineering Plans (if altering existing grading, utilities, or increasing impervious lot coverage by 400 square feet or greater)

Required Submittals for Commercial, Industrial, & Multi-Family Construction

- Application Fee (when required)
- Completed Project Application
- Signed Acknowledgement
- 4 copies of Architectural Plans
- 4 copies of Mechanical, Electrical, and Plumbing Plans (when applicable)
- 4 copies of Civil Engineering Plans
- 4 copies of Structural Engineering Plans and Structural Calculations
- 4 copies of the current Plat of Survey
- PDF copy of the Floor Plan Only with sprinkler room, Knox box locations, and Fire Department connection location emailed to staff at permits@glenview.il.us

Submittals Required to be submitted to Fire Safety Consultant Inc. for Review

- Fire Alarm Drawings
- Sprinkler Drawings
- Hood Drawings

FSCI Submittals should be sent to:
Fire Safety Consultants
2420 Alft Ln - Suite B100
Elgin, Illinois 60124



Important Informational Resources

Residential Links

[Building Permit Plan Review Process Overview](#)
[Currently Adopted Construction Codes](#)
[Permitted Hours of Construction](#)
[Village Zoning Code](#)
[Required Inspections](#)
[2012 International Residential Code Amendments](#)
[2011 National Electrical Code Amendments](#)
[Permit & License Fees](#)

Commercial Links

[Building Permit Plan Review Process Overview](#)
[Currently Adopted Construction Codes](#)
[Permitted Hours of Construction](#)
[Village Zoning Code](#)
[Required Inspections](#)
[2012 International Building Code Local Amendments](#)
[2012 International Fire Code Local Amendments](#)
[2012 International Mechanical Code Local Amendments](#)
[2011 National Electrical Code Local Amendments](#)
[2014 State of Illinois Plumbing Code Local Amendments](#)
[Awning Permits](#)
[Fire Alarm, Sprinkler and Kitchen Hood Submittal Requirements](#)
[Health Inspections](#)
[Permit & License Fees](#)

Building Permit



Application Form

Permit Fee (Varies)

A photograph of a stone statue of a woman standing at a podium, set against a background of trees and a building.

**Village of Glenview
Community Development
Department
2500 East Lake Avenue
Glenview, IL 60026-2600**

Phone: (847) 904-4330
Fax: (847) 724-1752
Inspections: (847) 904-4320

www.glenview.il.us
Visit the Community Development Department webpage for additional application information.

Acknowledgement of Property Owner's & Contractors' Responsibilities

- 1. Per Sec. 22-802 of the Municipal Code, only General Contractors and Demolition Contractors must be licensed by the Village of Glenview.**
- 2. Per Sec. 22-805 of the Code, General Contractors and Demolition Contractors must:**
 - a. Furnish a **Surety Bond** in the amount of \$25,000.
 - b. Furnish a **Certificate of Insurance** indemnifying the Village of Glenview and the property owner for damages sustained on account of any failure of the contractor in relation to work related to the permit(s) for the property. The Certificate of Insurance must list both the Village of Glenview and the property owner as additionally insured.
 - c. On behalf of the property owner, the **general contractor shall be responsible for confirming and retaining proof of insurance coverages** (including both liability and workman's compensation, as applicable) associated with all other contractors and subcontractors performing work upon a given property or an association with permits related to a given property.
- 3. If a property owner hires a contractor or subcontractor to perform work with or without a permit and the contractor is not bonded or insured, the following consequences might occur:**
 - a. The **owner may be held liable** for any bodily injury to or death of others or for any damage to the property of others that arises out of work performed.
 - b. The owner may not be able to **collect from a surety bond** any damages for loss sustained by the owner because of violations by the contractor.
 - c. The owner may be subject to **fines of up to \$1,000 per day** for each violation.
- 4. Why should a contractor be bonded and insured?**
 - a. If the general contractor hires a subcontractor who causes property damage, the **general contractor can be held liable** for these damages. Even if the terms of a contract with the subcontractor clearly state that insurance coverage is mandatory, you could be sued if the coverage does not exist or is not valid. This is why you must retain proof of insurance coverage.
 - b. A surety bond exists to **ensure project completion** within the terms of the contract. If the contractor abandons the job or does not comply with the agreed terms of the contract, the bond funds may be used to complete work associated with the permit(s).
- 5. Why should the homeowner be named as additionally insured?**
 - a. If the general contractor misses a payment or the insurance is canceled, the **homeowner will receive notification** from the Insurance Company.
 - b. Claims regarding damages associated with work conducted in accordance with the permit(s) may be made **against both the contractor and the property owner**.
- 6. What will occur if work is performed in excess of a permit?**
 - a. It is against the law to exceed the scope of a building permit. The property owner and general contractor assume any and all responsibility for the work being performed. If the property owner or their designee builds, or allows anyone else to build, any building, room addition, structure, or other object that differs from, or in any way exceeds, what a permit authorizes, the owner and general contractor can be issued a citation with a mandatory court appearance, have any associated permit(s) revoked, be ordered to stop all work on the project; fined up to \$1,000 per day; required to tear down at the owner's & contractor's sole expense all completed work; and, in addition to any other penalties provided by law, required to reimburse the Village of Glenview any damages incurred for providing any false or inaccurate information in this building permit application.
 - b. I understand that all construction work under this proposed permit must conform to the requirements of the Village of Glenview adopted Codes and, if it does not, I acknowledge that I can and will be issued a citation with a mandatory court appearance.

(Applicant's Copy)

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Subject Property Address: _____

Owner's Printed Name: _____ Contractor's Printed Name: _____

Signature: _____ Signature: _____

Project Application

Project Information

Project Address:

Project Type or Description (e.g. Commercial Remodeling, Single-Family Residence, Fence, Driveway, etc.):

Estimated Value of Work: \$

Square Footage of Work:

sq. ft.

Applicant / Contact Person Information (This person will be contacted for all issues related to this permit.)

Name:

Address:

Email:

Primary Phone:

Fax:

Property Owner / Tenant Information (if same as "Applicant," write "same as above")

Name:

Address:

Email:

Primary Phone:

Fax:

General Contractor Information (if same as "Property Owner," write "same as above")

Business Name:

Contact Person:

Address:

Email:

Primary Phone:

Fax:

Architect

Business Name:

Contact Person:

Address:

Email:

Primary Phone:

Fax:

Disclosure & Signatures

The information submitted in this Project Application may be used by the Village of Glenview and/or any of its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference. If the Village issues a permit for the work described in this Project Application, you certify that the Village's Code Enforcement Official or the Code Enforcement Official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the laws, statutes, ordinances, and codes applicable to such permit. I certify that the information and exhibits herewith are true and correct.

Signature of Applicant:

Signature of Property Owner:

Signature of General Contractor:

Project Subcontractors

Electrician

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Plumber

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Roofer

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Excavator

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Concrete

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Please ensure that all handwritten contact information is legible.

Project Subcontractors

HVAC

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Mason

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Carpenter

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Drywall

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Other (Asphalt, Landscape, Elevator, Specialty, etc.)

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Please ensure that all handwritten contact information is legible.