



VILLAGE OF
LONG GROVE

**APPLICANT'S CHECKLIST
FOR BUILDING PERMIT APPLICATION**

ADDITION TO EXISTING SINGLE FAMILY RESIDENCE

- QUANTITY: ✓ PLEASE SUBMIT ALL OF THE FOLLOWING REQUIREMENTS TOGETHER AT THE TIME OF PERMIT APPLICATION. PARTIAL SUBMITTALS WILL NOT BE ACCEPTED AND WILL NOT BE REVIEWED.
- 1 Completed building permit application to include cost of construction and contractor information
- \$100 * Non-refundable permit application fee (check payable to Village of Long Grove)
* Additions less than 1,000 square feet in area: application fee amount reduced to \$50.
- \$640 Non-refundable engineering minimum review deposit (separate check payable to Village of Long Grove.) Engineering review fee total may exceed this amount; balance will be due upon permit issuance.
- \$3,000 * Refundable security deposit (separate check payable to Village of Long Grove)
* Additions 400 sq.ft. or less: security deposit amount reduced to \$1,500.
- 3 sets Detailed construction drawings* which include, but are not limited to, location of HVAC ductwork, electrical, plumbing piping isometric for water, sanitary waste and vent, and location of fire sprinklers (if required.) **(Drawings shall not exceed 24"x 36" in size.)**
* Additions in excess of 3,500 cubic feet of area: drawings must be signed and sealed in accordance with the Illinois Architecture Practice Act.
- 5 sets Plat of survey (1"= 20' scale) showing proposed addition top of foundation elevation, topography based on U.S.G. datum, setback lines, easements, conservancy districts, total lot area and existing impervious lot area (square feet) coverage
- 1 Copy of Lake County Health Department review of existing sanitary sewer with septic system layout and copy of permit, if applicable
- 1 Tree removal permit application required **IF** any trees are to be removed