



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

NEW 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
- \$200 Non-refundable permit application fee (check payable to Village of Long Grove)
- \$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)
- 3 sets Architectural construction drawings signed and sealed in accordance with the Illinois Architecture Practice Act. Drawings shall include, but not be limited to, location of HVAC ductwork, electrical, plumbing piping isometric for water, and sanitary waste and vent. **(Drawings shall not exceed 24"x 36" in size.)**
- 3 sets Fire sprinkler shop drawings and hydraulic calculations
- 5 sets Plat of survey (1"= 20' scale) showing proposed house top of foundation elevation, topography based on U.S.G. datum, setback lines, easements, and conservancy districts
- 2 sets Plat of survey stamped by state of Illinois licensed surveyor
- 1 Copy of Lake County Health Department approved septic permit with septic system layout **OR** copy of Lake County Public Works sewer permit
- 1 Copy of Lake County Health Department approved water well permit **OR** Lake County Public Works water connection permit
- 1 Geotechnical soil-bearing report
- 1 Tree removal permit application required **IF** any trees are to be removed