



Village of Glen Ellyn
 Community Development Department
 535 Duane Street
 Glen Ellyn, IL 60137
 Phone: 630-547-5250; Fax: 630-547-5370
 Email: buildingpermits@glenellyn.org

SMALL BUILDING (stamp date received here)
**PERMIT WITH
 PLAN REVIEW
 APPLICATION**

Permit #: _____

Project Address:	
Scope of Work / Description:	
Project Cost:	\$ _____ Square Footage of proposed work area: _____
Intended Use: (Check one)	<input type="radio"/> Single Family Residential <input type="radio"/> Multi-family Residential Building <input type="radio"/> Commercial Building
Type of Work: (Check all that apply)	<input type="checkbox"/> Electric (ELEC) <input type="checkbox"/> Plumbing (PLMG) <input type="checkbox"/> Mechanical (HVAC) <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Public Right of Way <input type="checkbox"/> Other _____
SEE PAGE 3 FOR LISTING OF ALL SMALL BUILDING PROJECTS THAT REQUIRE A PLAN REVIEW. Add quantity (number) in first column.	

Applicant Name:	
Applicant Address/City/State/Zip:	
Applicant Phone:	
Applicant Email:	
Property Owner Name:	
Property Owner Address/City/State/Zip:	
Property Owner Phone:	
Property Owner Email:	
Contractor Name:	
Contractor Address/City/State/Zip:	
Contractor Phone:	
Contractor Email:	

Plan Review Notification Name/Company:	
Plan Review Notification Address/City/State/Zip:	
Plan Review Notification Phone:	
Plan Review Notification Email:	
Additional Plan Review Notification - NAME	
Additional Plan Review Notification - EMAIL	

Contractor License and Insurance:

All contractors are required to comply with license and insurance requirements under Village Code Section 4-1-11 and must be identified on this application at the time of submission. Contractors working at this project address in violation of this code section may be served with a Citation, or may be issued a Stop Work Order, or may cause the suspension or revocation of the Building Permit.

Certification:

The property owner and the permit applicant (as owner’s agent) certify that the permit application information is true and correct, and agree that the work will be completed in compliance with the Village Code, and that errors or omissions discovered in the permit documents shall not be construed to approve any work in violation of the code, and that the issuance of a building permit or approval of construction inspection shall not relieve the property owner or the owner’s agent(s) of their responsibility to design, engineer and construct the work in compliance with the Village Code, and that the inspections of each stage of the work as listed on the building permit will be requested and approved prior to proceeding with the next stage of the work.

Property Owner Signature or copy of signed proposal / contract **(Required)**

Date

Contractor/Applicant (Owner’s Agent) Signature **(Required)**

Date

FOR OFFICE USE ONLY:	
Permit Number: _____	Issue Date: _____
Expiration: _____	
Approved By (Name/Signature): _____	Date: _____
BUILDING FINAL INSPECTION APPROVED BY: _____	Date: _____

ADDRESS: _____

PERMIT #: _____

Projects below are SMALLER PROJECT TYPES THAT REQUIRE A PLAN REVIEW.
Please note – once reviewed, additional plan review fees might apply. Fees might not be all inclusive.

Quantity (Number)	PROJECT DESCRIPTION (Check all that are applicable) <i>In addition to a signed application, submittal requires scope of work, signed contract and equipment specifications. Plat of Survey or Work in Parkway Application required where noted.</i>	Amount	Permit Cost	Office Codes
	Miscellaneous Permits			
	Drain tile pit/pump – Interior / Exterior - <i>Requires Plat of Survey</i>		\$95	DSPT-D9
	Driveway replacement (same location/size) - <i>Requires Plat of Survey</i>		\$95	DRWY-D10
	Driveway approach – <i>Requires Plat of Survey and Work in Parkway Application.</i>		\$95	DRWY-D11
	Exit stairway, exterior - Commercial		\$255	EXTC-D14
	Fireplace, new exterior- <i>Exterior fireplace requires a plat of survey</i>		\$110	OUTD-D18
	Fireplace, new interior		\$110	RREM-D18
	Geothermal systems		\$375	ALTP-D24
	Pavement grinding/resurfacing pavement		\$95	PARK-D34
	Restripe parking lot		\$95	PARK-D38
	Retaining wall, over 8 inches in height		\$140	RETW-D39
	Roofing - Commercial over 300 sq. ft.		\$180	EXTC-D41
	Shed or other accessory structure less than 150 sq. ft. in area - <i>Requires Plat of Survey</i>		\$95	SHAS-D42
	Solar panel system, including connection to electric system only		\$325	ALTP-D47
	Solar panel system, including connection to electric and plumbing		\$450	ALTP-D48
	Temporary -bleachers, platforms, stage or tent (Tent greater than 400 sq. ft.)		\$105	TSPT-D56
	Wind turbine		\$325	ALTP-D57
	Windows or exterior doors (Change in size or location)		\$65	EXTR-D15
	HVAC			
	Heating/Cooling equipment – Residential furnace, heat pump, new or replacement – <i>Requires Plat of Survey for exterior work</i>		\$95	HVAC-E7
	Heating/Cooling equipment – Commercial furnace, heat pump, rooftop unit, new or replacement - <i>Requires Plat of Survey for exterior work</i>		\$150	HVAC-E8
	Plumbing - All require a Plumber's Letter of Intent			
	Flood/Sewer backup control system		\$275	PLMG-F2
	Grease Interceptor, new or replacement		\$200	PLMG-F3
	Lawn Irrigation System – (WITH HEADS IN THE PARKWAY) <i>Requires Plat of Survey and Work in Parkway application</i>		\$170	IRRI-F5
	Modified overhead sewer, not part of a remodeling project		\$170	PLMG-F6
	Reconfigure interior waste, water or vent system, not part of a remodeling project		\$170	PLMG-F7
	Electric Service			
	Emergency generator		\$95	GEN-G1
	Exit signs		\$95	ELEC-G2
	TOTAL AMOUNT DUE			