



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

COMMERCIAL
Site Development – Demo – New – Addition -
Remodel – Exterior - Building Permit Application
 (stamp date received here)

Permit #: _____

Project Address:			
Project Description:			
Did this project require a review by a Commission or the Village Board? If YES, provide the Ordinance Number.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Does the scope of work for this project include the installation of any additional and/or relocated plumbing fixtures and/or equipment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is this project within a building with a fire sprinkler system?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is this project within a commercial building with a fire alarm system?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
PROJECT COST: The cost of labor and materials for all demolition, site improvements, utility services, new construction work and existing building alterations and remodeling work.	Project Cost:		
	\$		
HARD COST: The cost of all labor, materials, overhead and profit to complete remodeling of an existing building. Remodeling work includes, but is not limited to, improvements and alterations to foundations, walls, roofs, floors, ceilings, stairs, doors, windows, and electrical, mechanical, plumbing systems, and fixtures and equipment. For purpose of determining hard cost, remodeling work does not include the following: 1. Interior or exterior non-structural demolition work or removal of existing improvements, fixtures or equipment. 2. Work to install a fire sprinkler system or increase the size of the water service to a building as required to serve a fire sprinkler system. 3. Work to install a fire alarm and detection system. 4. Installation of interior floor, wall and ceiling finishes such as paint, wallcoverings, paneling or tile over wallboard, or carpet, wood or tile flooring over a subfloor. 5. Cabinets and casework, countertops, shelving units, or door, window, base and ceiling trim. 6. Furniture, appliances, decorative fixtures, window treatments or business sales, display or service fixtures and equipment.	Remodeling (Hard Cost):		
	\$		
Project Description:	<input type="checkbox"/> Commercial Site Development (SDEV) - Village Ordinance #: _____ <input type="checkbox"/> Commercial New Building (CNEW) - Total Square Footage: _____ <input type="checkbox"/> Commercial Addition (COAD) - New Square Footage: _____ <input type="checkbox"/> Commercial Remodel (CALT) - Altered Square Footage: _____ <input type="checkbox"/> Commercial Demolition (DEMO) - Total Square Footage: _____ <u>SEE NEXT PAGE FOR MORE OPTIONS</u>		

	<input type="checkbox"/> Commercial Exterior Alterations (EXTC) – Roof/Siding/Stucco/Exit Stairway Exterior /Fascia/Soffits/Gutters/Downspouts/Tuckpointing <input type="checkbox"/> Fire Alarm Required - Square Footage: _____ (FALM & FAPR) <input type="checkbox"/> Fire Sprinkler # of Heads: _____ (FSPK & FSPR) Fire Sprinkler Type <input type="checkbox"/> Pipe (D20a - f) <input type="checkbox"/> Hydraulic (D21a - f) <input type="checkbox"/> Elevator(s) Quantity: _____ (ELEV & ELPR) Number of Stops: Elevator 1: _____ Elevator 2: _____ Elevator 3: _____
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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	

REQUIRED SUBMITTALS: (see page 4 of application)

Contractor License and Insurance (complete page 5 of application)

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 (Required)

Date

Permit Applicant (Owner's Agent) Signature

Date

FOR OFFICE USE ONLY: Permit Number: _____ Issue Date: _____ Expiration: _____

Approved By (Name/Signature): _____ Date: _____

Minimum Commercial Plan Review Submission Requirements

Project Type: _____		Demo	New	Demo & New	Addition	Alteration Or Remodel
Address: _____						
Date: _____						
Req'd	Sub'd	Plans and Construction Documents:				
			●	●	●	●
				●	●	○
				●	●	○
		●				
		●		●		
			●	●	○	○
		●	●	●	○	
		●	○	○	○	
			●	●	○	
		●	●	●	●	

Village Applications and Forms:

		●	●	●	●	●
		●	●	●	○	
			●	●	○	
			●	●	○	○
		●		●		
			●	●	●	○
			●	●	○	○
		○	○	○	○	○

Other Documentation and Fees:

		●		●		
		●	●	●	●	●
			●	●	○	
					○	○
		○	○	○	○	○
		●	●	●	●	●

● Indicates required document. ○ Indicates document that may be required (see footnotes below for more information).

1. Site Management, Tree Preservation and Grading plans may be combined - please submit (8) copies.
2. Tree Preservation is required for the development of any project with an area 300 sq. ft. and greater, enlargement of an existing structure by 20 percent or more, or grading of 1500 sq. ft. or greater.
3. Grading Plans are required for the development of any project with a disturbed land area of 1500 sq. ft. and greater.
4. Underground Utility/Site Improvements are required for Class II and III Additions, Alterations and Remodeling (see Village Code).
5. Pre-paid fee required for all New Residential and Class II and III Additions, Alterations and Remodeling (as well as Commercial Developments, New, Addition and Remodel).
6. Drainage Plans are required for any project with a disturbed area of 300 to 1500 sq. ft.
7. Class III Additions, Alterations and Remodeling shall comply or shall be upgraded to comply with all provisions of the village codes, regulations and ordinances for a new building and as required for all Class II Additions, Alterations and Remodeling.

PROJECT ADDRESS: _____

PERMIT #: _____

CONTRACTOR LISTING SHEET

All contractors are required to comply with the license and insurance requirements under Village Code Section 4-1-11 and must be identified on this Contractor Listing Sheet submitted with the permit application. Contractors working at this project address in violation of this code section may be served with a citation, or a Stop Work Order may be issued, or the Building Permit may be suspended or revoked.

TYPE OF CONTRACTOR	COMPANY NAME / CONTACT NAME	ADDRESS, CITY, STATE, ZIP	CONTACT PHONE	CONTACT EMAIL
ARCHITECT (Does not need to be registered)				
GENERAL CONTRACTOR				
ELECTRICAL				
PLUMBING				
IRRIGATION				
ROOFING				
FIRE SPRINKLER				
FIRE ALARM				
ELEVATOR/LIFT				
DEMOLITION				
MECHANICAL				
OTHER:				