



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

**FOOD SERVICE**  
**Site Development – Demo – New – Addition –**  
**Remodel Building Permit Application**  
 (stamp date received here)

Permit #: \_\_\_\_\_

<b>Project Address:</b>				
<b>Project Description:</b>				
<b>Did this project require a review by a Commission or the Village Board? If YES, provide the Ordinance Number.</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>
<b>Does the scope of work for this project include the installation of any additional and/or relocated plumbing fixtures and/or equipment?</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>
<b>Is this project within a building with a fire sprinkler system?</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>
<b>Is this project within a commercial building with a fire alarm system?</b>	<input type="checkbox"/>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>
<b>PROJECT COST:</b> The cost of labor and materials for all demolition, site improvements, utility services, new construction work and existing building alterations and remodeling work.			<b>Project Cost:</b>	
			\$	
<b>HARD COST:</b> 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:			<b>Remodeling (Hard Cost):</b>	
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.			\$	
<b>Project Description:</b>	<input type="checkbox"/> Food Service Site Development (SDEV) - Village Ordinance #: _____ <input type="checkbox"/> Food Service New Building (CNEW) - Total Square Footage: _____ <input type="checkbox"/> Food Service Addition (COAD) - New Square Footage: _____ <input type="checkbox"/> Food Service Remodel ( FOOD ) - Altered Square Footage: _____ <input type="checkbox"/> Food Service Demolition (DEMO) - Total Square Footage: _____  <u><b>SEE MORE CHOICES ON NEXT PAGE</b></u>			

	<input type="checkbox"/> Fire Alarm Required - Square Footage: _____ <input type="checkbox"/> Fire Sprinkler # of Heads: _____ - Fire Sprinkler Type: <input type="checkbox"/> Pipe <input type="checkbox"/> Hydraulic <input type="checkbox"/> Elevator(s) Quantity: _____ Number of Stops: Elevator 1: _____ Elevator 2: _____ Elevator 3: _____
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<b>Applicant Name:</b>	
<b>Applicant Address/City/State/Zip:</b>	
<b>Applicant Phone:</b>	
<b>Applicant Email:</b>	
<b>Property Owner Name:</b>	
<b>Property Owner Address/City/State/Zip:</b>	
<b>Property Owner Phone:</b>	
<b>Property Owner Email:</b>	
<b>Contractor Name:</b>	
<b>Contractor Address/City/State/Zip:</b>	
<b>Contractor Phone:</b>	
<b>Contractor Email:</b>	
<b>Plan Review Notification Name/Company:</b>	
<b>Plan Review Notification Address/City/State/Zip:</b>	
<b>Plan Review Notification Phone:</b>	
<b>Plan Review Notification Email:</b>	
<b>Additional Plan Review Notification - NAME</b>	
<b>Additional Plan Review Notification - EMAIL</b>	



# Minimum Food Service Plan Review Submission Requirements

<b>Project Type:</b> _____		<b>Demo</b>	<b>New</b>	<b>Demo &amp; New</b>	<b>Addition</b>	<b>Alteration Or Remodel</b>
<b>Address:</b> _____						
<b>Date:</b> _____						
<b>Req'd</b>	<b>Sub'd</b>	<b>Plans and Construction Documents:</b>				
			●	●	●	●
			●	●	○	○
			●	●	○	○
		●				
		●		●		
			●	●	○	○
			○	○	○	○
			○	○	○	○
		●	●	●	○	
		●	○	○	○	
			●	●	○	
		●	●	●	●	

## 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.

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