



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

BUILDING PERMIT APPLICATION

(stamp date received here)

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 2 FOR SMALL PROJECTS WITH FIXED FEES. ALL OTHER PROJECT TYPES REQUIRE PLAN SUBMISSION FOR REVIEW.	

Applicant Name:	
Applicant Address/City/State/Zip:	
Applicant Phone:	
Applicant Fax:	
Applicant Email:	
Property Owner Name:	
Property Owner Address/City/State/Zip:	
Property Owner Phone:	
Property Owner Email:	
Plan Review Notification Name/Company:	
Plan Review Notification Address/City/State/Zip:	
Plan Review Notification Phone:	
Plan Review Notification Fax:	
Plan Review Notification Email:	
Additional Plan Review Notification - NAME	

Contractor Registration

All contractors are required to be registered with the Village of Glen Ellyn 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 (Owner’s Agent) Signature (Required)	Date
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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 for RESIDENTIAL ONLY, do not require plan reviews and have fixed fees. Anything not listed below should be described in the Scope of Work/Description field on page 1 of the application.

(X)	RESIDENTIAL ONLY (Check all that are applicable) <i>In addition to signed application, submittal requires scope of work, signed contract and equipment specifications. Plat of Survey or Work in Parkway application required where noted.</i>	PERMIT COST:
	Drain Tile (DSPT) - Interior	\$95
	Driveway Replacement (DRWY) (same location/size) - Requires Plat of Survey	\$95
	Driveway Approach (DRWY) - Requires Plat of Survey and Work in Parkway application to be reviewed by Public Works.	\$95 + deposit
	Electric Service (ELEC):	
	Upgrade to 200 amps	\$100
	Upgrade to 400 amps	\$125
	Upgrade greater than 400 amps	\$150
	Upgrade of each meter	\$65
	Service Panel or Subpanel	\$65
	Exterior Alterations (EXTR):	
	Roofing Replacement/Repair	\$65
	Siding	\$80
	Fascia, Gutters, Downspouts	\$65
	Tuckpointing	\$65
	Generator (GEN) – Requires Plat of Survey	\$95
	HVAC (HVAC):	
	Furnace	\$65
	Boiler	\$120
	Air Conditioner/Compressor – <i>Requires Plat of Survey & proof of same location if a replacement</i>	\$65
	Lawn Irrigation System (IRRI) (no heads in parkway) - Requires Plat of Survey & plan noting head locations & RPZ.	\$170
	Lawn Irrigation System (IRRI) (heads in parkway) - Requires Plat of Survey and Work in Parkway application to be reviewed by Public Works	\$170 + deposit
	Overhead Sewer (PLMG) (interior) – Requires Plumber's letter of intent	\$170
	Prescribed Burn (BURN)	\$80
	Radon Mitigation System (RADN) (Active – power ventilation)	\$80
	Radon Mitigation System (RADN) (Passive – natural ventilation)	\$65
	Shed (SHAS) (accessory structure equal to/less than 150 sf) - Requires Plat of Survey	\$95
	Water Heater Replacement (WTRH)	\$120
	Water, Sewer, Storm line repair (WSS) (private property; no work in parkway)	\$140