



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

|   |                            |
|---|----------------------------|
| <h1 style="margin: 0;">BUILDING<br/>PERMIT<br/>APPLICATION</h1> | (stamp date received here) |
|---|----------------------------|

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

|  |  |
|--|--|
| <b>Project Address:</b>  |  |
| <b>Scope of Work / Description:</b>  |  |
| <b>Project Cost:</b>   | \$ _____ <b>Square Footage of proposed work area:</b> _____  |
| <b>Intended Use:<br/>(Check one)</b>   | <input type="radio"/> Single Family Residential <input type="radio"/> Multi-family Residential Building <input type="radio"/> Commercial Building  |
| <b>Type of Work:<br/>(Check all that apply)</b>  | <input type="checkbox"/> Electric (ELEC) <input type="checkbox"/> Plumbing (PLMG) <input type="checkbox"/> Mechanical (HVAC) <input type="checkbox"/> Accessory Structure<br><input type="checkbox"/> Public Right of Way <input type="checkbox"/> Other _____ |
| <b>SEE PAGE 2 FOR SMALL PROJECTS WITH FIXED FEES.<br/>         ALL OTHER PROJECT TYPES REQUIRE PLAN SUBMISSION FOR REVIEW.</b> |  |

|   |                              |                            |
|---|------------------------------|----------------------------|
| <b>Property Owner:</b>                            |                              |                            |
| <b>Property Owner Address/City/State/Zip:</b>     |                              |                            |
| <b>Property Owner Phone:</b>                      | <b>Property Owner Email:</b> | <b>Property Owner Fax:</b> |
| <b>General Contractor Company:</b>                |                              |                            |
| <b>General Contractor Address/City/State/Zip:</b> |                              |                            |
| <b>General Contractor Phone:</b>                  | <b>Contractor Co. Email:</b> | <b>Contractor Co. Fax:</b> |

**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 Date  
 signed proposal/contract **(Required)**

\_\_\_\_\_  
 Contractor (Owner's Agent) Signature Date  
**(Required)**

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

ADDRESS: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

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