



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

**COMMERCIAL**  
**SITE DEVELOPMENT – DEMO – NEW –**  
**ADDITION - REMODEL - EXTERIOR**  
**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"/> YES	<input type="checkbox"/> NO	
<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"/> YES	<input type="checkbox"/> NO	
<b>Is this project within a building with a fire sprinkler system?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Is this project within a commercial building with a fire alarm system?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<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.	<b>Remodeling (Hard Cost):</b>		
	\$		
<b>Project Description:</b>	<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: _____ <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: _____ <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: _____		
<b>Applicant Name:</b>			
<b>Applicant Address/City/State/Zip:</b>			
<b>Applicant Phone:</b>			
<b>Applicant Fax:</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>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 Fax:</b>	
<b>Plan Review Notification Email:</b>	
<b>Additional Plan Review Notification - NAME</b>	
<b>Additional Plan Review Notification - EMAIL</b>	

**REQUIRED SUBMITTALS: (see page 3 of application)**

**Contractor Registration (complete page 4 of application)**

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 (Required)                      Date

\_\_\_\_\_  
Permit Applicant (Owner's Agent) Signature                      Date

<p><b>FOR OFFICE USE ONLY:</b> Permit Number: _____ Issue Date: _____ Expiration: _____</p> <p>Approved By (Name/Signature): _____ Date: _____</p>
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# Minimum Commercial Plan Review Submission Requirements

Project Type: _____							
Address: _____			Demo	New	Demo & New	Addition	Alteration Or Remodel
Date: _____							
Req'd	Sub'd	<b>Plans and Construction Documents:</b>					
		Construction Plans: 4 copies for residential projects		●	●	●	●
		Fire Sprinkler System Plans (4) copies		●	●	○	○
		Fire Alarm Plans (4) copies		●	●	○	○
		Demolition Site Restoration Plan (3) copies	●				
		Site Management Plan (3) copies <sup>1</sup>	●		●		
		HVAC Equipment Sizing Calcs. & specifications (Manual J & S)		●	●	○	○
		Tree Preservation Plan (3) copies <sup>1, 2</sup>	●	●	●	○	
		Drainage Plan and Certification	●	○	○	○	
		Grading Plan (5) copies <sup>1, 3</sup>		●	●	○	
		Plat of Survey with easements (2) copies	●	●	●	●	

## Village Applications and Forms:

		Commercial New, Addition, Remodel Permit Application	●	●	●	●	●
		Tree Preservation Application (packet) <sup>2</sup>	●	●	●	○	
		DuPage County Stormwater Management Permit Application <sup>3</sup>		●	●	○	
		Fire Sprinkler Information Sheet		●	●	○	○
		Demolition Certification	●		●		
		Certificate of Building Height Compliance		●	●	●	○
		Water Supply Fixture Unit Calculation <sup>4</sup>		●	●	○	○
		Work in Parkway Application	○	○	○	○	○

## Other Documentation and Fees:

		Photographs of Building (2 different views minimum)	●		●		
		Contractor's Registration	●	●	●	●	●
		Engineer's Estimate of Cost Improvements <sup>3</sup>		●	●	○	
		Videotape of existing Sanitary Sewer Service <sup>4</sup>				○	○
		Other Agency Approval (Township, County, State or Federal)	○	○	○	○	○
		Plan Review Fee based on square footage of the project	●	●	●	●	●

● 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 #:** \_\_\_\_\_

## **REGISTERED CONTRACTOR LISTING SHEET**

All contractors required to be registered with the Village of Glen Ellyn under Village Code Section 4-1-11 must be identified on this Registered 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>CONTACT/COMPANY 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:				