



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
Building Permit Application
 (stamp date received here)

Permit #: _____

Project Address:	Project 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: _____
	<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: _____

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

REQUIRED SUBMITTALS: (see page 2 of application)

Contractor Registration (complete page 3 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 _____

FOR OFFICE USE ONLY: Permit Number: _____ Issue Date: _____ Expiration: _____
Approved By (Name/Signature): _____ Date: _____

Minimum Commercial Plan Review Submission Requirements

Project Type: _____							
Address: _____			Demo	New	Demo & New	Addition	Alteration Or Remodel
Date: _____							
Req'd	Sub'd	Plans and Construction Documents:					
		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 ¹	●		●		
		HVAC Equipment Sizing Calcs. & specifications (Manual J & S)		●	●	○	○
		Tree Preservation Plan (3) copies ^{1, 2}	●	●	●	○	
		Drainage Plan and Certification	●	○	○	○	
		Grading Plan (5) copies ^{1, 3}		●	●	○	
		Plat of Survey with easements (2) copies	●	●	●	●	

Village Applications and Forms:

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

Other Documentation and Fees:

		Photographs of Building (2 different views minimum)	●		●		
		Contractor's Registration	●	●	●	●	●
		Engineer's Estimate of Cost Improvements ³		●	●	○	
		Videotape of existing Sanitary Sewer Service ⁴				○	○
		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.

TYPE OF CONTRACTOR	CONTACT/COMPANY NAME	ADDRESS, CITY, STATE, ZIP	CONTACT PHONE	CONTACT EMAIL
ARCHITECT				
GENERAL CONTRACTOR				
ELECTRICAL				
PLUMBING				
IRRIGATION				
ROOFING				
FIRE SPRINKLER				
FIRE ALARM				
ELEVATOR/LIFT				
DEMOLITION				
MECHANICAL				
OTHER:				