



# 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> _____						
Req'd	Sub'd	<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 #:** \_\_\_\_\_

## **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				
GENERAL CONTRACTOR				
ELECTRICAL				
PLUMBING				
IRRIGATION				
ROOFING				
FIRE SPRINKLER				
FIRE ALARM				
ELEVATOR/LIFT				
DEMOLITION				
MECHANICAL				
OTHER:				