



**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

**KEYBOX APPLICATION**  
 (KEYB)  
 Permit #: \_\_\_\_\_

**KEYBOX INFORMATION:**

Business Name \_\_\_\_\_

Property Address \_\_\_\_\_

Key Box Location: \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

**PERMIT FEE (KEYB):**

\$355.30 Surface Mount

\$401.50 Recessed Mount

**PAYMENT:**

Paid to Community Development Department on \_\_\_\_\_ (Date)

Paid with Building Permit # \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED FOR PERMIT:**

\_\_\_\_\_ Date \_\_\_\_\_  
 Building & Zoning Official

**To receive keybox and installation instructions, please call the Volunteer Fire Company.  
 You will be asked to provide a copy of this receipt when you pick up the keybox.**

**Station #1: Main Street & Pennsylvania Avenue  
 Phone 469-5255**

**Original (File) Copy (Applicant)**