

Checklist

■ Required Residential Submittals

- Application Fee (when required)
- Completed Application
- 2 copies of Architectural Plans
- 2 copies of the current Plat of Survey
- 2 copies of Civil Engineering Plans (if affecting grading or utilities)

■ Required Commercial Submittals

- Application Fee (when required)
- Completed Application
- 3 copies of Architectural Plans
- 3 copies of Mechanical, Electrical, and Plumbing Plans (when applicable)
- 3 copies of Civil Engineering Plans
- 3 copies of Structural Engineering Plans and Structural Calculations
- 3 copies of the current Plat of Survey
- PDF copy of the Floor Plan Only with sprinkler room, knox box locations, and Fire Department connection location (required to be emailed to Plan Review staff)

■ Submittals Required to be Submitted to Fire Safety Consultant Inc. for Review

- Fire Alarm Drawings
- Sprinkler Drawings
- Hood Drawings

*FSCI Submittals should be sent to
2420 Alft, Ste. B100
Elgin, Illinois 60124



Important Informational Links

Residential Links

- [Permit Process](#)
- [Adopted Codes and Construction Hours](#)
- [Village Zoning Code](#)
- [Required Inspections](#)
- [2006 International Residential Code Amendments](#)
- [2011 National Electrical Code Amendments](#)
- [Fees](#)

Commercial Links

- [Permit Process](#)
- [Adopted Codes and Construction Hours](#)
- [Village Zoning Code](#)
- [Required inspections](#)
- [2006 International Building Code Amendments](#)
- [2006 International Fire Code Amendments](#)
- [2006 International Mechanical Code Amendments](#)
- [2011 National Electrical Code Amendments](#)
- [2004 Illinois Plumbing Code Amendments](#)
- [Awning Permits](#)
- [Fire Alarm, Sprinkler and Kitchen Hood Submittal Requirements](#)
- [Fire Inspections](#)
- [Health Inspections](#)
- [Fees](#)

Project Application



Application Form

A Plan Review fee is required to be paid when submitting for a commercial or residential new construction, remodeling, or addition permit.



Project Application

Project Information

Project Address:

Project Type or Description:

Value of work:

Sq footage of remodeling, addition or new construction:

Applicant / Contact Person Information (This person will be contacted for all issues related to permit)

Name:

Address:

Email:

Day Phone:

Fax:

Cell:

Property Owner Information (if different than Applicant)

Name:

Address:

Email:

Day Phone:

Fax:

Cell:

General Contractor Information

Business Name:

Contact Person:

Address:

Email:

Day Phone:

Fax:

Cell:

Architect

Business Name:

Contact Person:

Address:

Email:

Day Phone:

Fax:

Cell:

Disclosure

The information submitted in this Application may be used by the Village of Glenview and/or any of its contractors or consultants. You certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her authorized agent. You agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference. If the Village issues a permit for the work described in this Application, you certify that the Village's Code Enforcement Official or the Code Enforcement Official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the laws, statutes, ordinances, and codes applicable to such permit. I certify that the information and exhibits herewith are true and correct.

Signature of Applicant:

Signature of Property Owner:

Signature of General Contractor:

Project Application

Electrician

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Plumber

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Roofer

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Excavator

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Concrete

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Project Application

HVAC

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Mason

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Carpenter

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Drywall

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax:

Other

Business Name:

Contact Person:

Address:

Email:

Day Phone:
Cell:

Fax: