



**Department of Building and Zoning
BUILDING PERMIT APPLICATION**

PROJECT INFORMATION (ALL PROJECTS)

ADDRESS: _____	UNIT # _____
GRAYSLAKE, IL 60030	
PROJECT TYPE: <input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION <input type="checkbox"/> REMODEL <input type="checkbox"/> DEMOLITION <input type="checkbox"/> REPLACEMENT (CHECK ALL THAT APPLY) <input type="checkbox"/> ACCESSORY STRUCTURE <input type="checkbox"/> SIGN <input type="checkbox"/> WATER SERVICE <input type="checkbox"/> SEWER SERVICE <input type="checkbox"/> OTHER _____	
PROJECT DESCRIPTION: _____	

THIS PROJECT INCLUDES WORK IN THE: <input type="checkbox"/> RIGHT-OF-WAY <input type="checkbox"/> STREET	

CONSTRUCTION COST
(ALL PROJECTS)

NEW STRUCTURES, ADDITIONS, REMODELS
(EXCEPT ONE AND TWO FAMILY RESIDENTIAL)

COST OF IMPROVEMENT: _____ (INCLUDES ALL COST NOT LISTED BELOW) ELECTRICAL: _____ PLUMBING: _____ OTHER (ELEVATOR, ETC.): _____ TOTAL COST: _____	FIRE PROTECTION SPRINKLERS: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIAL ICC USE GROUP: _____ ICC CONSTRUCTION TYPE: _____ EXISTING USE: _____ PROPOSED USE: _____
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Contact J.U.L.I.E., 811, prior to digging.

Structural modifications generally require drawings stamped and signed by an Illinois licensed design professional.

If the proposed project includes electrical work and/or plumbing work, an electrical and/or plumbing permit application will also need to be submitted.



NEW STRUCTURES/ ADDITIONS (ONLY)

<p><u>ZONING INFORMATION</u></p> <p>PROPERTY ZONING: _____</p> <p>REQUIRED YARD SETBACKS (IN FEET):</p> <p>FRONT: _____ REAR: _____</p> <p>MIN. SIDE: _____ TOTAL SIDE: _____</p> <p>CORNER SIDEYARD: _____</p> <p>PROPOSED F.A.R.: _____</p> <p>PROPOSED STRUCTURAL COVERAGE: _____</p>	<p><u>PROJECT AREA</u> (GROSS Sq. Ft.)</p> <p>TOTAL SITE: _____</p> <p>UNFINISHED BASEMENT: _____</p> <p>FINISHED BASEMENT: _____</p> <p>1st FLOOR: _____</p> <p>2nd FLOOR: _____</p> <p>ADDITIONAL FLOORS: _____</p> <p>TOTAL STRUCTURE AREA: _____</p>
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PRIMARY CONTACT PROPERTY OWNER CONTRACTOR ARCHITECT OTHER _____

NAME: _____	COMPANY: _____	
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
PHONE #: _____	EMAIL: _____	

PROPERTY OWNER (CAN LEAVE BLANK IF THE PROPERTY OWNER IS THE PRIMARY CONTACT)

NAME: _____	COMPANY: _____	
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
PHONE #: _____	EMAIL: _____	

CONTRACTOR (CAN LEAVE BLANK IF THE CONTRACTOR IS THE PRIMARY CONTACT)

NAME: _____	COMPANY: _____	
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
PHONE #: _____	EMAIL: _____	



PERMIT PROCEDURE

1. Permit application is filed with appropriate information.
2. Permit application is reviewed for compliance with Village Ordinances and Codes.
3. If permit application is found in compliance with Village Ordinances and Codes:
 - A) The permit is issued
 - B) The applicant is notified the permit is ready
 - C) The applicant pays appropriate permit fees and picks up permit
 - D) The applicant must post the permit in the window or on the job site prior to construction. **No construction may begin without obtaining a permit.**
4. If application is denied:
 - A) The applicant is notified of the reason for denial
 - B) The applicant may resubmit making the appropriate changes to the application (application is returned to step number two)
 - C) The applicant may choose to seek a variance from appropriate ordinance (the applicant may seek a variance from the zoning, fence or sign ordinance). **No variance from the building, electrical or plumbing codes is permitted.**
 - a) File a variance application with the Zoning Officer with appropriate fees
 - b) Hearing in front of the Zoning Board of Appeals
 - c) Application for the variance is forwarded to the Committee of the Whole with recommendations from the Zoning Board of Appeals
 - d) The variance request is heard by the Committee of the Whole, and then is forwarded to the Village Board
 - e) If the ordinance is adopted by the Village Board, the application is returned to step number three

The Village Board, by official Village Board Action is the only agent of the Village that has the authority to grant any variance from any ordinance. Any information provided or opinions expressed regarding ordinance variations by any Village official are not official actions of the Village and should not be relied upon.

APPLICANT

I/we have read the above and understand the Village requirements for obtaining a permit. I/we hereby certify that all information provided herein is true and correct and that the proposed work is authorized by the owner of record and that I/we have been authorized by the owner of record to make this application as his/her authorized agent and we agree to conform to all applicable laws, codes, ordinances and guidelines of this jurisdiction.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

APPLICANT IS: PROPERTY OWNER CONTRACTOR ARCHITECT OTHER _____

PHONE NUMBER: _____ **EMAIL:** _____