


847-931-5920 Elgin311@cityofelgin.org [www.cityofelgin.org/permits](http://www.cityofelgin.org/permits) 150 Dexter Court, Elgin, IL, 60120 

# QUICK PERMIT APPLICATION

*For smaller projects such as window or roof replacement, complete this permit application. Projects that do not require a plan review may use this permit application. If you aren't sure if this is the right permit application for you, visit the website [www.cityofelgin.org/permits](http://www.cityofelgin.org/permits) or contact 311.*

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## WHAT YOU SHOULD KNOW

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Be sure to utilize our Quick Guides for each of our quick permit types. These will give you a good idea of any additional documents, fees, etc. **Only complete the portions of this application that apply to you. No work can begin until you a permit is issued.**

- ▶ All projects are subject to the zoning approval.
- ▶ Additional documentation and fees may be required. A plat of survey will be required for most projects. Visit our website to see plat of survey requirements and standards.
- ▶ If your project takes place in a historic district or at a landmark property, a Certificate of Appropriateness will also be required.
- ▶ Any new commercial plumbing work will require a separate application to and permit from the Fox River Water Reclamation District (FRWRD). Contact FRWRD at 847-742-2068 for sanitary sewer requirements.
- ▶ Homeowners are allowed to apply for a permit and do work on the single-family home that they own and occupy. In all other instances, only a licensed contractor can do the work allowed by the approved permit.
- ▶ For specific information regarding contractor requirements, see the final page of this permit application.
- ▶ Inspections are required for each project. Some projects require multiple inspections. For specific information on the inspections requirements for your project, be sure to utilize the quick guides. Inspection requests are the responsibility of the permit applicant.
- ▶ Staff will contact you within 3-5 days of receiving your completed applications and advise you on the next steps.

OFFICE USE ONLY

PROJECT ADDRESS

DATE

PERMIT NUMBER

INFO NEEDED

APPLICANT INFORMATION

The applicant is our city staff's contact person during the application process. All correspondence will only be sent to the applicant during this permit process.

PROJECT ADDRESS WHERE WORK WILL BE PERFORMED

APPLICANT'S FULL NAME

APPLICANT'S ADDRESS

APPLICANT'S PHONE NUMBER

APPLICANT'S EMAIL ADDRESS

APPLICANT IS THE FOLLOWING:

- Property owner
- Business owner
- Contractor

- Design professional
- Tenant

TYPE OF PROPERTY WHERE WORK WILL BE PERFORMED :

- Commercial
- Industrial
- Multi-family
- Single-family, owner occupied
- Single-family, not owner occupied

PROPERTY OWNER INFORMATION

If the applicant is the same as the Property Owner, you can leave this portion blank.

PROPERTY OWNER'S FULL NAME

PROPERTY OWNER'S ADDRESS

PROPERTY OWNER'S PHONE NUMBER

PROPERTY OWNER'S EMAIL ADDRESS

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## TENANT INFORMATION

If the applicant is the same as the Tenant, you can leave this portion blank.

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TENANT'S FULL NAME

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TENANT'S ADDRESS

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TENANT'S PHONE NUMBER

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TENANT'S EMAIL ADDRESS

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## COST OF THE PROJECT

BUILDING \$ \_\_\_\_\_ ELECTRIC \$ \_\_\_\_\_ PLUMBING \$ \_\_\_\_\_ HVAC \$ \_\_\_\_\_ MATERIALS \$ \_\_\_\_\_

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## DESCRIPTION OF THE PROJECT

Be sure to utilize our Quick Guides as each project may have additional requirements.

### TYPE OF PROJECT:

- |                                                   |                                              |                                      |
|---------------------------------------------------|----------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Misc HVAC                | <input type="checkbox"/> Private sidewalk    | <input type="checkbox"/> Roof repair |
| <input type="checkbox"/> Misc electrical          | <input type="checkbox"/> Above-ground pool   | <input type="checkbox"/> Patio       |
| <input type="checkbox"/> Misc plumbing            | <input type="checkbox"/> Furnace replacement | <input type="checkbox"/> Siding      |
| <input type="checkbox"/> Residential driveway     | <input type="checkbox"/> Window replacement  | <input type="checkbox"/> Hot tub     |
| <input type="checkbox"/> Water heater replacement | <input type="checkbox"/> Shed                |                                      |
| <input type="checkbox"/> Deck (less than 4 ft)    | <input type="checkbox"/> Fence               |                                      |

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HEIGHT

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DIMENSIONS

### DESCRIBE YOUR PROJECT

Be as specific as possible. For example, if you are replacing your windows, how many are you replacing? Will the windows be the same size?

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## C O N T R A C T O R   R E Q U I R E M E N T S

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- ▶ The following additional documents are required for specific contractors:
  - ▶ Roofing: A current Roofing License from the State of IL and a notarized letter of intent.
  - ▶ Plumbing: A current Plumbing Contractor License from the State of IL with the prefix 055 and a notarized letter of intent. The plumber performing the work must be present at inspection and have their 058 license on hand.
  - ▶ Sewer: A \$20,000 permit bond in favor of the City of Elgin and a notarized letter of intent.
  - ▶ Fire Sprinkler: A current Fire Sprinkler Contractor License from the State of IL and a notarized letter of intent.
  - ▶ Fire Alarm: A current Private Alarm Contractor License from the State of IL and a notarized letter of intent.
  - ▶ Mechanical: A \$20,000 permit bond in favor of the City of Elgin, a notarized letter of intent, and a contractors license from any municipality in the State of IL that gives a written HVAC examination. Registration is not required if your project plans are sealed by an IL licensed architect or engineer who is accepting responsibility for the work.
  - ▶ Electrical: A contractors license is required from any municipality in IL that gives a written examination based on the National Electrical Code and a notarized letter of intent is required.

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## G E N E R A L   C O N T R A C T O R   I N F O R M A T I O N

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*If you will not be using a general contractor for any portion of your project, you may skip this portion.*

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CONTRACTOR'S NAME

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CONTRACTOR'S MAILING ADDRESS

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CONTRACTOR'S PHONE NUMBER

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CONTRACTOR'S EMAIL ADDRESS

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## A P P L I C A N T   S I G N A T U R E

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APPLICANT SIGNATURE

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DATE

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APPLICANT NAME (PRINT)

*City staff will contact you 3-5 business days after receiving your completed application and advise you on the next steps. For assistance completing this application, please contact 311.*