


847-931-5920 permits@cityofelgin.org www.cityofelgin.org/permits 150 Dexter Court, Elgin, IL, 60120 

REMODELING PERMIT APPLICATION

If you are going to be remodeling any portion of your home or business, complete this application. Remodeling typically includes changing any portion of your interior space, but it also includes building small structures like a gazebo or pergola, adding a fire alarm or sprinkler system, repaving a parking lot, and any demolition. If you aren't sure if this is the right permit application for you, visit cityofelgin.org/permits or contact 311.

WHAT YOU SHOULD KNOW

Only complete the portions of this application that apply to you.

No work can begin until you obtain a permit.

- ▶ All projects are subject to the zoning approval.
- ▶ If your project takes place in the historic district, a Certificate of Appropriateness will also be required.
- ▶ You may need to submit construction drawings that have been sealed by an IL licensed architect or engineer. This review process takes up to 10 business days and will cost a minimum of \$75 up to 10% of the cost of the job.
- ▶ Additional documentation and fees may be required based on the type and scope of work being done, so please be detailed in your description of the project. A plat of survey will be required for most projects. Visit our website to see plat of survey requirements and standards.
- ▶ 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.
- ▶ Staff will contact you within 7-10 business days after receiving your completed application and advise you on the next steps. For assistance in completing this application, please contact 311.

OFFICE USE ONLY

PERMIT NUMBER

DATE RECEIVED

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

Design professional

Business owner

Tenant

Contractor

TYPE OF PROPERTY:

Commercial

Multi-family

Industrial

Single-family, home-owner occupied

Single-family

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

TENANT INFORMATION

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

TENANT'S FULL NAME

TENANT'S ADDRESS

TENANT'S PHONE NUMBER

TENANT'S EMAIL ADDRESS

C O S T O F T H E P R O J E C T

MATERIAL COST \$ _____ PLUMBING COST \$ _____ TOTAL COST \$ _____
ELECTRICAL COST \$ _____ MECHANICAL COST \$ _____

DESCRIBE YOUR PROJECT

Be as specific and detailed as possible. For example, if you are replacing windows, how many? Where are they located? Is the size or style changing? Other examples include changing the purpose of rooms, like converting an unfinished basement in your house to living space or remodeling your bathroom. In these instances, describe the former use and sizes of the space and the new use and sizes of the space. Describe the scope of work, especially regarding changes to existing fixtures or new fixtures.

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

- ▶ 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.

GENERAL CONTRACTOR INFORMATION

CONTRACTOR NAME

CONTRACTOR'S MAILING ADDRESS

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

SUBCONTRACTOR INFORMATION

CONTRACTOR NAME

CONTRACTOR'S MAILING ADDRESS

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

APPLICANT SIGNATURE

APPLICANT SIGNATURE

DATE

APPLICANT NAME (PRINT)

City staff will contact you 7-10 business days after receiving your completed application and advise you on the next steps. For assistance completing this application, please contact 311.