



WHAT YOU NEED WITH YOU

- ▶ Quick Permit Application.
- ▶ Permit fee. Please refer to the building permit fee chart.
- ▶ A description of the scope of work.
- ▶ Cost of the materials for the project.
- ▶ A notarized letter of intent from a plumbing contractor and State of IL plumbing contractor's licenses with the 055 and 058 prefixes.

WHAT YOU SHOULD KNOW

- ▶ No work can begin prior to a permit being issued.
- ▶ If the property is a landmark or located in an historic district, and the work affects the exterior of the property, then a Certificate of Appropriateness (COA) is required.
- ▶ An underground and/or rough inspection will be required. A final inspection will be required. Other inspections may be required, depending on the scope of work. Confirm what inspections will be required upon receipt of the permit. Contact the City of Elgin to schedule inspections.
- ▶ Water or sewer repairs may have same day inspections.
- ▶ A separate application must be made to the Fox River Water Reclamation District (FRWRD) for plumbing work related to any new building or for any plumbing work at existing multi-family, commercial, or industrial properties. Contact FRWRD concerning sanitary sewer requirements.



**1957 LaFox (Rte 31)
South Elgin, IL 60177
(847) 742-2068**

REQUIREMENTS

1. Plumbing Contractors:
 - a) Provide current State of IL plumbing contractor's licenses with the 055 and 058 prefixes.
 - b) Provide a notarized letter of intent on contractor and/or company letterhead describing the work to be performed and the address of where the work will be performed. The signator of the letter of intent must match the name of the license holder on file.
2. Title 16 of the Elgin Municipal Code, 1976 as amended, details the building, electrical, plumbing, mechanical/HVAC, and other codes that are currently in effect.