



## 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 an electrical contractor and an electrical contractor's license from any municipality in the State of IL that gives a written electrical examination consistent with the standards set forth in the national electric code.

## 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.
- ▶ A rough inspection may be required, depending on the scope of work. Confirm whether or not this inspection will be required upon receipt of the permit.
- ▶ A final inspection is required upon completion of the work. Contact the City of Elgin to schedule the inspection.

## REQUIREMENTS

1. Electrical Contractors:
  - a) Provide a current electrical contractor's license issued by the City of Elgin or from another municipality in the State of IL that administers exams consistent with the standards set forth in the national electric code.
  - b) City of Elgin electrical examination information is available on the Contractor Requirements page of the City website.
  - c) 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.