

Revised 08-06-08

Attention Applicants:

On October 22, 2007 the Village Board of Trustees approved Resolution 2007-R-27 adopting a building permit review policy effective for all permit applications received after January 1, 2008.

Permit Review Policy

A. **Pre-Permit Inspection and Survey.** After receiving a building or related permit application and before the issuance of any building or related permit for a property pursuant to the Code, the code official or his or her designee will conduct an in person inspection to survey the current conditions of the property that is the subject of the application, including any existing structures and buildings. If an applicant for a building or related permit does not cooperate with the code official in the conduct of such inspection (including allowing reasonable access to the property, the taking of photographs, and providing any information and documentation reasonably requested by the code official), the code official will regard such lack of cooperation as a failure to provide such other information required pursuant to BOCA §107.4 and will decline to issue a building or related permit until such information is provided.

B. **Conflicts.** The code official is prohibited from reviewing, considering, or making any final determination regarding an application for a building or related permit or other request for approval under the Code that has been submitted by the code official or any member of the code official's immediate family residing with the code official, or in which the code official otherwise has an interest. In these circumstances, the Village President is authorized (i) to review, consider, and make final determinations regarding the application or other request for approval, and (ii) to designate and oversee any person or persons to undertake activities relating to the review, consideration, and the making of recommendations regarding the application or other request for approval.

VILLAGE OF BANNOCKBURN
2275 Telegraph Road, Bannockburn, IL 60015
Phone: 847-945-6080 Fax: 847-945-6538

Application for:

_____ **Grading Permit**
(See Section 2.0)

_____ **Tree/Landscape Permit**
(See Section 3.0)

_____ **Building Permit**
(See Section 4.0)

_____ **Demolition Permit**
(See Section 5.0)

_____ **Other Permit (please specify)** _____
(See Section 6.0)

1.0 General Information – Information Must Be Completed for all Permit Applications.

1.1 Applicant

Name: _____

Address: _____

Telephone Number: _____

Applicant's Interest in Subject Property: _____

1.2 Owner (if different from Applicant)

Name: _____

Address: _____

Phone: _____

1.3 Name of Person and Phone Number to Contact Regarding Application

Contact Name/Phone Number _____ Phone _____

Email Address: _____ Fax No. _____

1.4 Subject Property

Address of Property: _____ Suite # (if applicable) _____

Legal Description: _____

Parcel Index Number(s): _____

Has any Variation or Special Use Permit been granted for this Property? _____ Yes _____ No

If yes, please identify the ordinance or other document granting such zoning relief. _____

1.5 Trustees Disclosure

Is title to the property in a land trust? _____ Yes _____ No

If yes, full disclosure of all trustees and beneficiaries is required. Attach a copy of all documents showing ownership of the Subject Property and the Applicants ownership, control of or interest in the Subject Property.

1.6 Consultants

Please provide the name, address, and telephone number of each professional or consultant advising Applicant with respect to this application, including architects, contractors, engineers, or attorneys:

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

1.7 Village Officials or Employees

Does any official or employee of the Village have an interest, either directly or indirectly, in the subject property? _____ Yes _____ No

If yes, please identify the name of such official or employee and the nature and extent of that interest. (Use a separate sheet of paper if necessary.)

1.8 Description of Proposed Work or Use Change for Proposed Permit

Provide a brief description of proposed construction, grading, clearing or other development work on the Subject Property.

Commercial Properties Only

Tenant Name Where Work Will Occur: _____

Suite Number/Location (in building of proposed work) _____

1.9 Description of Proposed Use Change

Provide a brief description of the Use or Uses proposed for the Subject Property.

1.10 Architectural Review Application Approval

Architectural Review Commission Approval may be required on projects altering the appearance of the exterior of a property.

Has Applicant obtained Architectural Review Commission approval under the Bannockburn Architectural Review Commission Ordinance for this project. _____ Yes _____ No

If yes, state date of approval: _____

2.0 Grading Permit – Required Submittals

2.1 Site Development Plan – 3 Copies for Residential, 4 Copies for Commercial

Site Development Plan shall be drawn to a scale not less than one inch equals 30 feet and must show:

- a. Address of the Subject Property.
- b. Location of all existing and proposed buildings and structures on the subject property;
- c. Location of all other existing and proposed improvements on the property, including sidewalks, fences, and driveway, as well as all existing and proposed streets, roadways, easements, and right-of-ways, including those elements lying within 250 feet of the property line or work area;
- d. Location and size of each tree with a diameter at breast height (DBH) of 2” or greater that might be removed damaged, or destroyed as part of the use change described in paragraph 1.7. A legend shall accompany the site development plan identifying the type of each tree depicted on the plan and its condition;
- e. Location of any bufferyard that might be removed, damaged, or destroyed;
- f. Location of all existing and proposed utilities;
- g. Location of all existing and proposed drainage to, from, and across the property, and culverts and other drainage structures, including intermittent and permanent springs;
- h. Sufficient information on adjoining properties to show existing drainage patterns and the drainage course that may affect or be affected by the proposed work on the property;
- i. Date of site plan creation and all revision dates thereafter; and
- j. Name and address of person preparing the Site Development Plan and attesting to its accuracy.

2.2 Topographical Survey and Grading Plan

3 copies of the Topographical Survey shall be drawn to scale of not less than one inch equals 30 feet and must show existing and proposed spot elevations and contours depicting the extent of the areas to be excavated or filled. In addition:

- a. The plan must be drawn with North arrow and adjacent street names shown;
- b. USGS benchmarks must be used and the benchmark will be indicated as a NGVD 1929 datum. When property is adjacent to floodplain, FEMA benchmarks must be used or datum equation stated;

- c. The plan must show spot elevations at lot corners and at a 25 foot intervals along the property lines and along the perimeter of the area to be re-graded or landscaped;
- d. The plan must include information on adjacent properties showing contours, drainage courses, structure locations, and foundation elevations within 50 feet of the subject property;
- e. The plan must show elevations and where drainage courses cross the property lines;
- f. The plan will show existing contours for the entire tract on 1 foot contour intervals, on ½ foot contour intervals if the average slope of the tract is 2% or less;
- g. The plan must show existing contours at the same contour interval as required in Section 2.2 f;
- h. The plan must show proposed building top of foundation elevations, elevations of all entries, window wells, the proposed peak roof elevation, the lowest existing grade adjacent to the proposed top of foundation;
- i. The plan must show proposed driveway locations and gradients; and
- j. Exact tree locations and tree diameters are to be identified that are in the work area.
- k. The plan must show existing and proposed sanitary sewers and services, water mains and services and storm sewers an services.
- l. The plan must show soil erosion control measures, silt fence, gravel construction entrance and a timetable for reestablishing the temporary and permanent vegetation on the lot to reduce soil erosion.

3.0 Tree/Landscape Permit Required Submittals.

3.1 Copies of the Site Development Plan (see Section 2.1)

3.2 Identify each tree that will be removed or destroyed as part of the use change describe in Section 1.7. Identification shall include the size (diameter measured at 4 feet from the ground), species, and condition of the tree. (Use separate sheet.)

3.3 Identify each tree or bufferyard that might be damaged or destroyed as part of the use change described in Section 1.7. Identification shall include the size (diameter at 4 feet from the ground), species, and condition of the tree. In addition, detail the measures to be taken to prevent such damage or destruction and any necessary remedial action. (Use separate sheet.)

3.4 The Contour Map must show rough slope of the Subject Property and general drainage patterns. (Applicant may substitute Section 2.2 from the grading application.)

3.5 Is any part of the Subject Property in a Conservancy Area established by plan, deed, or covenant?
 Yes No - If yes, please submit a copy of the controlling document and depict such Conservancy Area on the Site Development Plan required under Section 3.1.

3.6 Has there ever been any drainage or storm water run-off problems in connection with the Subject Property?
 Yes No - If yes, describe in detail _____

5.2 Notification from ComEd, North Shore Gas, and Village of Bannockburn of utility disconnections.

6.0 **“Other” Permits**

6.1. Driveway Permits.

a. Remove/Replace Driveway.

1. Copy of site plan (see Section 2.1) or survey showing existing driveway location. Provide existing driveway dimensions and materials as well as proposed driveway materials.
2. Will grading be altered?

_____ Yes _____ No.

If yes, provide copy of grading plan (see Section 2.0)

b. Relocate/ New Driveway.

1. Copy of Site Plan or Survey (see Section 2.1)
2. Grading Plan Required (see Section 2.2)
3. List Materials to be used along Drive. _____

6.2. Roof Permit.

a. Structures to be Re-roofed:

_____ House _____ Garage _____ Commercial Building _____ Other (Please specify) _____

_____ Complete Tear Off and Re-roof _____ Re-Roof over Existing Layer of Roof
(Maximum of Two Layers Total Allowed)

_____ Partial Roof Replacement _____ Total Sq. Ft. of Roof Repair/Replacement: _____ sq. ft.

- b. Provide existing Materials/Color of Roof. _____
- c. Provide proposed Materials/Color for Roof. _____
- d. Provide copy of Illinois State Roofer’s License with Application.
- e. Provide Total Cost of Roofing Project Including all materials and labor. \$ _____

6.3. Electrical or Plumbing Permit.

- a. Rendering of area to be worked on.
- b. Provide Specifications of Work to be done (Use Separate Sheet)
- c. Copy of valid License issued in the state of Illinois.

Total Value of Project: \$ _____ (MUST BE PROVIDED)

6.4. Accessory Structure Permit. (see Building Permit – Section 4.0)

6.5. Swimming Pool/Spa Permit.

- a. 3 Sets of swimming pool or spa plans.
- b. Plat of Survey showing proposed location of pool/spa, full lot size (drawn to scale) required.

- c. 3 Site Plans (see Section 2.1)
- d. 3 Sets of Grading Plans (see Section 2.0)
- e. Plan shall include elevation of typical gate with latch, locking device and self-closing device with dimensions.
- f. Provide Electrical and Plumbing information (see Section 6.3)
- g. 3 Sets of Landscape Plans if tree removal is required for swimming pool (see Section 3.0)
- h. 3 Sets of Fence Plans (see Section 6.6)

Total Value of Project: \$ _____ (MUST BE PROVIDED)

6.6. Fence/Pillar Permit.

- a. Provide 3 Copies of Survey or Site Plan Showing proposed fence/pillar location.
- b. Provide picture and/or specifications of proposed fence.
- c. For electrical gates, provide specifications for electrical component. (see Section 6.3)

Total Value of Project: \$ _____ (MUST BE PROVIDED)

6.7. Generator Permit.

- a. Provide 3 sets of Generator Plans.
- b. Provide 3 Copies of Survey or Site Plan showing zoning setbacks, proposed generator location, existing utility meters, air conditioning units, and mechanical intakes/exhausts and the proposed generator location.
- c. Provide Manufacturer’s Specifications sheets.
- d. A diagram of the existing and proposed equipment. Provide complete information on the drawing showing pipe size, wire size, number of conductors, and other pertinent information.
- e. Complete panel schedules (where part of the standby equipment), including load calculations for all circuits attached thereto.
- f. Provide a plan view of the electrical equipment room showing the required working clearances about the electrical permit. 3 ft. to each side and 4 ft. in front of the main electrical panel(s) must remain clear of walls and other equipment for access to the panels.

Total Value of Project: \$ _____ (MUST BE PROVIDED)

6.8. Deck Permit.

- a. 3 Sets of Material Specifications, elevation view, and pier and post spacing.
- b. Copy of a Plat of Survey showing location of deck with regard to property lines.
- c. Provide Proposed materials to be used.

Total Value of Project: \$ _____ (MUST BE PROVIDED)

6.9. Sprinkler Permit.

- a. Provide 2 sets of surveys showing location of sprinkler heads with regards to property lines.
- b. Please stake the area of proposed irrigation system for on-site review by Village Forester.
- c. Sprinkler heads in the Village right-of-way are not permitted.
- d. Provide copy of State of Illinois Plumber’s License.

Total Value of Project: \$ _____ (MUST BE PROVIDED)

6.10. Elevator Permit

- a. Provide 3 Sets of Elevator Plans for the Village’s Consultant Review.

Total Value of Project: \$ _____ (MUST BE PROVIDED)

6.11. Signs

All new signs, temporary or permanent, hereafter erected, moved, or altered shall conform to all requirements of the Village of Bannockburn Zoning Code.

- a. Site plan or survey showing proposed location of sign.
 - 1. Indicate distance from curb or end of pavement to proposed location of sign.
- b. 3 sets of plans.
 - 1. Include dimensions of signs (height, length, etc.) including posts, if any.
 - 2. Provide specifications for sign, including mounting, materials to be used, etc.)
 - 3. Include copy of electrician’s license, if electrical work is required.

Total Value of Project: \$ _____ (MUST BE PROVIDED)

6.12. Other

All “other” projects not mentioned in this permit. Please identify project and provide a site plan show where work will occur and any other necessary specifications for the project.

Project: _____

Total Value of Project. _____ (MUST BE PROVIDED)

7.0 Violation and Penalties

No work may be started on a project until after a permit has been issued and the permit placard posted in a prominent place on the premises, visible from the road.

If circumstances warrant, a complete and current survey of the property in question can be and may be required by the Building Officer.

Every building permit issued shall expire within 18 months of issuance unless an extension is granted by the Building and Zoning Commission. Extensions may be granted upon submittal of written request for an extension at least two weeks (but no more than 60 days) prior to expiration of permit(s), and are subject to the rules and regulations of the **Village’s Zoning Code and Ordinance 2005-11.**

8.0 Certifications

- 8.1 The Owner or (for commercial properties *only* legally authorized representative) certify that this application is filed with permission and consent of the owner of the Subject Property and that the person signing this application is fully authorized to do.
- 8.2 The application certifies that all information contained herein is true and correct to the best of the Applicant's/Owner's knowledge and *agrees to provide updated information* including contractor's lists and any modifications to plans to Bannockburn's Building Department in a timely manner.
- 8.3 The Applicant acknowledges that the Village may seek additional information relating to this application and agrees to provide the Village with such information in a timely manner. Failure to provide such information may be grounds for denying application.
- 8.4 The Applicant and Owner agree to reimburse the Village for any and all costs relating to the processing of this application, including any Consultants' fees. By signing this application, Applicant and Owner agree to be jointly and severally liable for such costs, and Owner further agrees to the filing and foreclosure of a lien against the Subject Property for all such costs plus all expenses relating to collection, if such costs are not paid within 30 days after mailing of a demand for payment.
- 8.5 The Applicant agrees that the Village and its representatives have the right, and are hereby granted permission and a license, to enter upon the property, and into any structures located thereon, for purposes of conducting any inspections that may be necessary in connection with this application.
- 8.6 In cases of **new construction, foundation work, or any addition**, as soon as practicable after the completion of all foundations, and in **NO EVENT MORE THAN 30 DAYS** after such completion, the Owner or his representative shall cause to be made, and **shall file with the Building Code Official, a second or "SPOT" survey** of the property. Such survey shall be made by an Illinois Registered Land Surveyor and shall show the actual location of every previously existing and newly built structure on the property. The Code Official may issue a **STOP WORK ORDER** in the event that the Survey required by this section is not filed within the specified time.
- 8.7 **The Applicant and Owner agree that NO WORK shall be preformed on the Subject Property until all necessary and required permits have been obtained in accordance with the Ordinances of the Village of Bannockburn and that such work shall only be performed in accordance with the terms and provisions of such permits and all applicable law, ordinances, regulations, and orders.**
- 8.8 Anticipate an average of 20-25 working days for review and approval of building permit application. Approved plans must be picked up no later than 60 days after the date approved. Plans that have not been picked up will be recycled, and a new application will be required.
- 8.9 Applicant may request a receipt for permit submittals at time of drop off.
- 8.10 A Certificate of Occupancy/Compliance shall be issued within 15 working days of final approval of required inspections.

9.0 FEES.

- 9.1 A non-refundable \$25.00 Application Fee is required upon application submittal.
- 9.2 A \$500 Permit Deposit is required upon application submittal. This amount will be applied toward your permit fee or escrow, if required. Any additional funds will be refunded within 45 days of permit issuance. If permit is not picked up or cancelled, fees for plan review and administrative costs will be deducted and the remaining balance will be refunded within 45 days after the 60 day "pick-up" period or notification of cancellation.

Name of Owner

Name of Applicant

Signature of Owner

Signature of Applicant

Date

Date

Only Applications with Original Signatures will be accepted.

BUILDING FEE SCHEDULE

Commission Reviews

Pre-Application Meeting	.05% of Construction Value of Project (to be charged at time of Building Permit Issuance)
Plan Commission/Zoning Board of Appeals Application	\$250.00
Initial Architectural Review Commission Meeting (ARC) Application	\$ 75.00
Subsequent ARC Reviews	\$100.00

Building Permit Fees

PLAN REVIEW and INSPECTIONAL SERVICES

	<u>Fee</u>
Remodeling (construction value of \$2,000 to \$10,000)*	\$ 25.00
Remodeling (construction value of \$10,000 To \$40,000)*	\$ 50.00
Remodeling (construction value of \$40,000 to \$100,000)*	\$100.00
Remodeling (construction value of \$100,000 and over)*	\$175.00
New Single-Family Dwelling	\$150.00
New Multi-Unit Dwelling	\$100.00 + \$50.00/unit
New Commercial Building	\$500 + \$35/1,000 sq. ft.
Plan Review per Revision	\$25.00
Special Inspection	\$25.00/hour (1/4 hr. increments)

BUILDING PERMIT FEES

Building Permit Application Deposit	\$500 (applied to permit/escrow or refunded)
Building Permit Application Fee	\$25.00 (non-refundable)
For the first \$250,000 of construction Value	1.00% of the construction value
For the portion between \$250,000 to \$1,000,000 Construction Value	0.75% of the construction value
For the portion over \$1,000,000 Construction Value	0.50% of the construction value
Stop Work Order Fee	\$1,000 per occurrence

In the case of construction, repairs, or alterations performed by churches, temples, schools, universities, seminaries, or other charitable, educational or eleemosynary institutions, building permit fees shall be 60% of the fee otherwise due for this section only.

CERTIFICATE of ZONING COMPLIANCE or OCCUPANCY

Full Certificate of Occupancy/Compliance	.1% of Construction Value (Minimum fee \$20.00)
Temporary Certificate of Occupancy/Compliance	.1% of Construction Value (Minimum fee \$20.00)

Additional Fees

Additional Consultant fees (Forester, Attorney, Engineering, etc.) relating to the cost of processing and reviewing the Plan Commission/Zoning Board of Appeals Application, the Architectural Review Commission Application, and Building Permit Application are billed separately. An escrow is required for any addition/new construction. Owner is responsible for all such costs plus all expenses relating to collection and possible lien proceedings, if such costs are not paid within 30 days after mailing of a demand for payment.

* Includes residential and non-residential remodeling as well as accessory buildings.

Owner's Name: _____

Owner's Address: _____

Include additional sheet for contractor information if necessary.

BUILDING PERMIT INFORMATION SHEET – Please Print Clearly

CONTRACTOR	Company Name, Address, City, State, Zip Code	CONTACT NAME	PHONE OFFICE/ CELLULAR/EMAIL	
Architect				
General				
Carpentry				
Concrete				
Design Engineer				
Drywall				
Elevator				
Excavating				
Glazing				
Heating				
Insulation				

BUILDING PERMIT INFORMATION SHEET Page 2

Owners Name: _____

Contractor	Company	CONTACT NAME	PHONE OFFICE/CELLULAR/EMAIL	
Masonry				
Roofing				Include copy of license
Sheet Metal				
Siding				
Steel				
Structural Engineer				
UTILITIES				
Electrical				Include copy of license
Plumbing				Include copy of license
Natural Gas				
MISCELLANEOUS				
Landscaping				
Fence				
Other - Please Specify				

VILLAGE OF BANNOCKBURN

Attachment B

FLOOR AREA INFORMATION SHEET

OWNER: _____

ARCHITECT: _____

PROPERTY ADDRESS: _____

ZONING DISTRICT: _____

<u>EXISTING</u>	<u>PERMITTED MAXIMUMS</u>	<u>PROPOSED</u>
LOT AREA: _____	LOT AREA: ⁱⁱⁱ _____	LOT AREA: _____
GROSS FLOOR AREA: ⁱ		GROSS FLOOR AREA:
First Floor: _____		First Floor: _____
Second Floor: _____		Second Floor: _____
Third Floor: _____		Third Floor: _____
If Floor is >14 feet in height, additional "volume area": _____		If Floor is >14 feet in height, additional "volume area": _____
Attic: _____		Attic: _____
Basement: ⁱⁱ _____		Basement: _____
Garage/Parking Structure: _____		Garage/Parking Structure: _____
Accessory Buildings: _____		Accessory Buildings: _____
Other: _____		Other: _____
TOTAL GROSS FLOOR AREA: _____	TOTAL GROSS FLOOR AREA: _____	TOTAL GROSS FLOOR AREA: _____
FLOOR AREA RATIO: _____	FLOOR AREA RATIO: ^{iv} _____	FLOOR AREA RATIO: * _____

ARCHITECT/BUILDER CERTIFICATION:

I, the architect/builder for the owner(s) listed above, have personally reviewed the plans submitted to the Village of Bannockburn, which plans were prepared by _____ and dated _____, and hereby certify that the calculations referenced above are truthful and accurate.

Architect/builder signature: _____

* If the proposed Floor Area Ratio is within either three (3) percent or 250 square feet of the maximum permitted Floor Area Ratio for this property, the owner is required to submit to the Village system-compatible CAD data, in electronic format (or such other confirming materials as may be acceptable to the Village), for independent verification by the Village or its consultant, which verification shall be at the owner's expense.

DEFINITIONS

ⁱ **Gross Floor Area** is defined as “The sum of the gross horizontal areas of all floors of a building or of such area thereof devoted to a specific use, measured from the exterior face of exterior walls or from the center line of walls separating two buildings or uses. Gross floor area shall include areas such as basement floors; elevator shafts and stairwells at each floor; floor spaces and shafts used for mechanical, electrical, and plumbing equipment; penthouses; attic floors; interior balconies and mezzanines; atria; enclosed porches and floor space used for accessory uses. Gross floor area shall also include floor area devoted to parking garages and structures, but not parking lots. No floor area devoted to a public water storage facility shall be included in gross floor area. Where any space has a floor to ceiling height of more than 14 feet, each 14 feet of height or fraction thereof shall be treated as a separate floor; provided, however, that such ceiling height limitation of fourteen (14) feet shall not apply to warehousing or storage areas within a business headquarters planned unit development.” *See* 12-101F of the Bannockburn Zoning Code.

ⁱⁱ **Basement** is defined as “A portion of a structure located partly underground having an average ceiling height above grade of more than 2 feet but less than 6 feet.” *See* 12-101B of the Bannockburn Zoning Code.

ⁱⁱⁱ **Lot Area** is defined as “The total land and water area included within lot lines, excluding, however, land areas subject to easements for public or private access or egress.” *See* 12-101L of the Bannockburn Zoning Code.

^{iv} **Floor Area Ratio** (FAR) is defined as “The gross floor area of a building divided by the total lot area of the zoning lot on which it is located. For planned developments, the FAR shall be determined by dividing the gross floor area of all principal buildings by the net area of the site.” *See* 12-101F of the Bannockburn Zoning Code.

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