



Village of Glen Ellyn
 Community Development Department
 535 Duane Street
 Glen Ellyn, IL 60137
 Phone: 630-547-5250; Fax: 630-547-5370
 buildingpermits@glenellyn.org

BUILDING PERMIT APPLICATION

(stamp date received here)

Permit #: _____

Project Address:			
Scope of Work / Description:			
Project Cost:	\$	Square Footage of proposed work area:	
Intended Use: (Check one)	<input type="radio"/> Single Family Residential	<input type="radio"/> Multi-family Residential Building	<input type="radio"/> Commercial Building
Type of Work: (Check all that apply)	<input type="checkbox"/> Electric (ELEC)	<input type="checkbox"/> Plumbing (PLMG)	<input type="checkbox"/> Mechanical (HVAC) <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Public Right of Way <input type="checkbox"/> Other _____

Applicant Name:	
Applicant Address/City/State/Zip:	
Applicant Phone:	
Applicant Fax:	
Applicant Email:	
Property Owner Name:	
Property Owner Address/City/State/Zip:	
Property Owner Phone:	
Property Owner Email:	
Contractor Name:	
Contractor Address/City/State/Zip:	
Contractor Phone:	
Contractor Email:	

Plan Review Notification Name/Company:	
Plan Review Notification Address/City/State/Zip:	
Plan Review Notification Phone:	
Plan Review Notification Email:	
Additional Plan Review Notification - NAME	
Additional Plan Review Notification - EMAIL	

Contractor License and Insurance

All contractors are required to comply with license and insurance requirements under Village Code Section 4-1-11 and must be identified on this application at the time of submission. Contractors working at this project address in violation of this code section may be served with a Citation, or may be issued a Stop Work Order, or may cause the suspension or revocation of the Building Permit.

Certification

The property owner and the permit applicant (as owner’s agent) certify that the permit application information is true and correct, and agree that the work will be completed in compliance with the Village Code, and that errors or omissions discovered in the permit documents shall not be construed to approve any work in violation of the code, and that the issuance of a building permit or approval of construction inspection shall not relieve the property owner or the owner’s agent(s) of their responsibility to design, engineer and construct the work in compliance with the Village Code, and that the inspections of each stage of the work as listed on the building permit will be requested and approved prior to proceeding with the next stage of the work.

Property Owner Signature or copy of
signed proposal/contract **(Required)**

Date

Contractor (Owner’s Agent) Signature
(Required)

Date

<p>FOR OFFICE USE ONLY: Permit Number: _____ Issue Date: _____ Expiration: _____</p> <p>Approved By (Name/Signature): _____ Date: _____</p> <p>BUILDING FINAL INSPECTION APPROVED BY: _____ Date: _____</p>
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PROJECT ADDRESS: _____

PERMIT #: _____

Village of Glen Ellyn

CONTRACTOR LISTING SHEET

All contractors are required to comply with the license and insurance requirements under Village Code Section 4-1-11 and must be identified on this Contractor Listing Sheet submitted with the permit application. Contractors working at this project address in violation of this code section may be served with a citation, or a Stop Work Order may be issued, or the Building Permit may be suspended or revoked.

TYPE OF CONTRACTOR	COMPANY NAME/ CONTACT NAME	ADDRESS, CITY, STATE, ZIP	CONTACT PHONE	CONTACT EMAIL
ARCHITECT (Does not need to be registered)				
GENERAL CONTRACTOR				
ELECTRICAL				
PLUMBING				
IRRIGATION				
ROOFING				
FIRE SPRINKLER				
FIRE ALARM				
ELEVATOR/LIFT				
DEMOLITION				
MECHANICAL				
OTHER:				