



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

**OVER-THE-COUNTER
 BUILDING
 PERMIT
 APPLICATION** (stamp date received here)

Permit #: _____

Project Address:	
Scope of Work / Description:	
Project Cost:	\$ _____ Square Footage of proposed work area: _____
Intended Use:	<input type="radio"/> Single Family Residential
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"/> Exterior Alteration (EXTR) <input type="checkbox"/> Other _____ <p style="text-align: center;">SEE PAGE 3 FOR LISTING OF ALL OTC PROJECTS WITH FIXED FEES. ALL OTHER PROJECT TYPES REQUIRE PLAN SUBMISSION FOR REVIEW. Use the Small Building Permit with Plan Review Application or another appropriate application for projects not listed.</p>

Applicant Name:	
Applicant Address/City/State/Zip:	
Applicant Phone:	
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/Applicant (Owner’s Agent) Signature **(Required)**

Date

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

ADDRESS: _____

PERMIT #: _____

Projects below are all OVER-THE-COUNTER PROJECT TYPES, which do not require plan reviews and have fixed fees.

Quantity (Number)	PROJECT DESCRIPTION (Add quantity to all that are applicable) <i>In addition to a signed application, submittal requires scope of work, signed contract and equipment specifications. A Plat of Survey and/or photos required where noted.</i>	Amount	Permit Cost	Office Codes
	Electric Service			
	Lighting fixtures (new/additions)		\$65	ELEC-G3
	Openings for wiring, each 25 or portion thereof		\$65	ELEC-G4
	Re-circuiting		\$80	ELEC-G5
	Service Feeders		\$80	ELEC-G6
	Upgrade to 200 amps		\$100	ELEC-G7
	Upgrade to 400 amps		\$125	ELEC-G8
	Upgrade greater than 400 amps		\$150	ELEC-G9
	Upgrade of each meter		\$65	ELEC-G10
	Service panel or subpanel		\$65	ELEC-G11
	Temporary electrical service		\$80	ELEC-G12
	Transformer		\$65	ELEC-G13
	Underground service		\$80	ELEC-G14
	Wired connection (New) to appliances or equipment		\$65	ELEC-G15
	Exterior Alterations			
	Fascia, soffits, gutters, downspouts, windows/or exterior doors (No Change in size or location)		\$65	EXTR-D15
	Masonry tuckpointing, over 300 sq. ft.		\$65	EXTR-D27
	Roofing replacement (Residential)		\$85	EXTR-D40
	Siding or stucco, over 300 sq. ft.		\$80	EXTR-D45
	HVAC			
	Air Conditioner Coil and/or Compressor replacement - <i>Requires Plat of Survey & 2 photos from different locations – street & side views</i>		\$65	HVAC-E1
	Air Distribution system modification		\$65	HVAC-E2
	Boiler		\$120	HVAC-E3
	Chimney or vent, replacement or chimney re-liner		\$65	HVAC-E4
	Solid fuel-burning equipment or stove		\$65	HVAC-E5
	Fuel-gas or fuel-oil piping modification		\$120	HVAC-E6
	Plumbing - All work requires a plumber's Letter of Intent			
	Cross Connection Control Device (new)		\$140	PLMG-F1
	Lawn Irrigation System – (Private Property - No heads in the parkway)		\$170	IRRI-F5
	Water Heater Replacement		\$120	WTRH-F11
	Water, Sewer or Storm line repair (Private Property- No work in parkway)		\$140	WSS-F15
	Prescribed burn		\$80	BURN-D35
	Radon mitigation system (Active – power ventilation)		\$80	RADN-D36
	Radon mitigation system (Passive – natural ventilation)		\$65	RADN-D37
	TOTAL AMOUNT DUE			