

# Village of Glen Ellyn

## Project Submission Procedures

- STEP 1:** Classify your project using the Building Code Definitions (see 1&2 - Family Dwelling Zoning Worksheet, number 8 or Building Code and Amendments for a complete list).
- STEP 2:** Locate your project type on the Minimum Plan Review Submission Requirements checklist. The minimum required plans, forms and documents are designated with a solid black dot under each project type. Each item represents a separate submission, unless otherwise noted.
- STEP 3:** Assemble all required plans, forms and documents in the quantities specified on the Minimum Plan Review Submission Requirements checklist.
- All plans should be folded to approximately 10" x 13" (oversized may be rolled).
  - Architectural Plans should be separate from Grading/Tree Preservation Plans.

### HINTS AND REMINDERS:

- Incomplete submissions that do not include the required plans, forms and documents and/or the required number of copies will be rejected.
- Complete all documents to be submitted in their entirety. Incomplete documents will extend the time required to review your project.
- It is our intention to process your request in a timely manner. Our goal for the first review is within two weeks and then each subsequent submittal within one week. However, there may be times that we cannot meet our expectations, and *your patience is appreciated*.
- The following five (5) independent reviews must be completed and approved for most development projects: Building and Zoning Review, Fire Protection Review, Public Works Utility Review, Site Development (Grading) Review and Tree Preservation Review.
- The Building and Zoning Division will telephone the applicant when ALL reviews are approved and the Building Permit is ready to pick-up.

Please Note: When the applicant picks up the permit, he/she will be asked to hand carry it to the Cashier's Office for payment. Fees and deposits may be paid with cash, check, MasterCard or Visa. The permit fee is comprised of all Building Fees, Public Works Fees, Forestry Fees and Refundable Deposits.