



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

**RESIDENTIAL OUTDOOR
 STRUCTURE
 Permit Application**
 (stamp date received here)

Permit #: _____

Project Address:			
Project Description:			
Did this project require a review by a Commission or the Village Board? If YES, provide the Ordinance Number.			<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the scope of work for this project include the installation of any additional and/or relocated plumbing fixtures and/or equipment?			<input type="checkbox"/> YES <input type="checkbox"/> NO
PROJECT COST: The cost of labor and materials for all demolition, site improvements, utility services, new construction work and existing building alterations and remodeling work.			Project Cost: \$
Project Description:	<input type="checkbox"/> Arbor, Pergola (ARBR) <input type="checkbox"/> Deck/Porch (DKPO) # of levels _____ <input type="checkbox"/> Gazebo, Greenhouse (GG) <input type="checkbox"/> Detached Garage (DGAR) # of stories _____ <input type="checkbox"/> Fireplace, Fire Pit, Outdoor Oven/Kitchen (OUTD) <input type="checkbox"/> Impervious Surface (IMPV) (sport court, patio, private sidewalks) -- Square Feet _____ <input type="checkbox"/> Retaining Wall (RETW) Height _____ <input type="checkbox"/> Swimming Pool Above Ground (PSAG) <input type="checkbox"/> Other _____ <input type="checkbox"/> Swimming Pool In Ground (PSIN)		
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	

REQUIRED SUBMITTALS

The following documents need to be submitted to initiate a review of your project.

- o Permit Application signed by property owner.
- o Plan Review Fee Payment – amount to be determined by the Permit Clerk at time of submission.
- o Contractor Listing Sheet (complete page 3 of permit application packet)
- o Plat of Survey – 3 copies of the legal plat of survey marked to identify location of the work to include dimensions and distance from the principal structure and lot lines.
- o Construction plans – 3 copies containing construction details.
- o Tree Preservation Plan – required if more than 300 sf disturbed area or enlargement of existing structure by 20% or more.
- o Drainage/Stormwater Plan –required if more than 300 sf disturbed area.

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 (**Required**) Date

Contractor (Owner’s Agent) Signature Date

FOR OFFICE USE ONLY: Permit Number: _____ Issue Date: _____ Expiration: _____		
Approved By (Name/Signature): _____		Date: _____

PROJECT ADDRESS: _____

PERMIT #: _____

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:				