

VILLAGE OF NORTHFIELD

BUILDING CONSTRUCTION PERMIT SUBMISSION LIST

(847) 784-3551

ALL PERMITS MUST BE COMPLETED AND SUBMITTED BEFORE PLAN REVIEW.
(Applications will NOT be accepted nor building permits issued if items are missing or incomplete).

The following items are submitted for Plan Review for (Project Address) _____

to construct or remodel _____

for (Owner's Name) _____

Submitted By _____ Phone Number: (_____) _____

Please designate the person who will be responsible to see that all corrections required by Code of the Village of Northfield are fulfilled.

Name _____ Phone Number: (_____) _____

If box checked, please notify me by e-mail when permit is ready _____
(e-mail address)

=====

_____ **\$475.00 CASH OR CHECK - PAYABLE TO VILLAGE OF NORTHFIELD.**
(\$75.00 PLAN REVIEW FEE AND \$400.00 ESCROW DEPOSIT)

_____ FOUR SETS of Construction Plans with Elevations and Digital Copy (Must be signed and sealed by Architect)

_____ ONE CURRENT Plat of Survey (Must be Drawn to Scale and Show all Existing Conditions).

_____ ONE COPY of Plot Plan (Proposed Site Plan).

_____ ORIGINAL Building Permit Application Completely Filled Out. *(Faxed/photo copies are not accepted)*

_____ Floor Area Ratio (F.A.R.) Worksheet Completely Filled Out (when applicable).

_____ ORIGINAL Electrical Permit Application Completely Filled Out. *(Faxed/photo copies are not accepted)*

_____ ORIGINAL HVAC Permit Application Completely Filled Out. *(Faxed/photo copies are not accepted)*

_____ ORIGINAL Plumbing Permit Application Completely Filled Out. *(Faxed/photo copies are not accepted)*
(Need copy of Plumbers License, State of Illinois License and Letter of Intent which must be notarized or have corporate seal)

_____ ORIGINAL Roofing Permit Application Completely Filled Out. *(Faxed/photo copies are not accepted)*

_____ ORIGINAL Tree Preservation/Removal Permit Application. *(Faxed/photo copies are not accepted)*

_____ FOUR COPIES of Site Development Permit and Drawings – Including FINAL GRADE ELEVATIONS per Village Storm Water Management Ordinance.

_____ SIGNED Drainage Certification when grading or drainage may be impacted. (see attached)

_____ Call J.U.L.I.E. for Public Utility Notification at 1-800-892-0123 at least 48 hours before you dig.

CONSTRUCTION FENCE REQUIRED PER VILLAGE CODE SECTION 3304.2 (SEE REVERSE SIDE)

Per Article XVIII Section 2 of the Village Code, a foundation location plat of survey is required within five (5) days of installation.

VILLAGE OF NORTHFIELD

(847) 784-3551

APPLICATION FOR BUILDING PERMIT

and for Certificate of Occupancy and Compliance

Date: _____

Application is hereby made for a permit to build/remodel _____

(Please describe project as best as possible i.e., remodel bathroom, kitchen addition, etc.)

REAL ESTATE INDEX NUMBER (PIN NUMBER) _____ ZONING _____

PROJECT ADDRESS _____

DIMENSIONS OF BUILDING – Front _____ feet Depth _____ feet Height _____ feet

NUMBER OF ROOMS _____

KIND OF MATERIAL _____

OWNER _____ ADDRESS _____

TOTAL COST OF PROJECT (must be completed) \$ _____

ARCHITECT _____ ADDRESS _____

PHONE NUMBER (____) _____

GEN. CONTRACTOR _____ ADDRESS _____

PHONE NUMBER (____) _____

HVAC _____ ADDRESS _____

PHONE NUMBER (____) _____

MASON _____ ADDRESS _____

PHONE NUMBER (____) _____

PLUMBER _____ ADDRESS _____

PHONE NUMBER (____) _____

SEWER BUILDER _____ ADDRESS _____

PHONE NUMBER (____) _____

ELECTRICIAN _____ ADDRESS _____

PHONE NUMBER (____) _____

CONSTRUCTION FENCE REQUIRED PER VILLAGE CODE SECTION 3304.2.

Tree preservation required per Village Code Chapter 10 Tree Preservation and Protection.

Application is also made for **Certificate of Occupancy and Compliance** to be issued after the completion of the building. Owner agrees to complete the above described work or building in accordance with the plat, building plans and specifications submitted herewith and in strict compliance with all provisions of the Zoning Ordinance, Building Code and Health Regulations of the Village of Northfield. As a further condition of this permit, it is agreed that no Certificate of Occupancy shall be issued unless the subject matter of this permit is completed in compliance with all of the aforesaid Codes. The applicant agrees that no water shall be supplied to the premises for occupancy purposes unless a Certificate of Occupancy has been issued and all water service shall immediately be terminated if there is occupancy without said certificate.

FAILURE TO COMPLETE CONSTRUCTION WITHIN EIGHTEEN (18) MONTHS OF THE DATE OF THIS PERMIT WILL RESULT IN FORFEITURE OF YOUR COMPLETION BOND.

SIGNED _____ ADDRESS _____

E-MAIL _____ PHONE NUMBER (____) _____

=====

APPROVED BY _____ **DATE APPROVED** _____

Permit Issued _____ Permit Fee \$ _____

Permit Number _____ Escrow Deposit \$ _____

VILLAGE OF NORTHFIELD

APPLICATION FOR PERMIT TO DO ELECTRICAL WORK

(847) 784-3551

A permit will be issued after we receive the following: 1) A copy of your Electrical License and 2) Certificate of Insurance (naming Village of Northfield additional insured).

Project Address: _____

Owner's Name: _____

Phone Number: (_____) _____ Job Description: _____

Electrical Contractor: _____

Address: _____

City: _____ Zip Code: _____ Phone Number (_____) _____

Registered in the City/Village of _____ REG #: _____

Print Name of Licensed Electrician _____

Signature of Licensed Electrician _____

Two inspections (Rough and Final) are required for new construction and remodeling work. A \$75.00 fee for each reinspection must be paid prior to final approval.

BASE CHARGE \$ 60.00

Contract Price \$ _____ **(must be completed)** plus 2% \$ _____

ELECTRICAL WIRING 1 Circuit (\$9.00) _____ For additional circuits please indicate below:
 2-10 (\$7.00 ea) _____ 11-20 (\$5.30 ea) _____ 21-50 (\$4.50 ea) _____ 51-75 (\$4.25 ea) _____ More than 75 (\$3.40 ea) _____

Total \$ _____

GARAGE INSTALLATION \$40.00 \$ _____

SWIMMING POOL INSTALLATIONS Up to 2 H.P.: \$80.00 \$ _____
 Total of _____ fixtures at: \$0.80 each \$ _____

ELECTRICAL SERVICE INSTALLATION Existing _____ AMP
 (Must be underground service only) New Service: 200 AMP or less \$100.00 \$ _____
 400 AMP or more \$200.00 \$ _____
 600 AMP or more \$300.00 \$ _____

CONSTRUCTION HOURS SIGN (Account #01-00-425-4153) \$20.00 \$ _____

Account # 01-00-425-4156 **TOTAL PERMIT FEE** \$ _____

Approved by: _____ Date Approved: _____

Rough Inspection: _____ Date Approved: _____

Final Inspection: _____ Date Approved: _____

Notes: _____

Internet Copy – www.northfieldil.org ONLY ORIGINAL COPY ACCEPTED. NO FAXED/PHOTO COPIES.

VILLAGE OF NORTHFIELD

APPLICATION FOR PERMIT TO DO HVAC WORK

(847) 784-3551

A permit will be issued after we receive the following: 1) A copy of your Registration License and 2) Certificate of Insurance (naming Village of Northfield additional insured).

Project Address: _____

Owner's Name: _____

Phone Number: (_____) _____ Job Description: _____

HVAC Contractor: _____

Address: _____

City: _____ Zip Code: _____ Phone Number (_____) _____

Registered in the City/Village of _____ REG #: _____

Print Name: _____

Signature: _____

Two inspections (Rough and Final) are required for new construction and remodeling work. A \$75.00 fee for each reinspection must be paid prior to final approval.

BASE CHARGE \$ 60.00

Contract Price \$ _____ **(must be completed)** plus 2% \$ _____

ELECTRICAL WIRING 1 Circuit (\$9.00) _____ For additional circuits please indicate below:
 2-10 (\$7.00 ea) _____ 11-20 (\$5.30 ea) _____ 21-50 (\$4.50 ea) _____ 51-75 (\$4.25 ea) _____ More than 75 (\$3.40 ea) _____
Total \$ _____

A/C (Heat Pumps) First 3 tons or 36,000 BTU ratings each: \$40.00 \$ _____
 Each additional 12,000 each: \$10.00 \$ _____

MECHANICAL PERMIT Minor (Less than \$250.00) \$60.00 \$ _____
 Major (More than \$250.00) \$80.00 \$ _____

HEATING PLANTS

The fee for furnace or combustion heating units shall be based on the number of burners installed. The inspection fee for heating plants shall be \$8.00 for each burner, complete with associated controls. Inspection fees for electrical heat will be based on a \$8.00 per thermostat bases. \$ _____

CONSTRUCTION HOURS SIGN (Account #01-00-425-4153) \$20.00 \$ _____

Account # 01-00-425-4160 **TOTAL PERMIT FEE** \$ _____

Approved by: _____ Date Approved: _____

Rough Inspection: _____ Date Approved: _____

Final Inspection: _____ Date Approved: _____

Notes: _____

Internet Copy – www.northfieldil.org ONLY ORIGINAL COPY ACCEPTED. NO FAXED/PHOTO COPIES.

(Rev. 5/17) **PERMIT NUMBER:** _____

VILLAGE OF NORTHFIELD
APPLICATION FOR PERMIT TO DO ROOFING WORK

(847) 784-3551

Project Address: _____

Owner's Name: _____

Phone Number: (____) _____

Job Description: _____

(Type of building such as residence, garage, etc. and is it a tear off and re-roof).

Type of Shingle to be used (asphalt, cedar, etc.): _____

[All cedar or wood shingles must be Class "C" Fire Rated]

Roofing Contractor: _____

Address: _____

City: _____ Zip Code: _____ Phone Number (____) _____

E-mail: _____

State License Number: _____

Print Name of Licensed Roofer: _____

Signature of Licensed Roofer: _____

Approved by: _____ Date Approved: _____

Notes: _____

PERMIT FEE

\$35.00

CONSTRUCTION HOURS SIGN

\$20.00

Account #01-00-425-4153

TOTAL PERMIT FEE

\$ _____

Ice and Water Shield Inspection and Final Inspection is Required

PERMIT NUMBER: _____

VILLAGE OF NORTHFIELD

(847) 784-3555

APPLICATION FOR TREE PRESERVATION/REMOVAL PERMIT

Project Address: _____ Zoning: _____

Owner's Name: _____ Phone: _____

- New Construction
 Single-Family Addition
 Demo
 Grading/Driveway

Tree Removal Contractor: _____ Contact Info: _____

Email: _____

Arborist on Site: _____ Contact Info: _____

DBH in inches	Species	Location	Replacement or Fee-In-Lieu Required?	Fee is \$175 per inch
Trees Removed From Public Property			<u>Yes/No</u>	
1. _____	_____	_____	_____	\$ _____
2. _____	_____	_____	_____	\$ _____
Trees Removed From Single-Family Property				
1. _____	_____	_____	_____	\$ _____
2. _____	_____	_____	_____	\$ _____
Trees Protected on Site				
1. _____	_____	_____	OR SEE PLAN SHEET:	
2. _____	_____	_____		
3. _____	_____	_____		

Items required on all Grading or Site Plans submitted (See Site Plan Exhibit):

- Protected Tree Locations including the Critical Root Zone
- Protected Tree Inventory including species, size, condition and management during construction
- Tree Protection Fence locations marked on Grading or Site Plan
- Fee of \$175 per inch of healthy tree removed in Protected Area, or
- Landscape Plan with required inches of removed trees replaced

The approved *Application for Tree Preservation/Removal Permit* is required for the Building Permit

PERMIT FEE:

- Tree Protection due to Remodeling/Construction..... NO FEE
- Escrow only \$500.00
- Healthy Protected Tree Removal due to Remodeling/Construction..... \$125.00
- Plus escrow..... \$500.00
- New Construction, Commercial Developments and Subdivisions \$200.00
- Plus escrow..... \$500.00

Account #01-00-425-4155

Account #01-00-205-2502

Account #01-00-205-2502

Permit Fee \$ _____
 Escrow \$ _____
 Fee-in-lieu Escrow \$ _____
TOTAL AMOUNT DUE \$ _____

Approved By: _____ Date Approved: _____

Final Inspection: _____ Date Approved: _____

Notes: _____

INSTRUCTIONS TO FILL OUT THE TREE PRESERVATION / REMOVAL PERMIT

1. PLACE TREES IN THE PARKWAY, FRONT YARD AND SIDE YARD SETBACKS ON SITE PLAN OR GRADING PLAN.
 - Your setbacks are determined by your zoning district. The setbacks are usually shown on the site plan.
 - Determine the path of construction equipment and note it on the site plan.
 - All trees in the parkway, along the driveway and within 50' of the path of construction are to be inventoried and shown on the plans.

2. INVENTORY THE TREES.
 - The tree inventory is to include species, size (landscape trees 3" and volunteer trees 6") condition, structure and maintenance plan. Each tree in the inventory is to be numbered that corresponds with the trees on the site plan. Also, include trees that are to be removed and neighbor's trees that are adjacent.
 - Place the inventory on the site plan.

3. LOCATE TREE PROTECTION FENCING ON THE SITE PLAN.
 - Tree fencing can be either the 4' orange snow fence, or in areas of high construction traffic or sensitive trees (such as Oaks) the fence should be 6' chain link.
 - In areas where the tree protection fence, the silt fence and/or the construction fence run parallel, the silt fence or construction fence can be utilized for tree protection purposes.
 - Tree protection fence is to be erected at the tree critical root zone (drip line) or 1 foot out for every inch of tree's DBH before demolition, grading or any construction.

4. FILL OUT THE ATTACHED TREE PRESERVATION/REMOVAL PERMIT.
 - If there are healthy tree removals, a landscape plan is required to show where the replacement trees will go. Removed trees are to be re-planted inch for inch or you are allowed to pay an additional escrow which will be refunded after new trees are planted. The escrow cost is \$175.00 per inch.

VILLAGE OF NORTHFIELD

APPLICATION FOR PERMIT TO DO PLUMBING WORK

(847) 784-3551

Project Address: _____
 Owner's Name: _____
 Phone Number: (_____) _____ Estimate Cost of Inside Plumbing \$ _____
 Job Description: _____

NOTE: A permit will NOT BE APPROVED until we receive the following: 1) A copy of your State of Illinois Registration License; 2) A copy of your plumber's license (photo ID); and 3) Letter of Intent – must have the corporate seal or be notarized.

Plumbing/Sewer Contractor: _____
 Address: _____
 City: _____ Zip Code: _____ Phone Number: (_____) _____
 Plumber/Sewer Contractor License Number: _____
 Start Date: _____ Completion Date: _____
 Print Name of Licensed Plumber/Sewer Contractor: _____
 Signature of Licensed Plumber/Sewer Contractor: _____

If tree removal is necessary for water or sewer connections in the front or side yard setback or parkway, an Application for Tree Permit must be completed.

PLUMBING FEES:	Size of Water Service _____		
MINIMUM PLUMBING FEE <small>(Acct #02-00-425-4159)</small>		\$50.00	\$ <u>50.00</u>
1" Water Meter Including Remote Reader and Fitting <small>(Acct #02-00-425-4160)</small>		\$650.00	\$ _____
1 ½" Water Meter Including Remote Reader and Fitting <small>(Acct #02-00-425-4160)</small>		\$850.00	\$ _____
Water Meter over 1 ½" <small>(Acct 02-00-425-4160)</small>		AT COST	\$ _____
Water Sales Fee (usage during construction) <small>(Acct. #02-00-424-4145)</small>		\$275.00	\$ _____
Water Connection <small>(Acct #02-00-425-4159)</small>		\$300.00	\$ _____
Sewer Connection <small>(Acct #03-00-425-4161)</small>		\$300.00	\$ _____
Plumbing Permit Fee: Project cost more than \$250.00 <small>(Acct #02-00-425-4159)</small>		\$120.00+	\$ _____
2% of Contract Price or Estimate Cost of Inside Plumbing Price		\$ _____	\$ _____
Lawn Sprinkler System RPZ Connection Fee <small>(Acct #02-00-425-4159)</small>		\$50.00	\$ _____
Construction Hours Sign <small>(Acct #02-00-425-4159)</small>		\$20.00	\$ _____
Street and/or Parkway Opening Bond <small>(Acct #01-00-205-2501)</small>		\$3,000.00	\$ _____
Recording Fee for Work in the Right-of-Way <small>(Acct #01-01-503-5200)</small>		\$100.00	\$ _____
TOTAL PERMIT FEE			\$ _____

Approved by: _____ Date Approved: _____

Notes: _____

Internet Copy – www.northfieldil.org ONLY ORIGINAL COPY ACCEPTED. NO FAXED/PHOTO COPIES.

PERMIT NUMBER: _____

In order for us to complete your file and issue a permit, the following items listed below must be submitted:

- 1) **ILLINOIS GENERAL ASSEMBLY – HBO 930 – A letter of intent shall be included with all plumbing permit applications. The letter shall be written on the licensed plumber of record's business stationery and shall include the license holder's signature and, if the license holder is incorporated, the license holder's corporate seal. If the license holder is not incorporated, the letter must be notarized.**
- 2) Copy of your current Plumbers License.
- 3) Copy of the State of Illinois Registration License.
- 4) Total cost of plumbing work.
- 6) Plumbing Permit application completely filled out. Must have licensed plumber/sewer contractor signature.

If you have any questions regarding the permit, please call Plumbing Inspector, Mike Murrin, directly at (847) 417-4181.

The Plumbing Inspector is available for inspections Monday thru Thursday from 1:00 p.m. to 2:30 p.m. The plumbing contractor must be on site for all inspections. Please call (847) 784-3551 to schedule an inspection. A 24 hour notice is required for all inspections.

Please note: If construction will affect trees protected by the Village Tree Preservation and Protection Ordinance, an Application for a Tree Permit is required. Trees in the required front and side yard setback of single family residences are protected. Trees on the public right-of-way and all trees in non-residential, multi-family and planned development properties are protected.

All connections to the Village main line sewer shall be by WYE connection and shall attach to the pipe using a non-shear coupling (Fernco "Strong Back" or approved equal) manufactured specifically for the pipe materials being connected. *(added 12/16/10)*

Effective immediately the Village of Northfield will begin to require a signed drainage certification for all projects where grading or drainage may be impacted. Prior to a permit being issued, a fully executed "Drainage Certification" document must be submitted. Although there is a space for an engineer's signature, there may be grading/drainage related projects which do not require sealed engineering drawings. In these cases, the certificate should still be provided but the signature of the contractor and property owner will be sufficient.

Drainage Certification

I hereby certify either that the surface water drainage will not be changed by the construction at _____ or if the surface water drainage is changed, provision has been made, consistent with Village regulation, for diversion and collection of such surface water on the site. The adjacent lot owners' site drainage will not be affected by the construction at _____. The existing overland flow routes will conform to the original subdivision grading plan and accepted engineering practice. There will be no increase in the velocity of surface water runoff at any point onto adjacent properties and that the volume of runoff onto adjacent properties will not be increased. All requirements of the Village's codes, ordinances and regulations related to stormwater management, soil erosion control and grading shall be satisfied at all times.

Contractor: _____ Date: _____

Engineer: _____ Date: _____

Owner: _____ Date: _____

VILLAGE OF NORTHFIELD

F.A.R. WORKSHEET

Attach this calculation sheet, a copy of your current (within the current year and showing all existing conditions) Plat of Survey and copies of your existing and proposed floor area dimensions by floor and return to the Department of Community Development and Building.

Allowed F.A.R. (Floor Area Ratio) By District: R1, R2, R3, R4, R5 & R6 = .35
NC, B1 = 1.0
VC, O/R and M1 = 2.0

Owner Name _____
Address _____
Zoning District _____ Zoning District F.A.R. _____

1. CALCULATE LOT AREA & MAXIMUM FLOOR AREA
Using a current plat of survey, calculate the lot area in square feet.

Lot Area: _____

$$\text{Maximum Floor Area: } \frac{\text{Lot Area}}{\text{District F.A.R.}} \times \text{District F.A.R.} = \text{Maximum Floor Area}$$

2. CALCULATE ALL EXISTING AND PROPOSED FLOOR AREA
Using current and proposed floor plans, calculate the proposed floor area.

- Floor area includes:
- Enclosed accessory structures including gazebos
 - Garage Space (attached and detached)
 - Porches enclosed on 3 or more sides
 - Floor space/shafts used for mechanical, electrical and plumbing equipment (except in a basement, roof or uninhabitable attic)
 - Habitable attic floors
 - Habitable basement
 - Bay Windows

- Floor area excludes:
- Chimneys
 - Decks and Patios
 - Uninhabitable attic floors
 - Unenclosed Porches
 - Exterior Steps and Ramps

Total Square Feet of Floor Area: _____

3. PROPOSED FLOOR AREA RATIO

$$\text{Proposed F.A.R.: } \frac{\text{Floor Area from \#2 above}}{\text{Lot Area}} \div \text{District F.A.R.} = \text{Proposed F.A.R.}$$

(The F.A.R. in #3 must be less than the F.A.R. for the zoning district).