

**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 (Job 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)

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\_\_\_\_\_ **\$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 (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)*

\_\_\_\_\_ 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.**

PER VILLAGE CODE ADOPTED OCTOBER 22, 2002:

APPENDIX C, ARTICLE IV, SECTION 3304.2 CONSTRUCTION FENCES. Every excavation area or area of construction on a site shall be enclosed with a temporary barrier not less than six (6') feet high to prevent the entry of unauthorized persons. Fences shall remain in place throughout construction until the premises have been fully secured and approval granted by the Building Commissioner for the fence removal. All barriers shall be of adequate strength to resist wind pressure as specified in Section 1609 and shall be posted "No Trespassing". A separate permit shall not be required for the construction fence installation.