

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)

=====

_____ **\$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.

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 a _____ Story

(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 _____

CITY/ZIP CODE _____ 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).

Job Address: _____

Owner's Name: _____

Phone Number: (____) _____ Job Description: _____

Electrical Contractor: _____

Address: _____

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

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

Start Date: _____ Completion Date: _____

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

Print Name of Licensed Electrician _____

Signature of Licensed Electrician _____

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 \$ _____

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.

PERMIT NUMBER: _____

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).

Job Address: _____

Owner's Name: _____

Phone Number: (_____) _____ Job Description: _____

HVAC Contractor: _____

Address: _____

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

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

Start Date: _____ Completion Date: _____

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

Print Name _____

Signature _____

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: _____

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(Rev. 1/10) **PERMIT NUMBER:** _____

VILLAGE OF NORTHFIELD
APPLICATION FOR PERMIT TO DO ROOFING WORK

(847) 784-3551

Job 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]

Start Date: _____ Completion Date: _____

Roofing Contractor: _____

Address: _____

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

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 \$ _____

*PER VILLAGE CODE YOU SHALL
USE WASTE MANAGEMENT – NW
ROLL OFF SERVICE
1-800-796-9696
ASK FOR – IBC (FOR ROLLOFF BOX)*

PERMIT NUMBER: _____

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VILLAGE OF NORTHFIELD

(847) 784-3555

APPLICATION FOR TREE PRESERVATION/REMOVAL PERMIT

Job Address: _____ Zoning: _____

Owner's Name: _____ Phone: _____

New Construction Demo Single-Family Addition Dead/Diseased Tree Healthy

Tree Contractor: _____ Address: _____

Telephone Number (____) _____ Signed: _____

DBH	Species	Location	Reason	Replacement or Fee-In-Lieu Required?
Trees Removed From Public Property				
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
Trees Removed From Single-Family Property				
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
Trees Protected on Site				
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

PERMIT FEE:

- Dead or Diseased Tree Removal Fee.....NO FEE
Property owners are still required to obtain a tree removal permit unless their tree contractor writes a letter to the Village Hall, attention Linnea O'Neill, with the following information: 1) Name and address of property owner; 2) Location of tree(s); and 3) Type of tree disease. Please send this information to the Village before the tree removal takes place.
- Tree Protection due to Remodeling/Construction..... NO FEE
Escrow only\$500.00
- Healthy Tree Removal due to Remodeling/Construction
(on public and private property) \$125.00
Plus escrow.....\$500.00
- New Construction, Commercial Developments and Subdivisions\$200.00
Plus escrow.....\$500.00
- Landscape Plan Review Fee..... \$135.00
Plus escrow.....\$500.00

Account #01-00-425-4155
Account #01-00-205-2502

Permit Fee \$ _____
Escrow \$ _____

TOTAL AMOUNT DUE \$ _____

A Tree Inventory Plan, Construction Activity Plan, Tree Replacement Plan and plat of survey is to accompany this application.

Approved By: _____ Date Approved: _____

Final Inspection: _____ Date Approved: _____

Notes: _____

VILLAGE OF NORTHFIELD

APPLICATION FOR PERMIT TO DO PLUMBING WORK

(847) 784-3551

A permit will be issued after we receive the following: 1) A copy of your State of Illinois Registration License; 2) A copy of your plumber's license; and 3) Certificate of Insurance (naming Village of Northfield additional insured).

Job Address: _____

Owner's Name: _____

Phone Number: (_____) _____ Estimate Cost of Inside Plumbing \$ _____

Job Description: _____

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 1/2" Water Meter Including Remote Reader and Fitting <small>(Acct #02-00-425-4160)</small>	\$850.00	\$ _____
Water Meter over 1 1/2" <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	\$ _____
TOTAL PERMIT FEE		\$ _____

Approved by: _____

Date Approved: _____

Rough Inspection: _____

Date Approved: _____

Final Inspection: _____

Date Approved: _____

Notes: _____

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PERMIT NUMBER: _____

Dear Plumbing/Sewer Contractor:

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) Certificate of Insurance (Please list the Village of Northfield as additional insured).
- 4) Copy of the State of Illinois Registration License.
- 5) Total cost of inside plumbing.
- 6) Plumbing Permit application completely filled out (original blue copy only or internet copy will be accepted). Must have licensed plumber/sewer contractor original signature.

If you have any questions, please call (847) 784-3554.

Sincerely,

Larry Murrin
Plumbing Inspector
Village of Northfield
Illinois License #058-132614

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: _____

