

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)

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_____ **PLAN REVIEW AND ESCROW - CASH OR CHECK - PAYABLE TO VILLAGE OF NORTHFIELD**
(\$100.00 plan review fee {covers one hour of plan review} and \$400.00 escrow deposit for
projects less than \$50,000.00 or \$1,000.00 escrow for projects more than \$50,000.00)

_____ 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)

_____ THREE 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.

SILT FENCE: The silt fence must be installed properly. The silt fence shall be maintained weekly and after each rainfall for the entire duration of the construction project.

If you have questions regarding the installation of the construction and silt fence, please contact Building Commissioner, Ron Johnson, at (847) 784-3552.

TREE FENCE: The tree preservation area is all land not included in the building activity area. No construction is allowed in this area and the area will be protected with a four foot (4') highly visible fence secured to metal posts every six feet (6'). The fence shall be in place prior to the issuance of permits and shall remain in place until the Building Commissioner approves removal. No movement and/or placement of equipment or material or spoils storage shall be permitted within the tree preservation area. No soil, additional fill, liquids or construction debris shall be placed within the root zone of any tree that is required to be preserved.

If you have questions regarding the installation of the tree fence, please contact Village Planner, Linnea O'Neill, at (847) 784-3555.