

WINDOW OR DOOR REPLACEMENT

Village of Sugar Grove

APPLICATION REQUIREMENTS

- a completed short form building permit application
- **the U-factor**
- a specification sheet indicating the type and number of replacement windows / doors being installed with dimensions
- a copy of the proposal or contract with the property owner's signature

REQUIRED CONTRACTOR INFORMATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, an application can be obtained from the Building Division at 630-391-7220 or from the Villages website www.sugargrovel.gov

REQUIRED INSPECTIONS

- Final inspection from the exterior of the structure (Please leave stickers on all replacements)

Please call 630-391-7220 to schedule an inspection.

PLEASE SCHEDULE THE INSPECTION BY 3:30 THE DAY BEFORE YOU WANT IT

PERMIT FEE

- The permit fee must be paid when the permit is picked up and is \$95.00

NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED, PICKED UP AND PAID FOR. WORK STARTED PRIOR TO ISSUANCE OF PERMIT, WILL INCUR PENALTY OF DOUBLE THE PERMIT FEE.

MISCELLANEOUS INFORMATION

- If you reside in an area with a Homeowner's Association, check with them to ensure compliance with their regulations.
- Additional structural modifications or square footage may require an additional fee.
- The construction of any building may only occur between the hours of **6:30 a.m.** and **8:30 p.m.** (Ordinance #614)

For Office Use Only
 Permit # _____
 Building Dept Approval:

 Fees: _____



601 HEARTLAND DRIVE
Sugar Grove, IL 60554
Phone 630-391-7220
Fax 630-391-7245
www.sugargroveil.gov
permits@sugargroveil.gov

BUILDING PERMIT APPLICATION
(FOR MINOR PERMITS; NOT NEW CONSTRUCTION)

Application Date: _____	Permit Type					
Value of Work: _____	Basement <input type="checkbox"/>	Deck <input type="checkbox"/>	Garage/ Shed <input type="checkbox"/>	Patio <input type="checkbox"/>	Screen Porch <input type="checkbox"/>	Window/ Door <input type="checkbox"/>
Square Footage: _____	Commercial Remodel <input type="checkbox"/>	Driveway <input type="checkbox"/>	Gazebo/ Pergola <input type="checkbox"/>	Pool <input type="checkbox"/>	Sign <input type="checkbox"/>	
	Decorative Brick <input type="checkbox"/>	Fence <input type="checkbox"/>	Irrigation <input type="checkbox"/>	Roof <input type="checkbox"/>	3 Season Room <input type="checkbox"/>	Other <input type="checkbox"/>
Start Date _____	End Date _____					
Description of Work: _____ _____ _____						
Property Information						
Address _____		Lot _____	Subdivision _____		Parcel Number _____	
Property Owner Name _____		Email Address _____			Phone _____	
Property Owner Street Address _____		City _____		State _____	Zip _____	
Contractor Information						
Name(s) of Contractor (s)	Phone#	Email		City	Zip	

I certify that I am the owner of record of the above name property, or that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application. I agree to conform to all applicable laws of the Village of Sugar Grove.

Signature of Property Owner (or Attach Signed Contract) Address (if different) Phone No.

Signature & Printed Name of Responsible person in Charge of Work & Email Phone No.