

INTERIOR ALTERATIONS NOT RESIDENTIAL

(including Commercial Build Out)

Village of Sugar Grove

PLAN REVIEW - Allow 10 working days for processing.

APPLICATION CHECKLIST

- A completed short form building permit application
- A scaled drawing (minimum scale 1/8"=1'.0.) with all dimensions (full layout of the areas being altered) with all rooms labels as to use including: (see Drawing Requirements attached)
 - a. ceiling height and covering
 - b. wall construction including type of insulation, R-value and wall covering/finish
 - c. electrical layout including outlets, lighting, switches, smoke and CO2 alarm locations
 - d. all means of egress including escape windows and openable are dimension of the window(s) including the sill heights above the floor
 - e. location of stairs, furnace, water heater and electrical panel
 - f. all plumbing fixtures
 - g. isometric drawing (line diagram) indicating waste, vent and piping details for all new fixtures
 - h. a copy of the contract with the owner's signature
 - i. comcheck and/or Manual J documentation
- Contact Fox Metro Water Reclamation District (630-309-6811) for their requirements. Their permit is required prior to issuing one from the Village

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 Village's website www.sugargroveil.gov.

INSPECTIONS

Inspections may be required for: underground plumbing, radiant heat, slab/pre pour concrete, rough plumbing, rough framing, electric, HVAC, fireblocking, insulation, final plumbing, final building and occupancy. Please call 630-391-7220 to schedule an inspection. Information required includes: contact name and phone number, address, permit number, type of inspection, and the date and time (am or pm) of day you would like the inspection.

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

PERMIT FEE

- Permit fees for alterations or remodeling not including any addition to the existing building that will add to the ground area thereof are as follows and must be paid when you pick up the permit after review and approval:

| | |
|----------------------------|--|
| Initial Build out | \$.50 per square foot or a minimum of \$690 |
| Remodel without plumbing | \$420.00 |
| Remodel including plumbing | \$630.00 |

NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT, MAY INCUR A PENALTY FEE.

MISCELLANEOUS INFORMATION

- The construction of any building may only occur between the hours of **6:30 a.m.** and **8:30 p.m.** (Ordinance #614)
- If you reside in an area with a Property Owner's Association, we recommend you check with them to ensure compliance with their regulations

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 | |
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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.