



BUILDING PERMITTING GENERAL SUBMITTAL REQUIREMENTS MISCELLANEOUS PROJECTS

This handout will assist with determining the minimum required submittals when applying for a permit for miscellaneous project types.

- Structural modifications generally require drawings stamped and signed by an IL Licensed Design Professional.
- Work done in the right-of-way (ROW) may require a ROW fee to be paid prior to the permit being issued.
- There may be cases where additional submittal requirements are needed to show full compliance with the codes and ordinances (as determined on a case by case basis).
- There may be project types that this handout does not address, please feel free to contact the Building Department with any questions you may have.

SUBMITTAL REQUIREMENTS

Permit applications and permit documents/drawings may be submitted at the Village Hall, or, if 11x17 or smaller, may be emailed to permits@villageofgrayslake.com.

Submit three (3) sets of permit submittals for residential projects.

Submit four (4) sets of permit submittals for non-residential and multi-family residential projects.

AIR CONDITIONING

- Electrical Permit Application
- Plat of survey, showing AC equipment locations and new electrical/refrigerant lines, with dimensions and screening (must be min. 5 feet from a property line and screened from the street). On a case by case basis, this requirement may be waived for air conditioning replacement projects (like for like and same location)
- For new AC units or when existing electrical connection must be updated, include a copy of a current Electrical License from an approved State of Illinois Municipality
- For new AC units or when existing electrical connection must be updated, include the electricians signed acknowledgement: can be electrical permit application signed by licensed electrician or copy of contract/proposal signed by licensed electrician or letter of intent signed by licensed electrician

DECK

- Building Permit Application
- Plat of survey, with new work shown and dimensioned

- Permit Drawings (Floor plans, sections and details, foundation and structural plans along with details/sections, railing details, stair details, etc.)
- Note: covered decks generally require structural drawings stamped by an IL Licensed Design Professional

DRIVEWAY REPAVING - NO SIZE OR MATERIAL CHANGES

- Building Permit Application
- Plat of survey or aerial photo showing repaving area

DRIVEWAY REPAVING - SIZE AND/OR MATERIAL CHANGES

- Building Permit Application
- Plat of survey showing repaving area and new paving with dimensions and materials

DEMOLITION/WRECKING

- Building Permit Application
- Plat of survey showing building(s) being demolished
- Copy of signed proposal/contract
- Release letters from all utility companies (gas/electrical)

ELECTRICAL – MISCELLANEOUS WORK/REPAIRS

- Electrical Permit Application
- Copy of a current Electrical License from an approved State of Illinois Municipality
- Electricians signed acknowledgement: can be electrical permit application signed by licensed electrician or copy of contract/proposal signed by licensed electrician or letter of intent signed by licensed electrician
- Depending on scope of work - drawings, details, one-line diagrams, written description of scope of work. Must include location of work being proposed and must clearly convey the scope of work, materials used, etc.

FENCE

- Building Permit Application
- Plat of survey showing fence/gate locations and heights. To be determined on a case by case basis for fence repair/replacement projects, an aerial photo may be used in lieu of a plat of survey
- Details, drawings, images, or detailed description of fence type, size, materials, finish
- Fence acknowledgement form, signed by owner/agent

FIRE ALARM SYSTEM

- Electrical Permit Application
- Copy of IL Fire Alarm Contractor License
- Specification/cut sheets for new equipment, including battery calculations
- Drawings for new alarm system
- If electrical work is involved, include submittal requirements from “ELECTRICAL – MISCELLANEOUS WORK/REPAIRS”

FIRE SPRINKLER SYSTEM

- Plumbing Permit Application
- Copy of IL Fire Sprinkler Contractor License
- Specification/cut sheets for new equipment
- Drawings for new sprinkler system, showing sprinkler head locations, new equipment, RPZ, etc.
- An IL licensed plumber must complete the connection between the domestic water system and the sprinkler system

FURNACE REPLACEMENT – NO ELECTRICAL OR GAS CHANGES

- Building Permit Application
- Specifications for new furnace

GAZEBO/SHED

- Note: sheds larger than 120 square feet are considered garages, see New Buildings above
- Building Permit Application
- Plat of survey showing gazebo/shed with dimensions from property lines
- Permit Drawings (plans, sections and details, foundation/slab if required, etc.)
- For pre-fabricated gazebo/shed projects, manufactures specifications and instructions may substitute for the permit drawings, to be determined on a case by case basis

GENERATOR – STANDBY TYPE

- Electrical Permit Application
- Copy of a current Electrical License from State of Illinois municipality
- Electricians signed acknowledgement: can be electrical permit application signed by licensed electrician or copy of contract/proposal signed by licensed electrician or letter of intent signed by licensed electrician
- Plat of survey showing proposed location of generator, transfer switch, proposed gas and electrical lines
- Generator's manufacturers specifications and installation instructions
- Transfer switch's manufacturers specifications
- Generator acknowledgement form, signed by owner/agent

LAWN SPRINKLER (IRRIGATION) SYSTEM

- Plumbing Permit Application
- Copy of contractor license
 - Copy of Irrigation Contractor IL License (060-#) OR
 - Copy of current State of Illinois Plumbing Contractor Registration (055-#) and Copy of Plumbers License (IDPH 058-# or Chicago)
- Plumbing/Irrigation contractors signed acknowledgement: can be plumbing permit application signed by licensed plumbing/irrigation contractor or copy of contract/proposal signed by licensed plumbing/irrigation contractor or letter of intent signed by licensed plumbing/irrigation contractor
- Plat of survey showing proposed system and sprinkler heads (no sprinkler heads in the ROW)
- RPZ/backflow preventer specifications

- Lawn Sprinkler acknowledgement form, signed by owner/agent

PAVING/PRIVATE WALKS

- Building Permit Application
- Plat of survey or aerial photo showing repaving area with dimensions and materials

PLUMBING – MISCELLANEOUS WORK/REPAIRS

- Plumbing Permit Application
- Copy of current State of Illinois Plumbing Contractor Registration (055-#)
- Copy of Plumbers License (IDPH 058-# or Chicago)
- Plumbers signed acknowledgement: can be plumbing permit application signed by licensed plumber or copy of contract/proposal signed by licensed plumber or letter of intent signed by licensed plumber
- Depending on scope of work - drawings, details, one-line diagrams, written description of scope of work. Must include location of work being proposed and must clearly convey the scope of work, materials used, etc.

ROOFING/REROOFING

- Building Permit Application
- Copy of Roofing Contractor IL License
- Roofing contractors signed acknowledgment: can be building permit application signed by licensed roofer or copy of contract/proposal signed by licensed roofer or letter of intent signed by licensed roofer
- Scope of work (may be on contract/proposal)

SANITARY SEWER REPAIR

- Plumbing Permit Application
- Copy of current State of Illinois Plumbing Contractor Registration (055-#)
- Copy of Plumbers License (IDPH 058-# or Chicago)
- Plumbers signed acknowledgement: can be plumbing permit application signed by licensed plumber or copy of contract/proposal signed by licensed plumber or letter of intent signed by licensed plumber
- It must be clear if the project includes work in the Right of Way or if street cutting is required
- Scope of work or drawings detailing pipe type/size, location, and connections

SIDING/RESIDING, GUTTERS, FASCIA

- Building Permit Application

SIGN PERMIT

- Building Permit Application
- Map or drawing showing location of the proposed sign with dimensions
- Rendering of the proposed sign showing materials, colors, dimensions, and what is illuminated (if anything)

- Drawings or description of means of attachment to the building or ground, foundations must be drawn and detailed
- If electrical work is involved, include submittal requirements from “ELECTRICAL – MISCELLANEOUS WORK/REPAIRS”

STORM SEWER REPAIR/CONNECTION TO PUBLIC SYSTEM

- Plumbing Permit Application
- For new storm sewer lines (no replacements/repairs), plat of survey or aerial photo showing proposed work
- Pipe type/size and connections must be detailed (connection to Village storm system must be the flexible core-boot-attach type)
- It must be clear if the project includes work in the Right of Way or if street cutting is required

WATER HEATER REPLACEMENT

- Plumbing Permit Application
- Copy of current State of Illinois Plumbing Contractor Registration (055-#)
- Copy of Plumbers License (IDPH 058-# or Chicago)
- Plumbers signed acknowledgement: can be plumbing permit application signed by licensed plumber or copy of contract/proposal signed by licensed plumber or letter of intent signed by licensed plumber
- Water heater specifications and venting specifications/location (if venting is changed)

WINDOW/DOOR REPLACEMENT

- Building Permit Application
- Each window/door specifications, sizes, types (U-Value must be 0.32 or less for residential, see the 2015 IECC for non-residential and multi-family residential projects)
- Required Egress Windows must be maintained (basements, habitable attics, sleeping rooms)

Due to the general nature of this handout, referral to the Village Codes, Ordinances, and Standards and communication with Building Department personnel for the exact requirements is greatly encouraged. Adherence to these general guidelines does not eliminate the requirement by the applicant of all Federal, State, and local laws, rules, ordinances, regulations, and procedures.

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