



847-931-5920 Elgin311@cityofelgin.org www.cityofelgin.org/business 150 Dexter Court, Elgin, IL, 60120 

QUICK PERMIT APPLICATION

If you have a smaller project such as window or roof replacement you should complete this permit application. Each of these projects do not require a plan review. If you aren't sure if this is the right permit application for you, visit the website www.cityofelgin.org/permits or contact 311.

WHAT YOU SHOULD KNOW

Be sure to utilize our Quick Guides for each of our quick permit types. These will give you a good idea of any additional documents, fees, etc. **Only complete the portions of this application that apply to you. No work can begin until you obtain a permit.**

- ▶ All projects are subject to the zoning approval.
- ▶ Additional documentation and fees may be required. A plat of survey will be required for most projects. Visit our website to see plat of survey requirements and standards.
- ▶ Staff will contact you within 3-5 business days after receiving your completed application.
- ▶ If your project takes place in the historic district, a Certificate of Appropriateness will also be required.
- ▶ A separate application must be made to the Fox River Water Reclamation District (FRWRD) for any new plumbing work. Contact FRWRD at 847-742-2068 for sanitary sewer requirements.
- ▶ If you are doing work on your own home, it must be a single-family owner-occupied home. If it is not, you must use a licensed contractor for the project.
- ▶ The following additional documents are required for specific contractors:
 - ▶ Roofing: A State of IL roofing license and letter of intent.
 - ▶ Plumbing: A State of IL plumbing license with the prefix 055 and notarized letter of intent. The plumber performing the work must be present at inspection and have their 058 license on hand.
 - ▶ Sewer: A \$20,000 permit bond in favor of the City of Elgin and notarized letter of intent.
 - ▶ Fire Sprinkler: A State of IL Fire Sprinkler Contractor license and notarized letter of intent.
 - ▶ Mechanical: A \$20,000 permit bond in favor of the City of Elgin, notarized letter of intent, and a contractor's registration from any city in the State of IL that gives a written HVAC examination. Registration is not required if your project plans are sealed by an IL licensed architect or engineer who is accepting responsibility for the work.
 - ▶ Electrical: A contractor's registration is required from any city in the State of Illinois that gives a written examination based on the National Electrical Code. A copy of the current registration must be on file with the City of Elgin.

APPLICANT INFORMATION

This will be our city staff's contact person during the application process. This is where all correspondence will be sent during this permit process.

APPLICANT'S FULL NAME

APPLICANT'S ADDRESS

APPLICANT'S PHONE NUMBER

APPLICANT'S EMAIL ADDRESS

APPLICANT IS THE FOLLOWING:

Property owner

Design professional

Business owner

Tenant

Contractor

TYPE OF PROPERTY WHERE WORK WILL BE PERFORMED :

Commercial

Single-Family, Owner Occupied

Industrial

Single Family, not Owner Occupied

Multi-Family

PROJECT ADDRESS WHERE WORK WILL BE PERFORMED

PROPERTY OWNER INFORMATION

If the applicant is the same as the Property Owner, you can leave this portion blank.

PROPERTY OWNER'S FULL NAME

PROPERTY OWNER'S ADDRESS

PROPERTY OWNER'S PHONE NUMBER

PROPERTY OWNER'S EMAIL ADDRESS

TENANT INFORMATION

If the applicant is the same as the Tenant, you can leave this portion blank.

TENANT'S FULL NAME

TENANT'S ADDRESS

TENANT'S PHONE NUMBER

TENANT'S EMAIL ADDRESS

COST OF THE PROJECT

BUILDING \$ _____ ELECTRIC \$ _____ PLUMBING \$ _____ HVAC \$ _____ MATERIALS \$ _____

DESCRIPTION OF THE PROJECT

Be sure to utilize our Quick Guides as each project may have additional requirements.

TYPE OF PROJECT:

- | | | |
|---|--|----------------------------------|
| <input type="checkbox"/> Misc HVAC | <input type="checkbox"/> Deck (less than 4 ft) | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Misc electrical | <input type="checkbox"/> Private Sidewalk | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Misc plumbing | <input type="checkbox"/> Above-ground pool | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Residential driveway | <input type="checkbox"/> Furnace | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Non-load bearing interior demo | <input type="checkbox"/> Shed | <input type="checkbox"/> Hot tub |
| <input type="checkbox"/> Water heater | <input type="checkbox"/> Fence | |

HEIGHT

DIMENSIONS

DESCRIBE YOUR PROJECT

Be as specific as possible. For example, if you are replacing your windows, how many are you replacing? Will the windows be the same size?

GENERAL CONTRACTOR INFORMATION

If you will not be using a general contractor for any portion of your project, you may skip this portion.

CONTRACTOR NAME

CONTRACTOR'S MAILING ADDRESS

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

APPLICANT SIGNATURE

APPLICANT SIGNATURE

DATE

APPLICANT NAME (PRINT)

City staff will contact you after receiving your completed application and advise you on the next steps.