



**City of Elgin  
Community Development  
Permit Application**

**Office Use Only**

Date Received:

Permit #

Fee: \$

**Office Use Only**

Information Needed:

**PROPERTY/WORK DESCRIPTION**

Address:

Type:    Commercial\_\_\_\_\_    Industrial\_\_\_\_\_    Single Family\_\_\_\_\_    Multi-Family\_\_\_\_\_

Description of Work:

Cost of Work:    Building: \$ \_\_\_\_\_    Electric:\$ \_\_\_\_\_    Plumbing:\$ \_\_\_\_\_    HVAC:\$ \_\_\_\_\_

**BUILDING OWNER**

Name:

Address:

City:

State:

Zip:

Telephone: (    )

**TENANT**

Name:

Address:

City:

State:

Zip:

Telephone: (    )

**GENERAL CONTRACTOR**

Name:

Address:

City:

State:

Zip:

Telephone: (    )

**SUBCONTRACTOR**

Name:

Address

City:

State:

Zip:

Telephone: (    )

**CONTACT PERSON**

Name:

Telephone: (    )

Email:

Updated 7/23/12

**CITY OF ELGIN**  
**INSTRUCTIONS FOR PERMIT APPLICATIONS**

PLEASE FOLLOW THESE INSTRUCTIONS WHEN COMPLETING THE PERMIT APPLICATION.  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.  
PLEASE PRINT CLEARLY

Description of Work- Provide a complete description of the work to be completed, including the cost of the work.

Owner/Contractor/Subcontractor Information- Provide all required information, including:

**Roofing**-A State of Illinois Roofing License is required. A copy of the current license must be on file with the City of Elgin

**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.

**Plumbing**- A State of Illinois Plumbing Contractor's License with the prefix of 055 is required. A copy of the current license must be on file with the City of Elgin.

**Sewer** - A \$20,000 permit bond in favor of the City of Elgin is required.

**Mechanical**- A contractor's registration is required from any city in the State of Illinois that gives a written examination for HVAC. However, registration is not required if the plans are sealed by an Illinois licensed architect or engineer who accepts responsibility for the work. A \$20,000 license and permit bond issued in favor of the City of Elgin is also required. A copy of the current registration and bond must be on file with the City of Elgin.

**Fire Sprinkler**- State of Illinois Fire Sprinkler Contractor license is required for fire suppression. A copy of the current license must be on file with the City of Elgin.

**A Separate application must be made to the Fox River Water Reclamation District (FRWRD) for any new plumbing work. Contact FRWRD concerning sanitary sewer requirements. FRWRD: 1957 LaFox (Rte 31), South Elgin, IL 60177; 847-742-2068.**

**Some projects will require participation in the Kane County Road Improvement Impact Fee Program. For application and information contact Kane County Division of Transportation at (630) 845-3799, or visit the program website at [www.co.kane.il.us/dot/roadimpact/roadimpact.htm](http://www.co.kane.il.us/dot/roadimpact/roadimpact.htm). A copy of your receipt from Kane County is required prior to permit issuance.**

Building permit questions may be directed to:

Community Development  
150 Dexter Ct  
Elgin IL 60120-5555  
Tel: (847) 931-5920  
Fax: (847) 931-6790  
[www.cityofelgin.org](http://www.cityofelgin.org)