





847-931-5920 

permits@cityofelgin.org 

www.cityofelgin.org/permits 

150 Dexter Court, Elgin, IL, 60120 

# NEW SINGLE-FAMILY HOME CONSTRUCTION/ADDITION PERMIT APPLICATION

*If you are building a new single- or two- family home or constructing an addition to said home, this application is for you. If you aren't sure if this is the right permit application for you, visit the website [www.cityofelgin.org/permits](http://www.cityofelgin.org/permits) or contact us at 311.*

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## WHAT YOU SHOULD KNOW

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- ▶ All projects are subject to the zoning approval.
- ▶ If your project takes place in the historic district, a Certificate of Appropriateness will also be required.
- ▶ You must submit construction drawings that have been sealed by an IL licensed architect or structural engineer.
- ▶ Additional documentation and fees may 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. A copy of your FRWRD permit is required prior to City of Elgin permit issuance.
- ▶ Projects will require participation in the Kane County Road Improvement Impact Fee Program. For the application and information contact Kane County Division of Transportation at 630-845-3799. A copy of your receipt from Kane County is required prior to permit issuance.
- ▶ Contractor requirements are listed on this application and are also available online at [cityofelgin.org/permits](http://cityofelgin.org/permits).
- ▶ City staff will contact within 10 business days after receiving your completed application, and advise you on the next steps.

OFFICE USE ONLY

PROJECT ADDRESS

DATE

PERMIT NUMBER

INFO NEEDED

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 COMPANY NAME

APPLICANT'S ADDRESS

APPLICANT'S PHONE NUMBER

APPLICANT IS THE FOLLOWING:

- Property owner
- Design professional
- Business owner
- Tenant
- Contractor

APPLICANT'S EMAIL ADDRESS

PROPERTY OWNER INFORMATION

Check this box if the applicant is the same as the property owner. If so, you may leave this portion blank.

PROPERTY OWNER'S FULL NAME

PROPERTY OWNER'S ADDRESS

PROPERTY OWNER'S PHONE NUMBER

PROPERTY OWNER'S EMAIL ADDRESS

PROPERTY INFORMATION

*This information is about the property that you are constructing. The more detailed and accurate you are in your description, the better we will be able to serve you.*

ADDRESS

MODEL

BLOCK/UNIT

SUBDIVISION

LOT NUMBER

PARCEL IDENTIFICATION NUMBER (PIN)

- SINGLE FAMILY:  Attached  Detached
- GARAGE:  Attached  Detached
- IN-FILL LOT  Yes  No

*If yes, Separate Engineering permits are required.*

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FIRST FLOOR SQUARE FOOTAGE

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SECOND FLOOR SQUARE FOOTAGE

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BASEMENT SQUARE FOOTAGE

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GARAGE SQUARE FOOTAGE

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OTHER SQUARE FOOTAGE

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NUMBER OF BEDROOMS

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DECK DIMENSIONS

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PATIO DIMENSIONS

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TOTAL AREA SQUARE FOOTAGE

*Add all floor areas and basement to get this total.*

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TOTAL LIVING AREA SQUARE FOOTAGE

*Add all floor areas to get this total. Include basement floor area only if the basement is finished.*

BASEMENT TYPE:

- Walkout *This type of basement has a door leading directly outside.*
- Standard *This type of basement is the traditional basement with no door to the outside.*
- Lookout *This type of basement is half sunk in the ground with windows that are ground level.*
- None *This type indicates that there is no basement and the foundation is Slab on Grade.*

DESCRIBE YOUR PROJECT

*Be as specific as possible. The more detailed your response, the better we can serve you.*

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## C O S T O F T H E P R O J E C T

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BUILDING COST \_\_\_\_\_

PLUMBING COST \_\_\_\_\_

TOTAL COST \_\_\_\_\_

ELECTRICAL COST \_\_\_\_\_

MECHANICAL COST \_\_\_\_\_

FAIR MARKET VALUE \_\_\_\_\_

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## GENERAL CONTRACTOR INFORMATION

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CONTRACTOR NAME

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CONTRACTOR'S COMPANY NAME

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CONTRACTOR'S ADDRESS

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CONTRACTOR'S CITY, STATE, ZIP CODE

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CONTRACTOR'S PHONE NUMBER

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CONTRACTOR'S EMAIL ADDRESS

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## ELECTRICAL CONTRACTOR INFORMATION

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*A contractors license is required from any municipality in IL that gives a written examination based on the National Electrical Code and a notarized letter of intent is required.*

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CONTRACTOR NAME

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CONTRACTOR'S COMPANY NAME

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CONTRACTOR'S ADDRESS

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CONTRACTOR'S CITY, STATE, ZIP CODE

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CONTRACTOR'S PHONE NUMBER

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CONTRACTOR'S EMAIL ADDRESS

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## MECHANICAL CONTRACTOR INFORMATION

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*A \$20,000 permit bond in favor of the City of Elgin, notarized letter of intent, and a contractor's registration from any municipality in the state of IL that gives a written HVAC examination.*

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CONTRACTOR NAME

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CONTRACTOR'S COMPANY NAME

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CONTRACTOR'S ADDRESS

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CONTRACTOR'S CITY, STATE, ZIP CODE

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CONTRACTOR'S PHONE NUMBER

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CONTRACTOR'S EMAIL ADDRESS

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## ROOFING CONTRACTOR INFORMATION

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*Current state of IL roofing license and notarized letter of intent are required.*

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CONTRACTOR NAME

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CONTRACTOR'S COMPANY NAME

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CONTRACTOR'S ADDRESS

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CONTRACTOR'S CITY, STATE, ZIP CODE

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CONTRACTOR'S PHONE NUMBER

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CONTRACTOR'S EMAIL ADDRESS

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## PLUMBING CONTRACTOR INFORMATION

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*Current state of IL Plumbing Contractor License with the prefix 055 and a notarized letter of intent are required.*

*The plumber performing the work must be present at inspection and have their 058 license in hand.*

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CONTRACTOR NAME

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CONTRACTOR'S COMPANY NAME

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CONTRACTOR'S ADDRESS

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CONTRACTOR'S CITY, STATE, ZIP CODE

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CONTRACTOR'S PHONE NUMBER

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CONTRACTOR'S EMAIL ADDRESS

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## SEWER SERVICE CONNECTION CONTRACTOR

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*A \$20,000 permit bond in favor of the City of Elgin and notarized letter of intent are required.*

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CONTRACTOR NAME

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CONTRACTOR'S COMPANY NAME

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CONTRACTOR'S ADDRESS

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CONTRACTOR'S CITY, STATE, ZIP CODE

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CONTRACTOR'S PHONE NUMBER

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CONTRACTOR'S EMAIL ADDRESS

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## WATER SERVICE CONTRACTOR INFORMATION

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CONTRACTOR NAME

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CONTRACTOR'S COMPANY NAME

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CONTRACTOR'S ADDRESS

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CONTRACTOR'S CITY, STATE, ZIP CODE

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CONTRACTOR'S PHONE NUMBER

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CONTRACTOR'S EMAIL ADDRESS

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## APPLICANT SIGNATURE

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APPLICANT SIGNATURE

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DATE

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APPLICANT NAME (PRINT)

*City staff will contact you within 10 business days after receiving your completed application and advise you on the next steps.*