



## Instructions for Completion of Building Permit Application

General: All lines on the application form must be filled out. If a particular line is not applicable to the application, please indicate so. Blank lines on the application will be considered outstanding information and will delay the processing of the permit. It shall be the applicant's responsibility to track the progress of the completion of any permit application that is not complete upon initial submittal. Applicants are encouraged to call the Village to check status of the application. The most common delay is related to licensing and bonding of contractors.

Please visit the Village's website @ [www.river-forest.us](http://www.river-forest.us) for information on the permitting process and building and zoning codes. Questions can be emailed to [building@river-forest.us](mailto:building@river-forest.us).

### New Homes, Additions, Remodels/Alterations & Commercial Projects

Project Cost: Full project cost to be included in Gross Cost Line- only needed for new homes, additions or remodels/alterations and commercial. The dollar value of applicable plumbing and electric work is to be included in their respective lines. The net project cost is equal to the gross project cost less the value of plumbing and electric work. **Note: To issue the permit, a copy of the construction contract must accompany the application to document project costs.**

Submission of Plans: Plans must accompany all applications and shall be of sufficient scope and detail to determine compliance with applicable building codes. Plans shall be prepared and sealed by a licensed architect in the State of Illinois except for detached garages, sheds, other minor accessory structures and interior remodeling projects not involving structural modifications. Plat of survey required.

Three sets of plans are required for single family residential projects, five sets for all others.

All plans prepared by an architect shall also be submitted in digital format via a pdf at the time the permit is issued and shall reflect the drawings as approved.

Zoning Analysis: Projects which result in an increase in floor area or height are subject to a zoning analysis. Submittals shall include a plat of survey and a zoning analysis table showing allowed and actual zoning setbacks, lot coverage, floor area ratio, etc. A separate submittal showing long hand calculations must accompany plans.

Signing the Application: The property owner and general contractor must sign and date the application.

Fees: Applications may be submitted upon payment of a non-refundable \$200 deposit (\$300 for commercial). This deposit will be applied to the final permit fee which is 2% of the total project cost (2.35% for commercial). The applicant will also be required to pay for the Plan Review fee(s) prior to issuance of the permit. Permit fees are in accordance with current fee schedules as established by Ordinance and as amended from time to time. Plan Review fees are dependent on the scope of the project and will be determined after submission and review of application. Applicants may be responsible for re-review fees if required. All fees are considered paid by the applicant.

### All Projects

Type of Project: Check applicable box                      Description of Project: Provide a detailed description of the scope of work.

Plat of Survey: Required for driveways and other projects listed above.

Contractor/ Architect Information: All lines in this table must be filled out. If one or more of the listed trades are not applicable to the project, please indicate. If the property owner is acting as General Contractor, please indicate in the General Contractor Line. If the General Contractor is performing work with his own forces, he must be licensed and bonded in the applicable contractor categories. **Contractors listed on the application are to be the actual contractor performing the work and may not subcontract work unless the subcontractor is also listed, licensed and bonded.** A scavenger must be listed for all projects utilizing roll-off containers. *(A separate street obstruction permit is required for roll-off containers to be placed on the street.)*

Plumbing and Electric Permits: Applicable Electrical and Plumbing sub-permits are required. Separate permit application forms are used and should be filled out and submitted by the project plumber and electrician.

Signing the Application: The property owner must sign and date the application. The property owner is the applicant and permittee.

Fees: All applicable fees must be paid prior to issuing the permit. All fees are considered paid by the applicant.