



**VILLAGE OF ARLINGTON HEIGHTS**  
DEPARTMENT OF BUILDING & HEALTH SERVICES  
33 S. Arlington Heights Rd.  
Arlington Heights, IL 60005  
Phone (847) 368-5560  
Fax (847) 368-5975  
Website: www.vah.com

## **ABOVE GROUND/IN-GROUND TANK REPAIR**

### **PERMIT SUBMITTAL REQUIREMENTS**

#### **ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:**

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- [APPLICATION FOR FIRE SAFETY PERMIT](#)
- [APPLICATION FOR ELECTRICAL PERMIT](#) (If applicable) (Copy of license)
- [SUBCONTRACTOR LIST](#) (All contractors, excluding plumber and electrician, are required to be licensed in the Village of Arlington Heights prior to release of permit)
- [CONTRACTOR'S LICENSE APPLICATION](#)
- PERMIT FROM [OSFM](#) (OFFICE OF THE STATE FIRE MARSHAL)
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
  - DETAILED SITE LOCATION AND LOCATION OF TANKS
  - CUT SHEETS FOR NEW EQUIPMENT
  - CONTRACTOR'S PROPOSAL
  - DETAILED SITE SAFETY PLAN (In-ground only)
- PLAN REVIEW FEE - \$11.00 PER THOUSAND OF THE VALUE OF WORK  
– DUE AT TIME OF SUBMITTAL

**ONLY FULLY COMPLETED PERMIT SUBMITTALS CAN BE ACCEPTED FOR  
REVIEW AND APPROVAL**

## **PERMIT SUBMITTAL INFORMATION**

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- ★ All applications, including revisions, must be submitted to the Department of Building & Health Services.
- ★ An additional permit fee will be due at time of pick up.
- ★ Allow 15 working days for review time.

## **PERMIT REVISION INFORMATION**

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- ★ If there is a rejection by any reviewing department, a correction report will be mailed/faxed to the permit applicant after the plan has been reviewed by all reviewing departments.
- ★ Revisions may take an additional 15 working days to process.
- ★ If the plumber or electrician on the project is changed, a new permit application is required with a copy of the new plumber/electrician's license. A letter from the general contractor documenting the change to the new plumber/electrician is also required.
- ★ If the general contractor and/or any subcontractors change, a letter from the permit applicant documenting the replacement general contractor and/or any subcontractors is required. The Village of Arlington Heights requires that contractors working within the Village obtain a contractor's license and/or present proof of registration to work in the Village in accordance with the Arlington Heights Municipal Code.
- ★ If the permit drawings are revised, a cover letter with the architect's signature and seal describing the change(s) is required, as well as three new sets of architecturally annotated drawings. If the revisions involve changes to electrical and/or plumbing, new electrical and/or plumbing permit applications are also required.