



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

COMMERCIAL BUILDING – ADDITION

PERMIT SUBMITTAL REQUIREMENTS ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:

- DESIGN COMMISSION APPROVAL (Required prior to submittal)
- [APPLICATION FOR BUILDING PERMIT](#)
- [APPLICATION FOR ELECTRICAL PERMIT](#) (Copy of license)
- [APPLICATION FOR PLUMBING PERMIT](#) (Copy of license with 055 # and letter of intent)
- [GUARANTY DEPOSIT BOND](#) – *NOTE: Re-inspection fee(s) will be deducted from this bond (as applicable). The re-inspection fee(s) shall be the responsibility of the contractor.*
- [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](#)
- REAL ESTATE INDEX NUMBER & SQUARE FOOTAGE OF PROJECT (Written on building permit application) (Index number can be found on the tax bill)
- [TAX ASSESSOR SUPPLEMENTAL INFORMATION](#) (Complete first and third boxes)
- 6 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - [COMMERCIAL PROPERTY OWNER AS GENERAL CONTRACTOR](#)
(If applicable)
 - CONSTRUCTION DOCUMENTS W/ARCHITECT'S SEAL (IL) AND CERTIFICATION
 - MARKED UP PLAT OF SURVEY
 - TOP OF FOUNDATION ELEVATIONS AND TOPOGRAPHY
 - CONTRACTOR'S PROPOSAL
 - COPY OF DESIGN COMMISSION CERTIFICATE OF APPROPRIATENESS

- PLAN REVIEW FEE - \$11.00 PER THOUSAND OF THE VALUE OF WORK – DUE AT TIME OF SUBMITTAL

PLAN REVIEW/INSTALLATION REQUIREMENTS

- IF PARKING LOT WORK IS TO BE DONE REFER TO THE [PARKING LOT CHECKLIST](#) FOR REQUIREMENTS
- [ENGINEERING PLAN REVIEW REQUIREMENTS](#) (If applicable)
- [HEALTH PLAN REVIEW REQUIREMENTS](#) (Restaurants only)
- IF APPLICABLE, A SEPARATE PERMIT IS REQUIRED FOR A [FIRE ALARM](#), [FIRE SPRINKLERS](#), [ELEVATOR](#), [SIGNS](#), AND [COMMERCIAL KITCHEN EXHAUST HOOD AND DUCT](#)
- IF INSTALLING A GREASE TRAP, PLEASE NOTE IN SPECIFIC SCOPE OF WORK ON THE BUILDING PERMIT APPLICATION

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

PERMIT SUBMITTAL INFORMATION

- ★ 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

- ★ 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.