



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

**BASEMENT REMODEL – SINGLE FAMILY
RESIDENTIAL SAME DAY PERMITS**

PERMIT SUBMITTAL REQUIREMENTS
ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:

- [APPLICATION FOR BUILDING PERMIT](#)
- [RESIDENTIAL SAME DAY STATEMENT OF COMPLIANCE](#)
- REAL ESTATE INDEX NUMBER & SQUARE FOOTAGE OF PROJECT
(Written on building permit application) (Index number can be found on the tax bill)
- [APPLICATION FOR ELECTRICAL PERMIT](#) (Copy of license)
- [APPLICATION FOR PLUMBING PERMIT](#) (Copy of license with 055 # and letter of intent)
- [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](#)
- [TAX ASSESSOR SUPPLEMENTAL INFORMATION](#) (Complete first and fourth boxes)
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - [HOMEOWNER AS GENERAL CONTRACTOR](#) (If applicable)
 - CONTRACTOR'S PROPOSAL
 - EXISTING AND PROPOSED CONSTRUCTION DRAWINGS

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