



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

**EARLY START
FOR PARTIAL WORK OR PHASED CONSTRUCTION**

**PERMIT SUBMITTAL REQUIREMENTS
ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:**

- [APPLICATION FOR BUILDING PERMIT](#)
- COST OF WORK
- APPLICANT'S PHONE AND FAX NUMBER
- REAL ESTATE INDEX NUMBER (Written on building permit application) (Index number can be found on the tax bill)
- [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](#)
- [PLUMBING](#) AND [ELECTRICAL](#) PERMIT APPLICATIONS (Required if applicable)
- [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.*
- WRITTEN REQUEST TO THE DIRECTOR OF BUILDING & HEALTH SERVICES OUTLINING SCOPE OF WORK
- 3 COPIES OF CONSTRUCTION DOCUMENTS W/ARCHITECT'S SEAL (IL) AND CERTIFICATION
- 3 COPIES OF THE CONTRACTOR'S PROPOSAL
- DEPARTMENT OF BUILDING & HEALTH SERVICES' WRITTEN RESPONSE TO OWNER (REQUIRES SIGNATURES OF ARCHITECT, OWNER AND CONTRACTOR)
- 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

- ★ All applications, including revisions, must be submitted to the Department of Building & Health Services.
- ★ Allow 15 working days for review time.
- ★ “Early Start” permit fee is calculated at 1½ times the original required permit fee.
- ★ Subsequent applications for completion of work beyond “Early Start” must be submitted to the Department of Building & Health Services and additional permit fees will be assessed.

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.