



**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

## **FIRE SPRINKLERS**

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

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- [APPLICATION FOR FIRE SAFETY PERMIT](#)
- [CONTRACTOR'S LICENSE APPLICATION](#)
- 4 COPIES OF DRAWINGS AND SPECIFICATIONS
- 4 COPIES OF EQUIPMENT CUT SHEETS WITH HYDRAULIC CALCULATIONS
- 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.
- ★ Permit fees 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 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, a new electrical permit application is also required.