



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

GARAGE

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

- [APPLICATION FOR BUILDING PERMIT](#)
- [DEMOLITION PERMIT](#) (A separate permit is required from the Village of Arlington Heights to demolish the existing structure(s). The permit for the new construction will not be released until the demo permit is approved by the Village)
- REAL ESTATE INDEX NUMBER AND 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)
- [GUARANTY DEPOSIT BOND](#) – *NOTE: A \$50 re-inspection fee will be deducted from this bond. The re-inspection fee(s) should be the responsibility of the contractor.*
- [SUBCONTRACTOR LIST](#) (All contractors, excluding electrician, are required to be licensed in the Village of Arlington Heights prior to release of permit)
- [CONTRACTOR'S LICENSE APPLICATION](#)
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - [ZONING WORKSHEET](#)
 - [HOMEOWNER AS GENERAL CONTRACTOR](#) (If applicable)
 - CONSTRUCTION DRAWINGS AND SPECIFICATIONS
 - CONTRACTOR'S PROPOSAL
 - [CONCRETE/ASPHALT ACKNOWLEDGEMENT](#) (If applicable)
 - [BRICK/DECORATIVE CONCRETE WAIVER LETTER](#) (If applicable)
 - MARKED UP PLAT OF SURVEY SHOWING THE FOLLOWING:
 - LOCATION AND SIZE OF EXISTING AND PROPOSED GARAGE, AND GARAGE DOOR(S)
 - EXISTING AND PROPOSED TOP OF FOUNDATION ELEVATION
 - EXISTING AND PROPOSED GROUND ELEVATIONS NEAREST THE GARAGE TO SHOW DRAINAGE PATTERNS

- PROVIDE INFORMATION TO DETERMINE AVERAGE HEIGHT OF STRUCTURE
- IF ADDING DRIVEWAY SHOW WIDTH AND LENGTH ON PLAT OF SURVEY
- PLAN REVIEW FEE - \$11.00 PER THOUSAND OF THE VALUE OF WORK – DUE AT TIME OF SUBMITTAL

THIS IS A NON-REFUNDABLE FEE: THE FEE WILL BE RETAINED BY THE VILLAGE FOR SERVICES RENDERED.

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

PLAN REVIEW/INSTALLATION REQUIREMENTS

- [DETACHED GARAGE](#) (If applicable)
- [ELECTRICAL REQUIREMENTS FOR DETACHED GARAGE](#) (If applicable)
- [DRIVEWAY HANDOUT](#) (IF APPLICABLE)
- [ENGINEERING PLAN REVIEW REQUIREMENTS](#) (IF APPLICABLE)

PERMIT SUBMITTAL INFORMATION

- ★ All applications, including revisions, must be submitted to the Building Department.
- ★ An additional permit fee will be due at time of pick up.
- ★ Allow 10 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 10 working days to process.
- ★ If there is an electrician change, a new permit application is required with a copy of the new electrician's license. A letter from the general contractor stating the change from the old contractor to the new contractor is also required.
- ★ If the general contractor or any of the subcontractors change, a letter from the owner stating the change from the old contractor to the new contractor is required. The new contractor is also required to be licensed in the Village of Arlington Heights.
- ★ If the drawings change, a cover letter with the architect's signature and seal describing the change is required, as well as three new sets of architecturally clouded drawings. If this involves changes to electrical, a new electrical permit application is also required.