



**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

## **GRADING**

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

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- [APPLICATION FOR BUILDING PERMIT](#)
- [CONTRACTOR'S LICENSE APPLICATION](#) (All contractors must be licensed in the Village of Arlington Heights prior to release of permit)
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
  - [HOMEOWNER AS GENERAL CONTRACTOR](#) (If applicable)
  - DRAWINGS SHOWING EXISTING & PROPOSED ELEVATIONS, IN FEET OR INCHES, USING THE TOP OF EXISTING FOUNDATION AS A REFERENCE POINT
  - DRAWINGS SHOWING CONTOUR LINES AND CLEARLY DISPLAYING ANY SWALES AND/OR DRAINAGE PATTERNS
  - CONTRACTOR'S PROPOSAL
- 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**

## **PLAN REVIEW/INSTALLATION REQUIREMENTS**

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- [ENGINEERING PLAN REVIEW REQUIREMENTS](#) (If applicable)

## **PERMIT SUBMITTAL INFORMATION**

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- ★ 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**

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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 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.