



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

NEW COMMERCIAL

PERMIT SUBMITTAL REQUIREMENTS

ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:

- DESIGN COMMISSION APPROVAL (Required prior to submittal)
- [APPLICATION FOR BUILDING PERMIT](#)
- REAL ESTATE INDEX NUMBER & SQUARE FOOTAGE (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)
- [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.*
- [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 two boxes)
- 6 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - [COMMERCIAL PROPERTY OWNER AS GENERAL CONTRACTOR](#)
(If applicable)
 - CONTRACTOR'S PROPOSAL
 - CONSTRUCTION DRAWINGS W/ARCHITECT'S SEAL (IL) AND CERTIFICATION
 - MARKED UP PLAT OF SURVEY SHOWING NEW STRUCTURE

- [CONCRETE/ASPHALT ACKNOWLEDGEMENT](#) (If applicable)
- [BRICK/DECORATIVE CONCRETE WAIVER LETTER](#) & [BRICK PAVING REQUIREMENTS](#) (If applicable)
- TOPOGRAPHY (GRADES)
- COPY OF DESIGN COMMISSION CERTIFICATE OF APPROPRIATENESS
- HEATING, VENTILATION AND AIR CONDITIONING LAYOUT & ENERGY CALCS
- STRUCTURAL DESIGN CALCULATIONS W/STRUCTURAL ENG. SEAL (IL)
- CERTIFIED SOILS REPORT (If applicable)
- PLAN REVIEW FEE - \$0.40 PER SQUARE FOOT – 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

- [ENGINEERING PLAN REVIEW REQUIREMENTS](#) (If applicable)
- [HEALTH PLAN REVIEW REQUIREMENTS](#) (Restaurants only)
- IF INSTALLING A GREASE TRAP, PLEASE NOTE IN SPECIFIC SCOPE OF WORK ON THE BUILDING PERMIT APPLICATION
- IF APPLICABLE, A SEPARATE PERMIT IS REQUIRED FOR A [FIRE ALARM](#), [FIRE SPRINKLERS](#), [ELEVATOR](#), [SIGNS](#) and [COMMERCIAL KITCHEN EXHAUST HOOD AND DUCT](#)

PERMIT SUBMITTAL INFORMATION

- ★ 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

- ★ 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.