



**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 WATER/SEWER CONNECT**

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

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- [APPLICATION FOR BUILDING PERMIT](#)
- REAL ESTATE INDEX NUMBER (Written on building permit application)  
(Index number can be found on the tax bill)
- [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.*
- IS THE WELL BEING CAPPED AND BURIED? (Written on building permit application)
- 3 COPIES OF MARKED UP PLAT OF SURVEY SHOWING THE FOLLOWING:
  - [NEW WATER & SEWER ACKNOWLEDGEMENT](#)
  - [WELL & SEPTIC TANK ACKNOWLEDGEMENT](#)
  - LOCATION OF THE WATER MAIN AND WHERE IT CONNECTS TO THE BUILDING
  - LOCATION OF THE RPZ VALVE
  - AT LEAST 10 FOOT SEPARATION BETWEEN WATER AND SEWER LINES
  - SHOW THAT THE LINE IS 1½” COPPER SERVICE
- 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.
- ★ Permit fees will be due at time of pick up.
- ★ Allow 10 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 10 working days to process.
- ★ If the plumber on the project is changed, a new permit application is required with a copy of the new plumber's license. A letter from the general contractor documenting the change to the new 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.