



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

PARKING LOT

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

- [APPLICATION FOR BUILDING PERMIT](#)
- [CONTRACTOR'S LICENSE APPLICATION](#) (All contractors must be licensed in the Village of Arlington Heights prior to release of permit)
- [ENGINEERING PLAN REVIEW REQUIREMENTS](#) (If applicable)
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - CONTRACTOR'S PROPOSAL
 - [COMMERCIAL PROPERTY OWNER AS GENERAL CONTRACTOR](#) (If applicable)
 - [CONCRETE/ASPHALT ACKNOWLEDGEMENT](#) (If applicable)
 - [BRICK/DECORATIVE CONCRETE WAIVER LETTER](#) (If applicable)
 - STRIPING PLAN (EXISTING AND PROPOSED)
 - THE LOCATION, WIDTH AND \$250 SIGNAGE OF HANDICAP PARKING SPACES MUST BE SHOWN ON PLANS
 - AREAS TO BE REMOVED & RESURFACED MUST BE SHOWN ON PLANS
 - A BARRIER CURB WILL BE REQUIRED IF REMOVING 50% OR MORE OF THE PARKING LOT
 - INDICATE PARKING AND PASSENGER LOADING ZONES PER ILLINOIS ACCESSIBILITY CODE
- 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

- ★ 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 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 drawings change, a cover letter describing the change is required.