



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

PERGOLA

PERMIT SUBMITTAL REQUIREMENTS

ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:

- [APPLICATION FOR BUILDING PERMIT](#)
- REAL ESTATE INDEX NUMBER (Written on building permit application)
(Index number can be found on the tax bill)
- [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)
 - [PERGOLA ACKNOWLEDGEMENT](#)
 - CONSTRUCTION DRAWINGS AND SPECIFICATIONS
 - CONTRACTOR'S PROPOSAL
 - MARKED UP PLAT OF SURVEY SHOWING LOCATION AND SIZE OF PERGOLA
- 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

- ❑ [RESIDENTIAL DETACHED ACCESSORY STRUCTURES GUIDE](#)

PERMIT SUBMITTAL INFORMATION

- ★ All applications, including revisions, must be submitted to the Department of Building & Health Services.
- ★ 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 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.