



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

SUMP PUMP

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

- [APPLICATION FOR BUILDING PERMIT](#)
- [APPLICATION FOR PLUMBING PERMIT](#) (Copy of license with 055 # and letter of intent)
- [APPLICATION FOR ELECTRICAL PERMIT](#) (Copy of license) (Requires single circuit and single receptacle)
- [GUARANTY DEPOSIT BOND](#) – *NOTE: A \$50 re-inspection fee will be deducted from this bond. The re-inspection fee(s) should 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](#)
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - [HOMEOWNER AS GENERAL CONTRACTOR](#) (IF APPLICABLE)
 - CONTRACTOR'S PROPOSAL
 - MARKED UP PLAT OF SURVEY (All three plat of surveys must show areas of work to be done, as well as areas of [DISCHARGE FOR DRAINAGE](#))
- PLAN REVIEW FEE - \$11.00 PER THOUSAND OF COST OF WORK – DUE AT TIME OF DROP OFF

**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 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 plumber or electrician change, a new permit application is required with a copy of the new plumber/electrician's license. A letter from the general contractor stating the change from the old contractor to the new contractor 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.