


847-931-5920 Elgin311@cityofelgin.org www.cityofelgin.org/business 150 Dexter Court, Elgin, IL, 60120 

REMODELING PERMIT APPLICATION

If you are going to be remodeling any portion of your home or business, this is the application you should complete. Remodeling is changing any portion of your interior space. If you aren't sure if this is the right permit application for you, visit the website www.cityofelgin.org/permits or contact us at 311.

WHAT YOU SHOULD KNOW

Only complete the portions of this application that apply to you. No work can begin until you obtain a permit.

- ▶ All projects are subject to the zoning approval.
- ▶ If your project takes place in the historic district, a Certificate of Appropriateness will also be required.
- ▶ You may need to submit construction drawings that have been sealed by an IL licensed architect or engineer. This review process takes up to 10 business days and will cost a minimum of \$75 up to 10% of the cost of the job.
- ▶ Staff will contact you within 10 business days after receiving your completed application.
- ▶ Additional documentation and fees may be required based on the type and scope of work being done, so please be detailed in your description of the project. A plat of survey will be required for most projects. Visit our website to see plat of survey requirements and standards.
- ▶ A separate application may need to be made to the Fox River Water Reclamation District (FRWRD) for any new plumbing work. Contact FRWRD at 847-742-2068 for sanitary sewer requirements.
- ▶ The following additional documents are required for specific contractors:
 - ▶ Roofing: A State of IL roofing license and letter of intent.
 - ▶ Plumbing: A State of IL plumbing license with the prefix 055 and notarized letter of intent. The plumber performing the work must be present at inspection and have their 058 license on hand.
 - ▶ Sewer: A \$20,000 permit bond in favor of the City of Elgin and notarized letter of intent.
 - ▶ Fire Sprinkler: A State of IL Fire Sprinkler Contractor license and notarized letter of intent.
 - ▶ Mechanical: A \$20,000 permit bond in favor of the City of Elgin, notarized letter of intent, and a contractor's registration from any city in the State of IL that gives a written HVAC examination. Registration is not required if your project plans are sealed by an IL licensed architect or engineer who is accepting responsibility for the work.
 - ▶ Electrical: A contractor's registration is required from any city in the State of Illinois that gives a written examination based on the National Electrical Code. A copy of the current registration must be on file with the City of Elgin.

A P P L I C A N T I N F O R M A T I O N

This will be our city staff's contact person during the application process. This is where all correspondence will be sent during this permit process.

APPLICANT'S FULL NAME

APPLICANT'S ADDRESS

APPLICANT'S PHONE NUMBER

APPLICANT'S EMAIL ADDRESS

APPLICANT IS THE FOLLOWING:

- Property owner
- Business owner
- Contractor

- Design professional
- Tenant

TYPE OF PROPERTY:

- Commercial
- Industrial
- Single family

- Multi-family
- Single family, Home-owner occupied

PROJECT ADDRESS WHERE WORK WILL BE PERFORMED

P R O P E R T Y O W N E R I N F O R M A T I O N

If the applicant is the same as the Property Owner, you can leave this portion blank.

PROPERTY OWNER'S FULL NAME

PROPERTY OWNER'S ADDRESS

PROPERTY OWNER'S PHONE NUMBER

PROPERTY OWNER'S EMAIL ADDRESS

T E N A N T I N F O R M A T I O N

If the applicant is the same as the Tenant, you can leave this portion blank.

PROPERTY OWNER'S FULL NAME

PROPERTY OWNER'S ADDRESS

PROPERTY OWNER'S PHONE NUMBER

PROPERTY OWNER'S EMAIL ADDRESS

C O S T O F T H E P R O J E C T

MATERIAL COST \$ _____

PLUMBING COST \$ _____

TOTAL COST \$ _____

ELECTRICAL COST \$ _____

MECHANICAL COST \$ _____

DESCRIBE YOUR PROJECT

Be as specific as possible. For example, if you are replacing your windows, how many are you replacing? Will the windows be the same size?

Five horizontal lines for project description.

GENERAL CONTRACTOR INFORMATION

CONTRACTOR NAME

CONTRACTOR'S MAILING ADDRESS

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

SUBCONTRACTOR INFORMATION

CONTRACTOR NAME

CONTRACTOR'S MAILING ADDRESS

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

APPLICANT SIGNATURE

APPLICANT SIGNATURE

DATE

APPLICANT NAME (PRINT)

City staff will contact you after receiving your completed application and advise you on the next steps.

OFFICE USE ONLY

PERMIT NUMBER

DATE RECEIVED

INFO NEEDED