

**VILLAGE OF GILBERTS- BUILDING DEPT.  
73 INDUSTRIAL DRIVE  
GILBERTS, IL 60136**

**PHONE: (847) 428-4167**

**www.villageofgilberts.com**

**FAX: (847) 551-3382**

**GENERAL PERMIT APPLICATION INFORMATION**

**“Miscellaneous Permits”**

(Patio, Deck, Fence, Pool, Walkway, Shed, Driveway Ribbons, Re-Roof, Siding, etc)

1. Complete a permit application and permit checklist, including type of work, contractor information, and required plans. (These forms may be found on our website)
  - All contractors must register with the Village
  - A refundable bond of \$90.00 must be paid at the time of the permit application submittal

**Building Department Hours:  
8:30 a.m. to 4:30 p.m. Monday through Friday**

2. Permits will not be released until all fees are paid and contractor, if applicable, is registered with the Village of Gilberts.
  - If applicable, approval of the proposed project must be obtained by your Homeowner’s Association *before* the permit can be released
3. Construction may not begin before the permit is issued and posted. This action will result in a “Stop Work Order” which includes monetary penalties.
4. All inspections require a 24-hour notice. The owner / contractor’s name, project address, and permit number will be required. Inspections may be scheduled Monday through Friday by emailing the Village Building Dept. at [crussell@villageofgilberts.com](mailto:crussell@villageofgilberts.com)
5. A \$65.00 re-inspection fee will be charged if work is not complete or does not conform to code at time of inspection.
6. The permit expires within 6 months of the permit issuance date. If work has not begun, or is not completed within 6 months an extension can be granted for an additional fee.
7. Construction or repair of buildings may not be performed other than between the hours of:
  - Monday-Friday - 7:00 a.m. and 9:00 p.m.
  - Saturday – 8:00 a.m. and 9:00 p.m.
  - Sunday/Nat’l Holidays –10:00 a.m. and 9:00 p.m.
8. There are additional requirements for the construction of home additions, single-family homes and industrial/commercial buildings. All well and septic projects shall be reviewed, inspected and approved by Kane County.
9. Call JULIE at 1-800-892-0123 or 811 to locate all underground utilities.
10. It is the homeowner’s responsibility to check for compliance with all covenants.
11. All information submitted shall be available on site during all inspections.

# VILLAGE OF GILBERTS

Date of Application \_\_\_\_\_

73 INDUSTRIAL DRIVE · GILBERTS, IL 60136  
TEL: (847) 428-4167 · FAX (847) 551-3382

## APPLICATION & PERMIT

### OWNER

Job Address _____	
Name _____	
Address _____	
City/Zip _____	
Telephone _____	Fax Number _____

Lot _____
Block _____ Unit _____
Sub'd. _____
Tax No. _____
Zoning _____

### CONTRACTOR

Name _____	
Address _____	
City/Zip _____	VOG Reg# _____
Telephone _____	Fax Number _____

**NOTICE**

A certificate of occupancy and compliance must be issued prior to occupancy of all new structures, additions and for change of use.

Description of Work	Fees	(Valuation) \$	Fees
Plan Check Fee		Fire Department Fee	
VOG Permit Fee		Miscellaneous Fees	
Building/Demolition/Inspections		Water Service Connections	
Political Sign Deposit		Sanitary Sewer Connection	
Plumbing		Water Meters/Remotes	
Electrical		Other	
Heating/Air Conditioning		(Refundable Bond)	
Administration Fee		<b>TOTAL FEE:</b>	
Planner		<b>(minus) PLAN CHECK FEE:</b>	
Engineering		<b>BALANCE DUE:</b>	

### CONDITIONS OF PERMIT

<p><b>In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of Gilberts codes and ordinances.</b></p> <p><b>I also agree that all work performed under said permit will be in accordance with the plans and specifications which accompany this application, except for such changes as may be authorized or required by the Building Official.</b></p>	<table style="width: 100%;"> <tr> <td>Application Fees</td> <td>\$ _____</td> <td rowspan="5" style="text-align: center; vertical-align: middle;">Checks Required ( _____ )</td> </tr> <tr> <td>Bond Fees</td> <td>\$ _____</td> </tr> <tr> <td>Permit Fees</td> <td>\$ _____</td> </tr> <tr> <td>Water</td> <td>\$ _____</td> </tr> <tr> <td></td> <td>\$ _____</td> </tr> <tr> <td>Bond Rec'd</td> <td>_____</td> <td>Ck# _____</td> </tr> <tr> <td>Fees Rec'd</td> <td>_____</td> <td>Ck# _____</td> </tr> </table>	Application Fees	\$ _____	Checks Required ( _____ )	Bond Fees	\$ _____	Permit Fees	\$ _____	Water	\$ _____		\$ _____	Bond Rec'd	_____	Ck# _____	Fees Rec'd	_____	Ck# _____
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Fees Rec'd	_____	Ck# _____																
<p>Owner or Authorized Agent: _____</p>																		
<p>Printed Name: _____</p>																		
<p>Email Address: _____</p>																		

**A permit for the above work is hereby authorized**

Date \_\_\_\_\_ Building Official \_\_\_\_\_ Permit No. \_\_\_\_\_

**CHECKLIST FOR INSTALLING AN AIR CONDITIONER**

**FEES**

<b>BASIC FEE .....</b>	<b>\$30.00</b>
<b>INSPECTIONS .....</b>	<b>\$45.00</b>
<b>(1)-FINAL</b>	
<b>TOTAL FEE .....</b>	<b>\$75.00</b>
<b>RE-INSPECTIONS .....</b>	<b>\$65.00 (each)</b>
<b>REFUNDABLE CASH BOND FEE.....</b>	<b>\$90.00</b>

**AIR CONDITIONER CHECKLIST**

HOMEOWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**INFORMATION TO BE SUBMITTED WHEN APPLYING:**

**PERMIT APPLICATION**

- 1. Size and electric load for compressor \_\_\_\_\_
- 2. Size and type conductor \_\_\_\_\_
- 3. Size and type conduit \_\_\_\_\_
- 4. Location of disconnect \_\_\_\_\_
- 5. Location of compressor \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: The above information becomes part of the permit application and compliance is required.*

**\*\* Call JULIE 1-800-892-0123 or 811 to locate all underground utilities.**

**Note: Many subdivisions in the Village have covenants and restrictions which are binding on your property. These covenants and restrictions may require permission from the homeowners association or the developer before you begin construction. In some cases, they may prohibit construction of a building which is permitted by the Village of Gilberts. It is the responsibility of each applicant and homeowner to check the covenants and restrictions that apply to your property.**