

**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="vertical-align: middle; text-align: center;">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>_____ Ck# _____</td> <td></td> </tr> <tr> <td>Fees Rec'd</td> <td>_____ Ck# _____</td> <td></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 CONSTRUCTION OF  
ABOVE GROUND SWIMMING POOLS**

**FEES**

<b>BASIC FEE .....</b>	<b>\$30.00</b>
<b>INSPECTIONS (45.00 each) .....</b>	<b>\$135.00</b>
<b>(DOES NOT INCLUDE : CHECK VALVE INSP. WHEN REQUIRED)</b>	
<b>TOTAL FEE .....</b>	<b>\$165.00</b>
<b>REFUNDABLE CASH BOND FEE .....</b>	<b>\$90.00</b>
<b>RE-INSPECTIONS .....</b>	<b>\$65.00 (each)</b>

**SWIMMING POOL CHECKLIST**

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

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

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

**INFORMATION TO BE SUBMITTED WHEN APPLYING:**

**PERMIT APPLICATION**

- 1. A plat of survey showing the proposed swimming pool and all other existing construction including decks, patios, etc., drawn to scale.
- 2. The proposed location shown on the plat showing distance to the lot lines and other structures.
- 3. Provide drawings or plans indicating construction details and pool dimensions.
- 4. Pool cannot be constructed prior to construction of principal building.
- 5. It shall comply with all side yards (attached).
- 6. It must be ten (10) feet from the principle building and septic field.
- 7. It shall comply with the ICC Code
- 8. All electrical connections shall be ground fault protected.
- 9. All electrical conductors above grade shall be in conduit.
- 10. All electrical conductors below grade shall be in IMO, rigid or be direct burial cable.
- 11. The sill cock that will be used to fill or top off the pool shall have a vacuum breaker.
- 12. The pool shall be protected by a safety barrier. See ICC requirements.
- 13. All submitted information shall be available on site during the inspection.
- 14. Pool shall be surrounded by a safety barrier not less than four (4) feet in height. A building or other structure may be used to constitute part of the safety barrier. However, the walls of any outdoor above ground swimming pool shall not be deemed to constitute such a safety barrier in and of themselves.

Other pertinent information \_\_\_\_\_  
\_\_\_\_\_

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 that 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 that 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.