

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 \$58.00 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 (7:30a.m-11:30a.m.) by calling the Village Building Dept. at (847) 428-4167
5. A \$29.00 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				TOTAL FEE:	
Planner				(minus) PLAN CHECK FEE:	
Engineering				BALANCE DUE:	

CONDITIONS OF PERMIT

<p>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.</p> <p>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.</p>	<table style="width: 100%;"> <tr> <td>Application Fees</td> <td>\$ _____</td> <td rowspan="2" 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> <td></td> </tr> <tr> <td>Water</td> <td>\$ _____</td> <td></td> </tr> <tr> <td></td> <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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Bond Rec'd	_____	Ck# _____																			
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 HOUSE RE-ROOF

FEES

BASIC FEE	\$48.00
INSPECTIONS (29.00 ea.).....	\$58.00
TOTAL FEE	\$106.00
REFUNDABLE CASH BOND FEE	\$58.00
(2-checks required: 1-cash bond and 1-permit fee)	
RE-INSPECTS (each).....	\$29.00

HOMEOWNER'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

RE-ROOF CHECKLIST

INFORMATION TO BE SUBMITTED WHEN APPLYING:

PERMIT APPLICATION

PART 1-BASIC REROOF WITH NO REMOVAL OF SHINGLES

- 1. Complete building permit application.
 - a. Include name and address of building owner.
 - b. Indicate who will be performing work (homeowner or contractor)
 - c. A roofing contractor shall provide the State of Illinois Roofing Contractor Number.
- * Anyone who is receiving payment of any type is considered a contractor
- * Name and address of contractor.
- 2. Permit application shall be signed.
- 3. Basic re-roof permit fee is **\$106.00** and shall be paid at time of application.
- 4. The number of layers of roofing materials shall be indicated. A maximum of two layers is allowed without removal of the existing shingles.
- 5. Rough Inspection to verify number of layers of existing roof material. Call for Final Inspection when all work is complete.

PART 2-ReROOF WITH REMOVAL OF SHINGLES OR MAJOR ROOF SHEATHING REPLACEMENT

- 1. Completed building permit application.
 - a. Include name and address of building owner.
 - b. Indicate who will be performing work (homeowner or contractor).
 - c. A roofing contractor shall provide the State of Illinois Roofing Contractor Number.
- * Anyone who is receiving payment of any type is considered a contractor.
- * Name and address of contractor.
- 2. Permit application shall be signed.
- 3. Fee **\$106.00** and shall be paid at time of application.
- 4. All submitted information must be available on site during the inspection.
- 5. The following items have to be installed when the existing roof shingles are removed.
 - a. Minimum 15 pound felt paper on roof.
 - b. Ice dam protection on the edge of the roof over the eaves.
 - c. Valley protection
 - d. Drip edge at the roof edge and rake.
 - e. Attic ventilation should be checked for the correct number of vents (1:150)
- 6. 24 Hour notice required for an inspection.
- 7. Call for a final inspection when all work is complete.

Singnature: _____ Printed Name: _____

Date: _____

Note: The above information comes 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 which apply to your property.