

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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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 A DECK

FEES

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

DECK CHECKLIST

HOMEOWNER'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

INFORMATION TO BE SUBMITTED WHEN APPLYING:

PERMIT APPLICATION

- 1. A plat of survey showing the proposed deck, and all other construction including patios, sun rooms, etc. drawn to scale.
- 2. The proposed location shown on the plat showing distance to the lot lines and other structures.
- 3. It shall comply with all side yard requirements.
- 4. Provide drawings or plans indicating construction details including type and size of all lumber.
- 5. Decks more than 18 inches above the surrounding grade must have a guardrail. Guardrails shall have an intermediate rail that does not create a ladder like effect which will not allow the passage of a four inch sphere.
- 6. Stairs-Minimum width 36 inches, minimum tread 10 inches (nose to nose), maximum riser 7-3/4 inches, grippable hand rail required when more than 4 risers. Deck stairs shall have a minimum of a concrete landing with three feet (3') of travel and width of entire stairs. Pavers may be used in lieu of concrete.
- 7. Holes for the pier footings shall have a minimum diameter of 8 inches and shall be dug a minimum of 42 inches below finished grade.
- 8. Holes for footing shall be inspected before placing concrete.
- 9. All submitted information shall be available on site during the inspection.
- 10. Provide height of finished deck above final grade.
- 11. 60 PSF (#'s per sq. ft.) Live Load Required
- 12. 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 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.