

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
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.

Required Submittals for Solar Panel Systems

Type of Solar System Being Proposed:

A. Photovoltaic _____

Type of Inverter:

- _____ Grid Tie Inverter: PV System tied directly to the electrical grid (Remote Disconnect Required for Fire Personnel)
- _____ Off Grid Inverter: PV System is stand alone or off electrical grid (Remote Disconnect Required)
- _____ On/Off Grid Inverter: PV is tied to the electrical grid and has battery backup (Remote Disconnect Required)

B. Thermal: _____

The Location of Solar Panel System:

A. _____ Ground Mounted

(Provide 4 copies of the site plans showing the distances to all buildings, and the set-backs to all property lines, and location of well and septic.)

B. _____ Roof Mounted

(Provide a plan showing the location that the panels are installed on the roof following the latest edition of International Fire Code requirements-2018 IFC

Required Submittals To Be Include With The Construction Drawings (Item 2.B. Previous page):

1. Provide a copy of the complete cut-sheets of the system to be installed.
2. Provide wiring diagrams of the system showing the interior/exterior locations of the automatic disconnect for COM ED and the remote disconnect for fire department. These disconnects are to be marked per the 2014 NEC requirements. Indicate the locations of the plaques and directories required per the 2014 NEC requirements (Article 690 and 705).
3. Indicate if the system contains an automatic disconnect if the grid system loses power. If the system contains batteries it will have to have a remote disconnect, accessible by the fire department, to prevent back-feeds to the rest of the electrical system during an emergency.
4. Provide a copy of the application for the required Interconnect Agreement from COM ED (Appendix B). <https://www.comed.com/customer-service/rates-pricing/interconnection/Pages/transmission.aspx>
5. Provide a floor plan of the location the electrical panel/s will be installed in the structure or a utility room. (if new)
6. Provide the location of the new wiring for the panels. Indicate whether the wiring is on the exterior or interior of the structure and that it will be installed per the 2014 NEC.
7. Does this installation contain a storage battery system? If it does, supply the installation requirements for the batteries and the location of the batteries per the 2018 / 2018 IECC,IBC/IRC.
8. For a roof mounted system, provide a review of the existing structure, the panels, and the panel anchorage by a State of Illinois licensed architect or structural engineer. This review is to be based on the requirements of the 2018 IBC / 2018 IRC / 2018 IECC (which every is applicable)

VILLAGE OF GILBERTS

Date of Application _____

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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="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>_____</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# _____																
Owner or Authorized Agent: _____																		
Printed Name: _____																		
Email Address: _____																		

A permit for the above work is hereby authorized

Date _____ Building Official _____ Permit No. _____