

Building Department

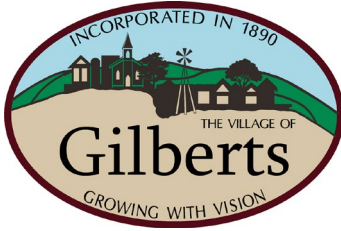
847-428-2861

crussell@villageofgilberts.com

www.villageofgilberts.com

87 Galligan Road, Gilberts, IL 60136

Monday through Friday, 8:30am to 4:30pm



QUICK PERMIT APPLICATION

Use this application for fences, re-roofs, siding, driveways, water heaters, furnaces, A/C units, patios, pre-fab sheds, or sidewalks. If you aren't sure if this is the right application for you, please contact the Building Department at crussell@villageofgilberts.com or 847-428-2861.

What you Should Know

- Work may not begin before a permit is issued and posted in a visible location at the applicable property.
- Work commenced without a permit will result in a "Stop Work Order" and may include monetary penalties.
- All projects are subject to zoning approval.
- Most projects require a plat of survey that shows all existing and proposed structures on the property. For all the requirements for your project, see the Village's project specific checklists at www.villageofgilberts.com.
- Permits will not be released until all fees are paid and contractor, if applicable, is registered with the Village of Gilberts. If you are the property owner and doing the work yourself, indicate that on the following pages.
- All inspections require a 24-hour notice to be scheduled. Inspections can occur Monday through Friday. Call or email the Building Department to schedule your inspection.
- Permits expire 6 months from their issue date. If work has not begun, or is not completed within 6 months, the permit can be extended for an additional fee.
- Construction and/or repair of buildings can only occur during the following timeframes:
 - Monday-Fridays from 7am to 9pm
 - Saturdays from 8am to 9pm
 - Sundays and Holidays from 10am to 9pm
- The property owner is responsible for ensuring compliance with all covenants and homeowner's association regulations.

Applicant Information

This will be the contact person for the permit and where all correspondence will be sent to.

Applicant's Full Name

Applicant's Mailing Address

Applicant's Phone Number

Applicant's Email Address

Applicant is the Following:

Property Owner

Contractor

Business Owner

Design Professional

Tenant

Other: _____

Project Address where work will be performed:

Property Owner Info

If the applicant is the property owner, you may skip this portion.

Property Owner's Full Name

Property Owner's Mailing Address

Property Owner's Phone Number

Property Owner's Email Address

Contractor Info

If you are not using a contractor for your project, you may skip this portion.

Contractor Name

Contractor's Mailing Address

Contractor's Phone Number

Contractor's Email Address

