

VILLAGE OF GILBERTS- BUILDING DEPT.
87 Galligan Road
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.

VILLAGE OF GILBERTS

73 INDUSTRIAL DRIVE · GILBERTS, IL 60136
TEL: (847) 428-4167 · FAX (847) 551-3382

Date of Application _____

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

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.

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.

Application Fees	\$ _____	Checks Required
Bond Fees	\$ _____	()
Permit Fees	\$ _____	
Water	\$ _____	
	\$ _____	
Bond Rec'd	_____	Ck# _____
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. _____

CHECKLIST FOR CONSTRUCTION OF SIGN

FEES

BASIC FEE	\$55.00
PLUS \$2.00 FOR EACH SQUARE FOOT OF VISIBLE SIGN.....	\$15.00 minimum
BASIC ELECTRIC FEE (IF ILLUMINATED SIGN)	\$55.00
INSPECTIONS (45.00 EA.).....	\$45.00
REFUNDABLE CASH BOND FEE	\$90.00
RE-INSPECTIONS	\$65.00 (each)

SIGN CHECKLIST

APPLICANT'S NAME: _____
PROJECT ADDRESS: _____
TELEPHONE: _____

INFORMATION TO BE SUBMITTED WHEN APPLYING:

PERMIT APPLICATION

- 1. A plat of survey showing location of the proposed sign, drawn to scale.
- 2. Sign information:
 - a. Height _____
 - b. Length _____
 - c. Style _____
 - d. Location of sign(s) _____
 - e. Square feet of sign(s) _____
 - f. Length of Wall of your occupied space _____
 - g. Text of sign(s) _____
 - h. Purpose of sign(s) _____
 - i. Zoning District _____
 - j. Temporary Sign _____ Permanent Sign(s) _____
 - k. Sketch of Sign(s) _____
 - l. Electrical details _____
- 3. No sign shall be erected or maintained in a public right-of-way.
- 4. No sign shall be erected in a location relative to the street, alley, driveway or other means of ingress or egress such that visibility of traffic or pedestrians is impaired.
- 5. All submitted information shall be available on site during the inspection.
- 6. 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.