



Village of Morton Grove  
 Department of Buildings  
 6101 Capulina, Morton Grove, IL 60053  
 Phone: 847/ 470-5214 Fax: 847/ 663-6185

## Application

All information below must be filled in prior to submission (Please Print):

Date Filed: \_\_\_/\_\_\_/\_\_\_

Project Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Tax Index #: \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_

Subdivision: \_\_\_\_\_ Value of Work: \_\_\_\_\_

Area (Sq. ft.): \_\_\_\_\_ Project Description: \_\_\_\_\_

<i>Office Use Only</i>
Permit #: _____
Date Issued: _____

**(Please Circle One)**

**Single Family Residential**

- 01- New Const.
- 01- Addition
- 02- Remodeling

**Multi-Family Residential**

- 18- New Construction
- 18- Addition
- 19- Remodeling

**Industrial**

- 22- New Const.
- 22- Addition
- 23- Remodeling

**Commercial**

- 20- New Const
- 20- Addition
- 21- Remodeling

**Other Nonresidential**

- 24- New Const.
- 25- Remodeling

**Other**

- 28- Fire Alarm
- 27- Fire Suppression
- 26- Storage Tanks

	<i>Name</i>	<i>Address/City/State/Zip (NO P.O. BOX)</i>	<i>Phone / Fax</i>	<i>Office Use Only</i>	
<i>Contact Person</i>				<i>C/L</i>	<i>Regist.</i>
<i>Property Owner</i>					
<i>Email</i>					
<i>Tenant</i>					
<i>General Contractor</i>					
<i>Excavating</i>					
<i>Concrete</i>					
<i>HVAC</i>					
<i>Roofing</i>					
<i>Electrical</i>					
<i>Plumbing</i>					
<i>Carpenter</i>					
<i>Mason</i>					

**Requirements for Residential:**

**Required Submissions -** This application must be accompanied by the following:

- Plat of Survey (5)
- Plot Plan (5)
- Construction Plans (5 sets)

**Required Approvals -** Before a Permit is granted, approval is required for the following:

- Building
- Electrical
- Plumbing
- Public Works
- Engineering

**Required Inspections -** When this permit is approved, the following inspections will be made.

The applicant is required to request these inspections at least (24) twenty four hours in advance, and their Authorized agent must be present.

- |                         |  |
|-------------------------|--|
| ○ Footings              | Rough Framing, Electrical, Plumbing              |
| ○ Foundation Drain Tile | Insulation                                       |
| ○ Sewer                 | Garage Floor                                     |
| ○ Water Service         | Driveway   |
| ○ Grade Elevations      | Final Building, Electrical, Plumbing, Mechanical |
|                         | • Final Engineering (RFI –MSD)                   |

**Requirements for Multifamily:**

**Required Submissions -** This application must be accompanied by the following:

- Plat of Survey (5)
- Plot Plan (5)
- Construction Plans (5 sets)

**Required Approvals -** Before a Permit is granted, approval is required for the following:

- Building
- Electrical
- Plumbing
- Health
- Public Works
- Appearance
- Community Development
- Engineering
- Sanitary District Permit
- Police – Crime Prev.
- Fire Prev.

**Appearance Code -** Any deviations from the issued APPEARANCE CERTIFICATE must be approved by the Appearance Commission. This includes changes in material, style, design, and color.

**Required Inspections -** When this permit is approved, the following inspections will be made. The applicant is required to request these inspections at least (24) twenty four hours in advance, and their authorized agent must be present.

- |                                       |   |
|---------------------------------------|---|
| ○ Footings                            | Landscaping /Appearance   |
| ○ Foundation Drain Tile               | Final Building, Electrical, Plumbing                                  |
| ○ Grade Elevations                    | Final Fire Prevention   |
| ○ Sewer                               | Elevator  |
| ○ Water Service                       | Final Engineering (RFI – MSD)   |
| ○ Rough Framing, Electrical, Plumbing | Final Electrical, Plumbing, Mechanical, Fire Prev. <b>(Each Unit)</b> |
| ○ Electric Service                    |   |
| ○ Insulation                          | Certificate of Occupancy <b>(Each Unit)</b>                           |
| ○ Garage Floor                        | Finalize Permit   |
| ○ Concrete Pre-Pour                   |   |
| ○ Parking Lot                         |   |

**Requirements for Commercial / Industrial / Other Nonresidential:**

**Required Submissions** – This application must be accompanied by the following:

- Plat of Survey (5 )
- Plot Plan (5)
- Construction Plans (5 sets)

**Required Approvals** – Before a Permit is granted, approval is required for the following:

- Building
- Electrical
- Plumbing
- Health
- Public Works
- Appearance
- Community Development
- Engineering
- Sanitary District Permit
- Police – Crime Prev.
- Fire Prev.

**Appearance Code** – Any deviations from the issued APPEARANCE CERTIFICATE must be approved by the Appearance Commission. This includes changes in material, style, design, and color.

**Required Inspections** – When this permit is approved, the following inspections will be made. The applicant is required to request these inspections at least (24) twenty four hours in advance, and their authorized agent must be present.

- |                                       |  |
|---------------------------------------|--|
| ○ Footings                            | Landscaping /Appearance  |
| ○ Foundation Drain Tile               | Final Building, Electrical, Plumbing                           |
| ○ Grade Elevations                    | Final Fire Prevention  |
| ○ Sewer                               | Elevator   |
| ○ Water Service                       | Final Engineering (RFI – MSD)                                  |
| ○ Rough Framing, Electrical, Plumbing | Final Electrical, Plumbing, HVAC, Fire Pre. <b>(Each Unit)</b> |
| ○ HVAC                                | Certificate Of Occupancy <b>(Each Unit)</b>                    |
| ○ Electric Service                    | Finalize Permit  |
| ○ Insulation                          |  |
| ○ Garage Floor                        | Concrete Pre-Pour  |
| ○ Parking Lot                         |  |

**Other:**                    **Fire Sprinklers, Fire Alarm Systems, Storage Tanks –**

**Required Approvals-** Before a permit is granted, approval is required for the following: Public Works, Electrical, Fire Prevention

**Schedule Inspections-**The applicant is required to schedule Fire Prevention Bureau inspections at least 48 hours in advance, and their authorized agent must be present.    Inspections may be scheduled by calling the FPB at 847-470-5226.

**PROCEDURAL CONTROL**

The Procedural Control regulation establishes a 14 calendar day review period for departments and commissions to submit comments or approvals. The review period begins upon written notification to departments that a valid building permit application has been received. Time extensions may be granted to accommodate review by full commissions and to departments due to extenuating circumstances. Time extensions may also be granted if applicant has failed to provide requested documents.

**J.U.L.I.E.**

Arrangements shall be made for adequate protection against interference with underground utilities by calling J.U.L.I.E. 1-800-892-0123 and MORTON GROVE PUBLIC WORKS 847/ 470-5235 AT LEAST 48 HOURS BEFORE EXCAVATING OR DIGGING.

**REQUIRED FEES**

When this permit is granted, the following fees must be paid. The amount of the fees will be calculated based on the plans submitted.

BUILDING.....	\$ _____
STRUCTURAL ENGINEERING.....	\$ _____
ELECTRICAL.....	\$ _____
PLUMBING.....	\$ _____
ELEVATOR.....	\$ _____
CERTIFICATE OF OCCUPANCY.....	\$ _____
WATER FOR CONSTRUCTION.....	\$ _____
STREET / CURB OPENING.....	\$ _____
PARKWAY OPENING / PAVING.....	\$ _____
WATER MAIN TAP.....	\$ _____
SANITARY SEWER TAP.....	\$ _____
STORM SEWER TAP.....	\$ _____
WATER METER.....	\$ _____
STREET OPENING DEPOSIT REFUNDABLE.....	\$ _____
PLAN REVIEW FEE.....	\$ _____
SUBTOTAL – CIVIL ENGINEERING FEE.....	\$ _____
SUBTOTAL – WATER FUND FEES.....	\$ _____
SUBTOTAL – FIRE PREVENTION FEES.....	\$ _____
SUBTOTAL – BUILDING FEES.....	\$ _____
 TOTAL FEES.....	 \$ _____

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**The undersigned hereby makes application for a permit to erect a building / structure, etc.  
 In the Village Of Morton Grove and in accordance with the ordinances of the Village of Morton Grove  
 And in accordance with the plans and specifications herewith submitted and filed in consideration  
 Of the issuance of this permit, and other good and valuable considerations the receipt of which is hereby acknowledged, we/I  
 do hereby agree and covenant to forever hold harmless the Village of Morton Grove,  
 Its agents and employees, and to save them from all costs, claims, suits, demands, and actions arising  
 From or through or because of or in any way connected with any work performed or being done in the excavation,  
 construction, building, or finishing of the premises for which this permit is issued.**

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**Date:** \_\_\_ / \_\_\_ / \_\_\_    **General Contractor:** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / \_\_\_    **Owner:** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / \_\_\_    **Building Commissioner:** \_\_\_\_\_

<p><b>All contractors must register in Morton Grove prior to issuance of any permits.</b></p>
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