



**Village of Morton Grove**  
 Department of Buildings  
 6101 Capulina Ave., Morton Grove, IL 60053  
 Phone: 847/ 470-5214 Fax: 847/ 663-6185  
[bldg-permits@mortongroveil.org](mailto:bldg-permits@mortongroveil.org)

**DETACHED GARAGE  
 APPLICATION**

All information below must be filled in prior to submission (**please print**).

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

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

Tax Index #: \_\_\_\_\_ Value of Work: \_\_\_\_\_

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

*Office Use Only*

Permit #: \_\_\_\_\_

Date Issued: \_\_\_\_\_

<b>Property Owner:</b>	<b>General Contractor:</b>	<b>Electrical Contractor:</b>
Address:	Address: <i>No P.O. Box</i>	Address: <i>No P.O. Box</i>
City / State / Zip Code:	City / State / Zip Code:	City / State / Zip Code:
Phone #:	Phone #: <u>License No.:</u>	Phone #: <u>License No.:</u>
Email:	Email:	

<b>Concrete Contractor:</b>	<b>Roof Contractor:</b>
Address: <i>No P.O. Box</i>	Address: <i>No P.O. Box</i>
City / State / Zip Code:	City / State / Zip Code:
Phone #: <u>License No.:</u>	Phone #: <u>License No</u>
Email:	

**Requirements:**

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

- Plat of Survey** (4 sets)
- Construction Plans** (4 sets)
- Drainage Plan** prepared by licensed engineer for detached garages  $\geq$  400 square feet (4 sets)

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

- Building             Engineering ( $\geq$  400 square feet)
- Electrical             Zoning

**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.

- Concrete Pre-Pour
- Final - Building
- Final - Electrical
- Final - Engineering ( $\geq$  400 square feet)

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

DETACHED GARAGE .....	\$ _____
PARKWAY OPENING / PAVING .....	\$ _____
STREET / CURB OPENING .....	\$ _____
SUBTOTAL - BUILDING FEES .....	\$ _____

**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 or 811 and MORTON GROVE PUBLIC WORKS 847/ 470-5235 AT LEAST 48 HOURS BEFORE EXCAVATING OR DIGGING.

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.

Date: \_\_\_ / \_\_\_ / \_\_\_ General Contractor Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Property Owner Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Building Official Signature: \_\_\_\_\_

**Applications will not be accepted for review without a signature from the property owner and contractor.**

**All contractors must register with Village of Morton Grove prior to issuance of any permits.**