



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

**PARKING LOT /  
 SITE IMPROVEMENT**

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

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

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

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

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

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

(Please Circle One)	16 – PARKING LOT	17 – SITE IMPROVEMENT	OTHER _____		
	Name	Address/City/State/Zip (NO P.O. BOX)	Phone /Email	Office Use Only	
<i>Project Manager</i>				C/L	<i>Regist.</i>
<i>Property Owner</i>					
<i>Tenant</i>					
<i>Architect</i>					
<i>General Contractor</i>					
<i>Concrete</i>					
<i>Plumbing /Sewer</i>					
<i>Electrical</i>					

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

- Plat of Survey (4)
- Plot Plan (4)
- Construction Plans (4 sets)
- Site development drawings (**for site improvements only**)

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

- |  |  |
|--|--|
| <p><b><u>Parking Lot</u></b></p> <ul style="list-style-type: none"> <li>○ Building</li> <li>○ Electrical</li> <li>○ Plumbing</li> <li>○ Engineering</li> </ul> | <p><b><u>Site Improvement</u></b></p> <ul style="list-style-type: none"> <li>○ Appearance</li> <li>○ Community Development</li> <li>○ Engineering</li> </ul> |
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**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.

**Parking Lot**

- o Rough Electrical
- o Grade Elevations
- o Parking Lot
- o Final – Engineering (RFI – MWRD)

**Site Improvement**

- Grade Elevations
- Landscaping/Appearance
- Finalize Permit

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

**REQUIRED FEES**

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

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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 Signature:** \_\_\_\_\_

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

**Date:** \_\_\_ / \_\_\_ / \_\_\_    **Building Official:** \_\_\_\_\_

**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.**