



SHORT FORM PERMIT APPLICATION INSTRUCTIONS

1. This application is set up to type-in then print out. All blanks must be filled in. Use the on-screen guides by hovering over the blanks to help direct your responses. Some blanks require you to type-in the information, while others use drop-down menus for selection. Be sure to complete the application only for the work being proposed. Incomplete applications will not be accepted.
2. This application will print on most Laser & Ink jet printers trouble-free. Use only quality white, 8-1/2" x 11" papers to print the application on. Set print quality to "normal" for best results and print in black & white only. Improper paper sizes, poor print quality, cutoffs and enlarged or reduced permit applications will not be accepted.
3. Remember to sign the lower right-hand corner of the application. Only properly endorsed applications will be accepted.
4. Please review and understand our Building Permit Requirements. Failure to do so may delay the application process. The installation of Standby Generators, Decks and Patio's have additional requirements not listed herein. These requirements are available in the Resource Center of the Building Department web page.
5. There may be private covenants, conditions and restrictions running with the title to the property which is the subject of this permit application which regulate, govern and control and/or affect what type of improvements may be made on the subject property. Please be advised that it is our recommendation to have the title insurance reviewed by an attorney. A properly endorsed Acknowledgement of Covenants and Restrictions shall be required with all permit applications.
6. Permit application & document submittal shall be made in person by a responsible party. Submittals by any other means will not be accepted.
7. For further assistance regarding the short form permit application process, please contact the Village of Inverness' Building Department Permit Coordinator at (847) 358-7960, Monday thru Friday, between the hours of 9:00 AM and 4:30 PM.



BUILDING PERMIT REQUIREMENTS

1. **Building Permit Application:** Shall be typed-in and filled out completely only for the work being proposed.
2. **Acknowledgement of Covenants and Restrictions:** Property owner's signature required.
3. **Plat of Survey:** Two plats are required; one (1) original signed by an Illinois State Licensed Land Surveyor** and one (1) copy shall be submitted. A current survey, drawn no smaller than 1"=30' scale, must show all easements, property and building lines, setbacks and every existing building and improvement on the property. Depiction of well and septic locations shall be drawn only on the copy of the survey*.
4. **Septic Work:** To include; **Site Plan/Septic System Layout:** three (3) plan sets, **Percolation Test:** two (2) originals, **Application for Sewage Disposal System:** two (2) originals, all prepared, original signed and sealed by an Illinois State Licensed Professional Engineer.**
5. **Architectural Plans & Specifications:** Original signed and sealed by an Illinois State Licensed Architect or Illinois State Licensed Structural Engineer**. All architectural plans & specifications to be printed out in black and white only.
 - **Two (2) plan sets for residential** homes and all other construction, remodeling and repair permits.
 - **Four (4) plan sets for commercial** construction, remodeling and repair permits.
6. **Energy Efficiency Compliance:** Illinois State Law requires all new buildings, additions, alterations or renovations comply with the **2015 Illinois Energy Code**. An applicable Energy Efficiency Compliance Report (REScheck or COMcheck) shall be submitted with the permit application or the Architectural plans shall contain a statement and show compliance with the Prescriptive Method.
7. **RRP Rule:** In a rule issued by the USEPA, aimed at preventing lead poisoning among children and adults Contractors performing any renovation/repair projects that disturb lead-based paint in residences built prior to 1978 shall submit the necessary certifications when applying for a permit.
8. **Tree Preservation Plan:** A residential teardown or addition of 50% or more of existing dwelling footprint shall require a tree plan be prepared by a Registered Landscape Architect or an I.S.A., A.H.S., A.S.C.A. Certified Arborist based upon a plat of survey or the engineered site/septic plan for all new residential construction. **Three (3) certified sets of the tree preservation plan shall be submitted when applying for a permit of this type.**
9. **Developer's Architectural Approval:** Letter may be required depending on the subdivision.
10. **Plumbing Contractor Letter of Intent:** Work proposed requiring plumbing; Illinois State Law requires an original signed and sealed or notarized Contractor's Letter of Intent and one (1) copy of the Plumbing Contractor's valid (#055) License/Certificate shall be submitted with the permit application.
11. **Permit Application/Document Submittal:** All submissions shall be in person by a responsible party. Submittals by any other means will not be accepted.

*If the work proposed is on the opposite side of the house from the septic system, the location of the septic system and well may be drawn in on the survey. However, if the work proposed is on the same side of the house as the septic system, an As-Built drawing of the septic system original signed and sealed by a Licensed Professional Engineer** or Licensed Septic Installer shall be required.

**Illinois State Law requires the proper sealing and signing of all plans and specifications. An original signature shall be a hand-written inked type. All certifications are subject to their respective Illinois Department of Professional Regulation Act's for design professionals.

**BUILDING DEPARTMENT, VILLAGE OF INVERNESS, IL 60067
APPLICATION FOR BUILDING PERMIT**

No _____

The undersigned _____ hereby applies to the Building Department of the Village of Inverness, IL, for a permit to erect, alter, construct, or enlarge the structure or part thereof herein described, and if granted the permit applied for, I will comply with all requirements of the Village ordinances relating thereto and pay the fees required by such ordinances.

The purpose of this building permit is to: _____

R.E.I. No. _____ Lot _____ Sub. _____ Twp. _____ Section _____

Property address _____ Zip Code _____ Constructed of _____

of _____ story(s), _____ feet wide, _____ feet long and _____ feet high.

Number of bedrooms: _____ Below ground area: _____

Location on lot: _____ ft. from front, _____ ft. from left side, _____ ft. from right side, _____ ft. from back lot line.

Distance to improvement: _____ ft. from well, _____ ft. from septic tank, _____ ft. from closest seepage line.

Construction Value

Square Foot Area

This estimate is made by _____ Adr _____ Phn _____

Owner of Record _____ Adr _____ Phn _____

General Contractor _____ Adr _____ Phn _____

Excavator _____ Adr _____ Phn _____

Carpenter _____ Adr _____ Phn _____

Roofer/IL Lic# _____ Adr _____ Phn _____

Brick Mason _____ Adr _____ Phn _____

Cement Mason _____ Adr _____ Phn _____

Plumber/IL Lic# _____ Adr _____ Phn _____

Septic Inst/IL Lic# _____ Adr _____ Phn _____

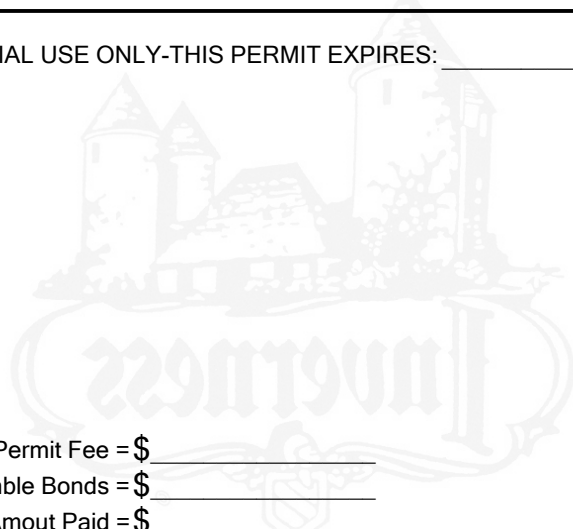
Electrician _____ Adr _____ Phn _____

Architect of Record _____ Adr _____ Phn _____

Insulation Contractor _____ Adr _____ Phn _____

1.) In consideration for the processing and review of this application, and for other good and sufficient and lawful consideration, the undersigned further agree(s) to promptly pay to the Village any out-of-pocket expenses incurred by the Village resulting directly or indirectly from or related to said application, and if the undersigned fail(s) to pay such expenses when due, the Village shall, without any limitation on other remedies, have the right to bring an action at law to collect all amounts due and all costs of collection, including attorneys' fees and court costs. 2.) The Village code requires that this permit be completed within the required time depending on the size of the project calculated during the review. A new permit application and or additional fees will be required if the authorized work has not been completed in compliance with applicable codes, including final inspections, by the expiration date indicated below. 3.) The applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of my knowledge and belief. 4.) No error or omission in either the plans or application, whether said plans or application has been approved by the building inspector or not shall permit or relieve the applicant from constructing the work in any other manner than that provided for in the ordinances of this Village relating thereto.

OFFICIAL USE ONLY-THIS PERMIT EXPIRES: _____



Permit Fee = \$ _____
 Refundable Bonds = \$ _____
 Total Amount Paid = \$ _____

X

 Signature of Permit Applicant

 Permit Applicant

 Address

 City State Zip Code

 Work Number Home Number

 FAX Number Cell Number

 Email:





VILLAGE OF INVERNESS
BUILDING DEPARTMENT
1415 BALDWIN ROAD
INVERNESS, IL 60067
(847) 358-7960

ACKNOWLEDGEMENT OF COVENANTS AND RESTRICTIONS

Acknowledgement of possible Covenants, Conditions and Restrictions of Record:

The undersigned, having applied to the Village of Inverness for a building permit, acknowledges:

- a) That there may be private covenants, conditions and restrictions running with the title to the property which is the subject of their permit applications which regulate, govern, control and/or affect what type of improvements may be made on the subject property;
- b) That the Village, by issuance of a building permit has no power to and does not abrogate, vary, terminate, waive or release any such covenants, conditions and restrictions of record which may be applicable to the subject property;
- c) That the undersigned remains obligated to comply with such covenants, conditions and restrictions of record notwithstanding the facts that they have received a building permit from the Village of Inverness;
- d) That the undersigned and their attorney should review a title insurance policy or title insurance commitment for the subject property to determine what covenants, conditions and restrictions of record are in fact applicable to the subject property; and
- e) That, in consideration for the issuance of a building permit, the undersigned further agree to hold harmless and indemnify the Village, its officers, employees and agents, from any cost, claim, expense or liability to the Village, resulting directly or indirectly from or related to, any violation by the undersigned of such covenants, conditions and restrictions of record as may be applicable to the subject property, including reasonable attorney's fees and other costs of defense.
(Ordinance 92-433, 1-14-92)

Owner of Record
(Signature)

Applicant
(Signature)

Address (Please Print)

Address (Please Print)