**Requirements for Building Permit Application**

All lines on the application form must be filled out. If a particular line is not applicable to the application, please indicate so. Blank lines on the application will be considered outstanding information and will delay the processing of the permit. It shall be the applicant’s responsibility to track the progress of the completion of any permit application that is not complete upon initial submittal. The most common delay is related to licensing for contractors and insurance documents.

The Village of Golf is utilizing an online fillable PDF permit form. Download the [**Permit Application Form**](https://nebula.wsimg.com/213ef5f259d4fde880f981bd5e9ff2b0?AccessKeyId=FD02CE8BC4C04004E0C4&disposition=0&alloworigin=1) from the Village of Golf Website. Complete the fillable .pdf permit form online, save it and email to [permitadmin@villageofgolf.us](mailto:permitadmin@villageofgolf.us) (which is the preferred option).

Another option is to complete the fillable permit form, print, sign your signature, scan the document and email to [permitadmin@villageofgolf.us](mailto:permitadmin@villageofgolf.us).

For anyone who does not have access to a scanner, completed permit applications can be dropped off in the Village office as an alternative.

Next, our Permit Administrator will direct you on how to activate your account electronically and allow you to upload all other documentation. See **Resident Permit Portal User Guide** for full details on this process.

Property Real Estate Tax I.D. (P.I.N.): The real estate index number can be found on the property tax bill that you receive from the Cook County Tax Assessor.

Contractor Information: Contractors listed on the application are to be the actual contractor performing the work and may not subcontract work unless the subcontractor is also listed, licensed and bonded.

If the General Contractor is performing work with his own forces, he must be licensed and bonded in the applicable contractor categories. If the property owner is acting as General Contractor, please indicate in the General Contractor Line.

Plumbing, Electric, HVAC and Roofing: All Electrical, Plumbing, HVAC and Roofing contractors or sub-contractors are required to submit a copy of their State of Illinois licenses. Contractors performing work under an approved permit do not need to be registered and bonded with the Village.

Certificate of Liability Insurance: A Certificate of Liability Insurance with the Village of Golf as an additional named insured is required and must be submitted. (Village of Golf, 1 Briar Road, Golf, IL 60029)

Description of Project: Provide a detailed description with the total cost of materials, labor and equipment required for the proposed work. For projects requiring zoning review, an estimate construction cost may be submitted. The actual construction cost and the general contractor/sub-contractor information must be submitted prior to the issuance of the building permit.

Plat of Survey: The Village requires a Plat of Survey prepared by an Illinois registered surveyor for the property that reflects the current site conditions. A Plat of Survey less than 2 years old is preferred. A Plat of Survey is not required for interior remodeling or other work not affecting the building exterior or site.

A Topographic Plat of Survey with spot elevations or topographic lines indicating existing topography is required for new buildings, large additions, new detached garages and site improvements/landscaping that require review by the Village Engineer.

Site Plan: The Site Plan must show all proposed improvements in addition to all existing improvements shown on the Plat of Survey. This would include existing and proposed buildings, driveways, walks, pavements, decks, patios, pools, etc. All dimensions should be shown and all set-back distances from all structures to the property lines should be provided. An up-to-date Plat of Survey usually serves as the basis for the site plan.

For new buildings, large additions, new detached garages and site improvement/landscaping projects that disturb 200 square feet or more of the ground surface, increases ground elevation or changes direction/location of storm water runoff, a review by the Village Engineer is required.

Architectural Drawings/Plans: For new buildings, additions, remodeling projects and large landscaping projects including hardscape, architectural drawings/plans must accompany all applications and shall be of sufficient scope and detail to determine compliance with applicable building codes. Plans shall be prepared and sealed by a licensed architect in the State of Illinois except for detached garages, sheds, other minoraccessory structures and interior remodeling projects not involving structural modifications.

Depending on the scope of the work, projects may have a Zoning Review and a Plan Review prior to the issuance of a building permit. For projects requiring Zoning Review, design development drawings may be submitted. Complete construction documents are required to be submitted for Plan Review.

Submission of Plans: All Architectural Drawings/Plans, Plat of Survey, Topographic Plat of Survey, Site Plan and Project Proposals must be submitted electronically in pdf format.

Zoning Review: A Zoning Review for compliance with the Golf Zoning Code is required for all projects that have exterior work: new buildings, additions, garages, porches, decks, fences, stairs, etc. For additions, submit existing Floor Plans & Elevations along with proposed Floor Plans & Elevations. If the project receives zoning approval, the project proceeds into Plan Review. For projects that do not receive zoning approval, the project may be submitted to the Zoning Board of Appeals to request a variance. Typical completion time is 5 business days.

Plan Review: Construction plans submitted for Plan Review are reviewed for compliance with Building Codes adopted by the Village of Golf. Any plans which require modifications to comply with Village building codes will result in additional plan review time and fees. Typical completion time is 10 business days.

Current Village of Golf Building Codes are available at: www.sterlingcodifiers.com/Golf,IL

After successful completion of the Plan Review, a Building Permit will be issued for the proposed work. For issuance of the Building Permit, the Building Permit Application must contain complete information on the contractor/general contractor and sub-contractors. For any electrical, plumbing, HVAC and roof work, copies of contractor’s licenses issued by the State of Illinois must be provided as well as a Certificate of Liability Insurance with the Village of Golf as an additional named insured.

A separate Building Permit for the demolition of an existing building requires approval of the proposed new construction prior to the issuance of the Demolition Permit. A Cook County Demolition Permit must also be obtained prior to the Village of Golf issuing a Demolition Permit.

Work Order/Proposal: For projects that do not require drawings, a copy of the proposal and sketches/diagrams of the work to be performed should be submitted.

Permit and Bond Fees: All applicable fees must be paid prior to the permit being issued. Permit fees are in accordance with current fee schedules as established by Ordinance and are amended from time to time. (See the Permit Fee Schedule for specific cost information.)

For any “Fulvar” type projects which includes new buildings, and many additions and remodeling projects, permit fees will be determined after the Plan Review and are based on required reviews and inspections for a given project. Applicants may be responsible for re-review fees if required. All fees are considered paid by the applicant.

Signing the Application: The property owner must sign and date the application

Inspections: Inspections are required to ensure that the work being completed meets applicable codes. It is the permit applicant’s responsibility to call and schedule an inspection. Failed inspections require a re-inspection which carries a $75 re-inspection fee.

Inspections must be scheduled a minimum of 24 hours in advance.

To schedule an inspection, please call our Permit Administrator at (847) 503-9008.

The following information should be provided when scheduling an inspection.

* Project Number
* Type of Inspection
* Desired Day and Time for Inspection
* Name and Phone Number of Person Requesting the Inspection

The Village utilizes Safebuilt to complete most of our inspections.

Please visit the Village’s website for information on the permitting process and building and zoning codes. Questions can be emailed to permitadmin@villageofgolf.us.