

## SHORT FORM PERMIT APPLICATION INSTRUCTIONS

1. This application is set up to type-in then print out. All blanks must be typed in correctly. Use the on-screen guides by hovering over the blanks to help direct your response. 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. 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 forms section of our website.
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. Submittal by any other means will not be accepted (i.e. by FAX, US Mail, FedEx, E-mail, etc.).
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 filled out completely only for the work 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. The Survey must show all existing/proposed structures and lot lines including well and septic\*, if applicable.
4. **Septic Work:** To include; **Site Plan/Septic System Layout:** three (3) plan sets, **Percolation Test:** three (3) originals, **Application for Sewage Disposal System:** three (3) originals, all prepared, original signed and sealed by an Illinois State Licensed Professional Engineer\*\*.
5. **Architectural Plans and Specifications:** Original signed and sealed by an Illinois State Licensed Architect or Illinois State Licensed Structural Engineer\*\*:
  - Two (2) copies for new homes.
  - Four (4) copies for commercial.
  - Two (2) copies for all other construction/remodeling/repair permits.
6. **Energy Efficiency Compliance:** Illinois State Law requires all new buildings, additions, alterations or renovations comply with the 2012 Illinois Energy Code. An applicable Energy Efficiency Compliance Report (REScheck/COMcheck) shall be submitted with permit application or Architectural plans shall contain statement of compliance with 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 Requirements:** Teardown or addition of 50% or more of existing dwelling footprint shall require a tree plan be submitted by a Registered Landscape Architect or an I.S.A., A.H.S., A.S.C.A. Certified Arborist. Three (3) Copies will be needed when applying for permit.
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 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. (i.e., by FAX, US Mail, FedEx, Email, etc.)

\*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 sealing and signing of all plans and specifications. The original signature shall be a hand-written inked type. A signature generated by computer or any other electronic means shall not be permitted.

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

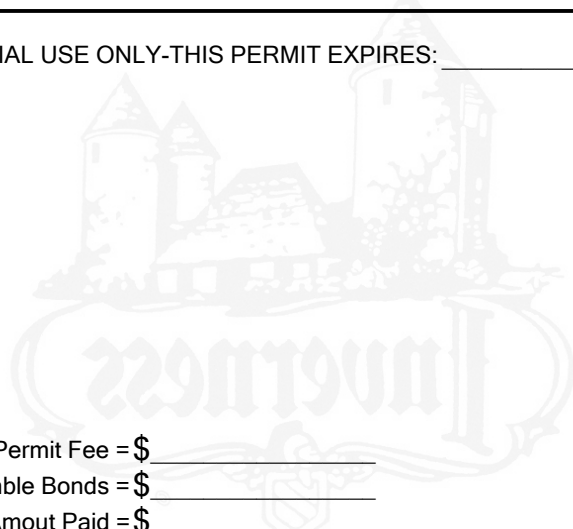
Location on lot: \_\_\_\_\_ ft. from front, \_\_\_\_\_ ft. from left side, \_\_\_\_\_ ft. from right side, \_\_\_\_\_ ft. from back lot line.

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

	Cost of Construction	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**

Signed By Owner of Record or Agent \_\_\_\_\_  
 Owner of Record or Agent \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Work Number \_\_\_\_\_ Home Number \_\_\_\_\_  
 FAX Number \_\_\_\_\_ Cell Number \_\_\_\_\_

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)

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Owner of Record  
(Signature)

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Applicant  
(Signature)

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Address (Please Print)

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Address (Please Print)