

## Village of Wilmette Required Permit Submittals

For projects that require a **BUILDING PERMIT**, please submit:

- Completed permit application Page A sections 1 through 3, including:
  - Estimated cost of construction
  - Owner information
  - Applicant information
  - Contractor information, including professional license and insurance information where applicable
- Completed permit application Page C
- Boundary Plat of Survey (if exterior work proposed)
- Two sets of construction plans
- Floor area ratio worksheets (if change in lot coverage or floor area)
- Tree protection affidavit (if there is change in structure footprint on the lot)
- Permit deposit/plan review fee
  - Due at the time of application
  - See the fee schedule for the fee amount
- Plumbing contractor's letter of intent (if project includes plumbing work)
- For additions above an existing structure, completed permit application Page B sections 4 and 8
- For new residential construction, completed Entry Authorization Form
- For new residential construction, completed Building Height Certification Form
- For new residential construction, completed Tree Canopy Worksheets

Construction signage must be posted

For projects that require a **GRADING PERMIT**, please **ALSO** submit:

- Completed permit application Page B, sections 4, 5, and 8, including
  - Description of work
  - JULIE dig number
- Boundary plat of survey
- Grading plan – two copies 11" x 17" in size
- Grading plan – one copy 24" x 36" in size
- Site plan – two copies 11" x 17" in size
- Site plan – one copy 24" x 36" in size
- Grading permit neighbor notification affidavit
- Site development plan application
- Site development plan – 11" x 17" in size

For **DEMOLITION** of a principal structure, please submit:

- Completed permit application Page A sections 1 through 3
- Completed permit application Page B sections 4 and 5
- Completed permit application Page C
- Completed demolition checklist, including all attachments/supporting documents

Demolition/construction signage must be posted

Demolition notice is required to nearby properties

## Required Submittals for Specific Projects (1)

<u>Project</u>	<u>Requirements</u>	<u>Fees</u>
<b>Air Conditioner</b> (window units exempt)	Plat of Survey with A/C location	\$36 fee per unit \$36 inspection
<b>Decks</b> (top of handrail 6.5' or less above grade)	Plat of Survey with deck location 2 sets of drawings with dimensions	Standard permit fee (2)
<b>Decks</b> (top of handrail more than 6.5' above grade)	See front page of this sheet	\$108 permit deposit Standard permit fee (2)
<b>Driveways &amp; Sidewalks</b>	Plat of Survey with location Dimensions of driveway/sidewalk Grading permit may apply Right-of-way permit and deposit may apply	Standard permit fee (2) \$57 permit fee for right-of-way \$1,000 refundable deposit
<b>Dumpsters</b>	Name of dumpster company Location of dumpster on property	\$41 permit fee deposit only on right of way
<b>Fences</b>	Plat of Survey with location Fence style, height, length (1)	\$36 permit fee
<b>Generators, permanently installed</b>	Plat of Survey with location and setback Dimension between wall and unit Elevation with doors and windows shown (1) Generator and transfer switch specifications	Standard permit fee (2)
<b>Patios</b>	Plat of Survey with location and setback Dimensions of patio	Standard permit fee (2)
<b>Portable Storage Units</b>	Plat of Survey with location Name of company Dates container is to be on site	\$41 permit fee
<b>Remodeling, Interior Only</b>	2 Sets of plans to scale Contractor information	Plan review fee (2) Standard permit fee (2)
<b>Roofing</b>	Copy of signed contract Name of roofing contractor	\$36 permit fee
<b>Satellite Dishes</b>	Plat of Survey with location Diameter and setback	No permit fee
<b>Sheds</b> (over 100 s.f. or on concrete slab)	See front page of this sheet	\$108 permit deposit Standard permit fee (2)
<b>Swimming Pools &amp; Spas</b>	See the Swimming Pool and Spa Handbook	Admin. Zoning Review fee (2) Standard permit fee (2)
<b>Tents</b>	See Tent Handbook for permit applicability	\$72 permit fee
<b>Tree Removal</b> (trees 10" or greater DBH)	Plat of Survey or site plan with location	\$26 per fee per tree removed

(1) Additional information may be required in certain situations. (2) Consult the fee schedule for the standard fees.