

# Village of Wilmette

## Required Permit Submittals – 2016

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 there is a change in lot coverage or floor area)
- Tree protection affidavit (if there is a 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
- Boundary plat of survey
- Grading permit neighbor notification affidavit
- Completed grading permit submittal checklist (separate handout)
- Certificate of insurance for any contractors working in the right-of-way; Village of Wilmette listed as Additional Insured and endorsement provided, if required by the insurance policy
- Required submittals as listed on the grading permit submittal checklist (separate handout)
- Site development plan application (submit to Community Dev Department)
- Site development plan – 11" x 17" in size (submit to Community Dev Department)
- Completed contractor acknowledgement form (submit to Community Dev Department)

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 and setback dimension	\$45 base fee + \$39 fee per unit + \$39 per 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	\$118 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) \$62 permit fee for right-of-way \$1,000 refundable deposit
<b>Dumpsters</b>	Location of dumpster on property Dates dumpster is to be on site	\$45 permit fee Deposit only on right of way
<b>Fences</b>	Plat of Survey with location Fence style, height, length (1)	\$39 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	\$45 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	\$39 permit fee
<b>Satellite Dishes</b> (over 1 meter (39 3/8") in diameter)	Plat of Survey with location Diameter and setback	No permit fee
<b>Sheds</b> (over 64 s.f. or on permanent foundation)	See front page of this sheet	\$115 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	\$79 permit fee
<b>Tree Removal</b> (trees 10" or greater DBH)	Plat of Survey or site plan with location	\$29 per fee per tree removed

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