

Village of Wilmette

Required Permit Submittals – 2023

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>
Air Conditioner (window units exempt)	Plat of Survey with A/C location and setback dimension	\$45 base fee + \$39 fee per unit + \$39 per inspection
Decks (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)
Decks (top of handrail more than 6.5' above grade)	See front page of this sheet	\$118 permit deposit Standard permit fee (2)
Driveways & Sidewalks	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
Dumpsters	Location of dumpster on property Dates dumpster is to be on site	\$45 permit fee Deposit only on right of way
Fences	Plat of Survey with location Fence style, height, length (1)	\$39 permit fee
Generators, permanently installed	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)
Patios	Plat of Survey with location and setback Dimensions of patio	Standard permit fee (2)
Portable Storage Units	Plat of Survey with location Name of company Dates container is to be on site	\$45 permit fee
Remodeling, Interior Only	2 Sets of plans to scale Contractor information	Plan review fee (2) Standard permit fee (2)
Roofing	Copy of signed contract Name of roofing contractor	\$39 permit fee
Satellite Dishes (over 1 meter (39 3/8") in diameter)	Plat of Survey with location Diameter and setback	No permit fee
Sheds (over 64 s.f. or on permanent foundation)	See front page of this sheet	\$115 permit deposit Standard permit fee (2)
Swimming Pools & Spas	See the Swimming Pool and Spa Handbook	Admin. Zoning Review fee (2) Standard permit fee (2)
Tents	See Tent Handbook for permit applicability	\$79 permit fee
Tree Removal (trees 6" or greater DBH)	See Tree Regulations Manual	

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