



VILLAGE OF NORTHBROOK  
Development & Planning Services  
1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050  
[www.northbrook.il.us](http://www.northbrook.il.us)

## New Single-Family Residential Application

Submit the application and drawing requirements listed below for the construction of a new Single-Family Residence to [permits@northbrook.il.us](mailto:permits@northbrook.il.us) .

### **Application Requirements:**

- Permit Application Deposit of \$1,000 (Payment will be requested after the application is accepted)
- Form 1.1 - Permit Application
- Form 1.12 - Single Family Residence Monotony Housing Review Application
- Form 2.4 - Zoning Worksheet - Residential
- Form 3.1 - Building Site & Utility Data Worksheet
- Form 3.2 - Water Service & Meter Worksheet
- Form 3.3 - Whole House Mechanical Ventilation System
- Form 3.4 - Solar- & Electric Vehicle-Ready Provisions
- Form 5.1 - Fire Protection – Letter of Understanding
- Form 6.2 - Contractor of Record

### **Drawing Requirements:** (Submit with permit application)

- Architectural Drawings\*
- Civil Engineering Drawings\*
- Plat of Survey (Survey must be sealed and to scale)

**\* Please submit independent Architectural Drawings and Civil Engineering Drawings. Do not submit a single drawing submittal with Architectural Drawings and Civil Engineering Drawings integrated into one plan set.**

Please direct any questions regarding the permit process to [permits@northbrook.il.us](mailto:permits@northbrook.il.us)  
or call the Development and Planning Services Department at 847-664-4050.  
Office hours are Monday-Friday, 8:30am – 4:30pm.

**FORM 1.1**

**VILLAGE OF NORTHBROOK**  
**Development & Planning Services**

1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050 FAX: 847 272-5068  
[www.northbrook.il.us](http://www.northbrook.il.us)

**Permit Application**

Permit Address \_\_\_\_\_ Application Date: \_\_\_\_\_

Property Type (check one):  Single Family Residential  Multi-Family  
 Commercial/Retail  Office  Industrial  
 Other: \_\_\_\_\_

Description of Work \_\_\_\_\_

**Estimated Construction Value \$ \_\_\_\_\_ (required)**

**Primary Contact Information (note: all review correspondence will be emailed to the primary contact)**

Name \_\_\_\_\_

Email \_\_\_\_\_ **please print clearly**

Phone \_\_\_\_\_ Fax \_\_\_\_\_

*Check with the Permit Desk associates for any submittal questions 847-664-4050.*

**Property Owner's Information**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Architect's Information**  **Not Applicable**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Contractor's Information**  **Type of Contractor** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Please Print: \_\_\_\_\_ Date: \_\_\_\_\_

## Single Family Residence Monotony Housing Review Application

**APPLICABLE MUNICIPAL CODE SECTIONS:** Section 2-493(3) and Section 6-8.

Staff will administratively review the Single-Family Residence elevations. If an elevation does not appear to meet the Municipal Code requirements, the applicant will be required to revise and resubmit until approved.

**SUBMITTAL REQUIREMENTS:**

**The following items shall all be submitted electronically only in conjunction with a New Single- Family Residential Permit Application.**

1. Submit one (1) electronic copy of this completed application. **Incomplete Applications Will Not Be Reviewed.**
2. Submit current electronic color photographs of the three (3) existing properties on both sides of the proposed residence and the property directly across the street. If the proposed residence is on a corner, submit photo(s) of the property(s) across the street(s). **All photos must be clear and show the character of the existing residences.** All photos must be labeled with addresses and relative location to the subject property (i.e., across the street; left 1, 2, 3; right 1, 2, 3). **IN ADDITION, provide an electronic “key plan” drawing/sketch clearly identifying the photo locations in relationship to the subject property (this can be in the form of a labeled map).**

**PROJECT DATA (to be completed by applicant):**

Property Address \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Lot No. \_\_\_\_\_

Zoning District: R-1 \_\_\_\_\_ R-2 \_\_\_\_\_ R-3 \_\_\_\_\_ R-4 \_\_\_\_\_ R-5 \_\_\_\_\_ Lot Size \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Architect \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

General Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Drawings Dated \_\_\_\_\_ Model Name/Number \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Name (print) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Once an application is submitted and approved, any exterior design changes must be resubmitted for staff review.

You will be notified during the review process if application is denied.

**POSSIBLE REASONS FOR DENIAL (for office use only)**

- Incomplete application.
- Incomplete photos, unclear photos, lack of proper labeling.
- Building materials not indicated on plans/elevations.
- Proposed house too similar to NEIGHBORING house(s).
- Other: \_\_\_\_\_



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## FORM 2.4

## **VILLAGE OF NORTHBROOK**

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## Zoning Worksheet – Residential

**New Residence / Addition / Detached Garage / Gazebo / Pool House**

<b>Address of Proposed Project</b>							
Type of Project:	<input type="checkbox"/> New Residence	<input type="checkbox"/> Addition	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Gazebo/Pool House			
<b>Zoning Class</b>			<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> R-4	<input type="checkbox"/> R-5
<b>Lot Area</b>						s.f.	
<b>Setbacks (Yards)</b>							
	Minimum Setback Required (ft)		Proposed Setback(ft)		Easement/Encroach.		
Front							
Corner / Side (Circle one)			a				
Side			b				
Rear	40						
<b>Height</b>	Max. allowed Proposed		ft	<b>Stories:</b>	Max. allowed Proposed		
				<b>Stories:</b>	stories		
<b>Gross Floor Area (FAR)</b>		<input type="checkbox"/> This section not applicable					
<b>Proposed Floor Area Calculation:</b>							
	Existing (if applicable) (sf)		New/Added (sf)		Total (sf)		
Basement (if more above ground than below)							
First Floor (including attached garage)							
Second Floor							
Attic/Third Floor (finished or unfinished – circle one)							
Detached Garage							
Accessory Structure / Shed							
	<b>Total Floor Areas</b>						
<b>Gross Floor Area Ratio:</b>				÷			
		Total Floor Areas		Lot Area	= Proposed Floor Area Ratio		
<b>Maximum Building Coverage</b>		<input type="checkbox"/> This section not applicable					
35% lot area maximum allowed							
<b>Proposed Building Coverage Calculation:</b>							
	Existing (if applicable) (sf)		New Bldg. Cov. Added (sf)		Total		
First Floor (Incl. attached garage, window wells, covered porches/patios)							
Detached Garage							
Accessory Structure / Shed							
	<b>Total Bldg. Areas</b>						
<b>Building Coverage Ratio:</b>				÷			
		Total Bldg. Areas		Lot Area	= Bldg.Coverage Ratio		
<b>Maximum Lot Coverage (Impervious Surface)</b>		<input type="checkbox"/> This section not applicable					
50% lot area maximum allowed:							
<b>Proposed Impervious Surface Calculation:</b>							
	Existing Imp. Surf.		New/Added		Total Imp. Surf. (sf)		
Building footprint (Incl. attached garage)							
Detached Garage							
Driveway							
Walks / Stoops							
Deck / Patio							
<b>Total Impervious Surface Areas</b>	b				a		
Net Increase / Decrease (circle): $a - b =$							
<b>Impervious Surface Ratio:</b>				÷			
		Total Impervious Surface Areas		Lot Area	= Impervious Surface Ratio		

Continued on next page →

**Driveway or Garage (Accessory Structure) in Required Setback**

40% required setback area max. allowed

Allowable Coverage:

$$\square \text{ This section not applicable} \\ \frac{\text{Req'd Setback}}{\text{Width or length of lot}} \times \frac{\text{Req'd Yard Area}}{\text{Max. Allowable Cov.}} = \frac{\text{Area in Req'd Setback}}{\text{Area in Req'd Setback}} \times .4 = \frac{\text{Area in Req'd Setback}}{\text{Area in Req'd Setback}}$$

Per:

Arch

Eng

**Proposed Coverage:****Driveway Coverage Ratio:**

Area in Req'd Setback

Req'd Yard Area

Driveway Coverage Ratio

**Applicant to Complete the Following Information**

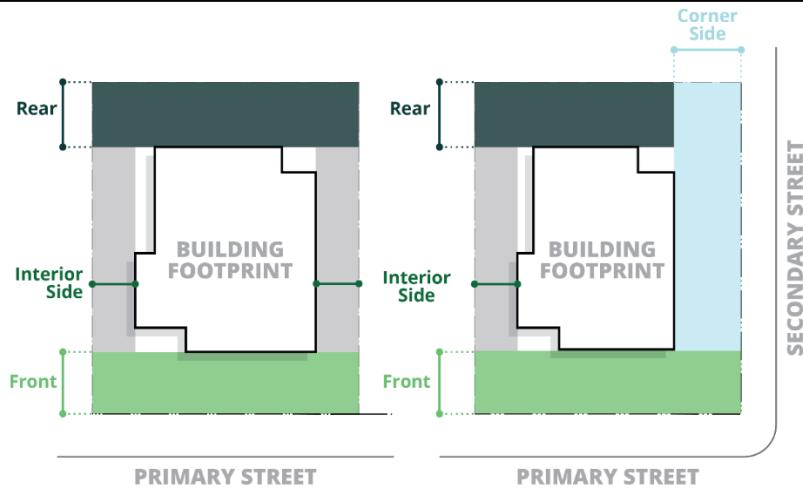
Name of person completing this worksheet

Telephone / Fax

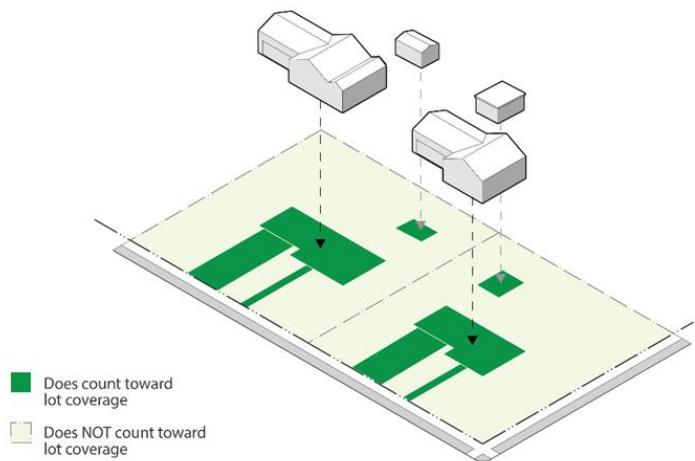
Date

**Please Stamp  
Architect's Seal  
In Space Provided  
At Right**

- Owner
- Architect
- General Contractor
- Zoning Reviewer



- Front Setback
- Corner Side Setback
- Interior Side Setback
- Rear Setback





## FORM 3.1

### VILLAGE OF NORTHBROOK Development & Planning Services

1225 Cedar Lane Northbrook, Illinois 60062  
847 664-4050 FAX: 847 272-5068  
www.northbrook.il.us

## Building Site & Utility Data Worksheet

Property Address	Date
------------------	------

**NOTE:** If your construction project will result in an increase in impervious surface coverage of greater than four hundred (400) square feet, all building site and utility data **must** be depicted on Civil Engineering Drawings. All other projects may submit this information (if applicable) on a Site Plan or Plat of Survey – See Sample

### 1. Construction Fencing

Will your project require any excavation?  Yes  No  
If 'Yes', will excavation exceed four (4) feet in depth?  Yes  No  
Will the property be vacant during construction?  Yes  No

If you answered 'Yes' to any two (2) questions above, construction fencing (6' chain-link fencing) **must** be erected and displayed on a Site Plan or the Civil Engineering Drawing that encloses the entire **construction activity area**<sup>1</sup>.

<sup>1</sup>*Construction activity area is the entire area that will be affected by the construction, including any access route across both public right-of-way and private property to the area of construction*

### 2. Tree Preservation Requirements

The following tree preservation requirements must be shown on the Site Plan or Civil Engineering Drawings:

	Check if Applicable
1. All trees on the subject property located within the <b>construction activity area</b> (See Above)	<input type="checkbox"/>
2. All trees located on neighboring properties that may be affected by construction	<input type="checkbox"/>
3. Location of wood slat fencing around all trees greater than six (6) inches in diameter	<input type="checkbox"/>

### 3. Water Service

Will your project require any plumbing work (i.e. new/change piping or connections)?  Yes  No  
What is the existing water service size? (*Add'n/Alt'n Only*)  inch  Lead  Copper  
Is there any change to the water service size to be included in this permit application?  Yes  No  
If 'Yes', what is the proposed water service size and show location on a Site Plan or the Civil Engineering Drawings. Contact Engineering Division, 847/272-4711 for site utility questions  inch

### 4. Sewer Service

Is there any change, or new connection, to the existing sanitary or storm sewers to be included in this permit application?  Yes  No  
If 'Yes', please indicate which and show on a Site Plan or the Civil Engineering Drawings. Contact Engineering Division, 847/272-4711 for site utility questions  Sanitary  Storm  
If 'Yes', please describe (briefly) the change or the new connection:

### 5. Electrical Service

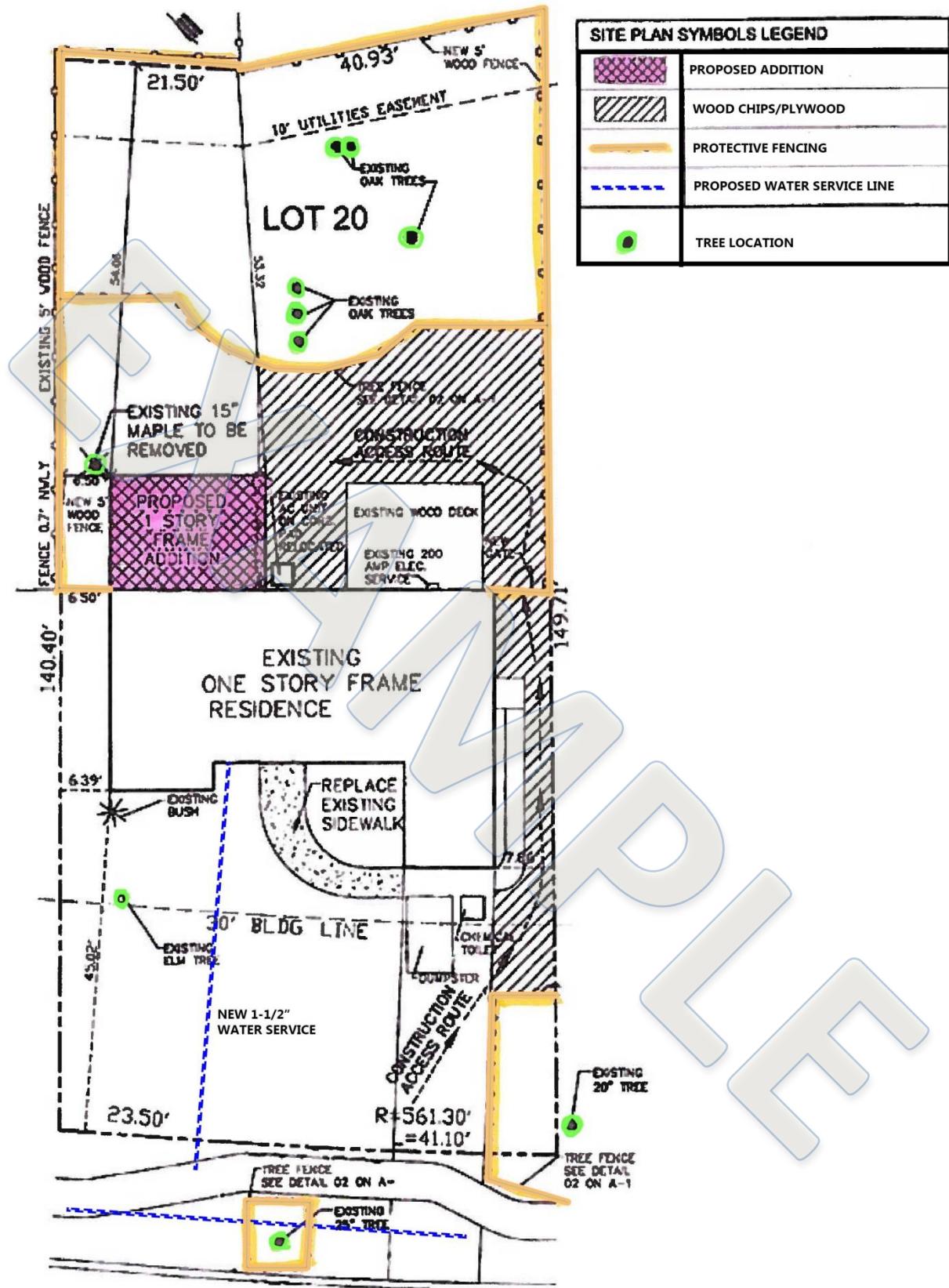
What is the existing electrical service size? (*Add'n/Alt'n Only*)  amps  U/Ground  O/Head  
Is there any change to, or new, electrical service to be included in this permit application?  Yes  No  
If 'Yes', what is the proposed electrical service?  amps  U/Ground  O/Head

### 6. Mechanical (HVAC) Service

Is there any change to, or new, mechanical system, or a new mechanical system to be included in this permit application?  Yes  No  
If 'Yes', please describe (briefly) the modification or new system:

Person completing this form:

## Building Site & Utility Data Worksheet – Site/Plot Plan Example



## SITE PLAN

SCALE: 1/16"=1'-0"



**FORM 3.2**

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**Water Service & Meter Worksheet**

Address	Date		
<b>Fixture Load Calculations (Existing &amp; Proposed):</b>			
Fixture Type	Unit	Number of Fixtures	Fixture Load
Water Closet (Toilet)	3 x		=
Lavatory (Bath Sink)	1 x		=
Bathtub/Shower	2 x		=
Kitchen Sink	2 x		=
Dishwasher	1 x		=
Laundry Sink (Laundry Tray)	3 x		=
Laundry Washing Machine	2 x		=
			<b>Total Fixture Load =</b>
Water Service Pipe Size Req'd. Based on chart below	in.	Water Meter Size Req'd. Based on chart below	in.
Existing Water Service Size	in.	Existing Meter Size	in.

Information from 2014 Illinois State Plumbing Code, Section 890, Appendix A, Tables M & N

<b>Water Supply Fixture Units (W.S.F.U.)</b>					
for a supply system with flush tanks					
W.S.F.U.	Demand (GPM)	Pipe Size (Inches)	Pressure Loss (PSI/100' of Pipe)	Velocity (Ft/Sec)	Meter Size (Inches)
2 - 3	2	1/2	4.2	2.7	5/8
4 - 5	3	1/2	8.7	4.2	5/8
6 - 7	5	1/2	22.5	7.0	5/8
8 - 9	6.5	3/4	6.3	4.3	5/8
10 - 11	8	3/4	9.0	5.4	3/4
12 - 13	9.2	3/4	11.5	6.1	3/4
14 - 15	10.4	3/4	15.0	6.9	3/4
16 - 19	11.6	3/4	18.0	7.7	3/4
20 - 24	14	1	7.2	5.6	3/4
25 - 29	17	1	10.0	6.6	3/4
30 - 34	20	1	13.6	8.0	1
35 - 39	22.5	1 1/4 (1 1/2)*	5.8	5.7	1
40 - 44	25	1 1/4 (1 1/2)*	7.0	6.3	1
45 - 49	27	1 1/4 (1 1/2)*	8.2	6.9	1
50 - 59	29	1 1/4 (1 1/2)*	9.5	7.4	1
60 - 69	32	1 1/2	5.0	5.8	1 1/2
70 - 79	35	1 1/2	6.2	6.4	1 1/2
80 - 89	38	1 1/2	7.0	7.2	1 1/2
90 - 99	41	1 1/2	8.0	7.5	1 1/2
100 - 119	43.5	1 1/2	8.7	7.8	2
120 - 139	48	2	2.7	5.0	2
140 - 159	52.5	2	3.1	5.4	2
160 - 179	57	2	3.6	5.8	2
180 - 199	61	2	3.9	6.1	2
200 - 224	65	2	4.5	6.6	2
225 - 249	70	2	5.2	7.1	2
250 - 274	75	2	6.0	7.7	2

\*Water service tap is performed by Northbrook Public Works; as such 1-1/4 water service size will not be considered.

**THIS FORM MUST BE COMPLETED BY THE LICENSED PLUMBING CONTRACTOR:**

Name (Print) : \_\_\_\_\_

055# : \_\_\_\_\_

Date : \_\_\_\_\_



## FORM 3.3

VILLAGE OF NORTHBROOK  
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### WHOLE HOUSE MECHANICAL VENTILATION SYSTEM IECC 2021

WHOLE HOUSE MECHANICAL VENTILATION SYSTEM. An exhaust system, supply system, or combination thereof that is designed in accordance with Illinois Energy Conservation Code Section R403.6 to mechanically exchange indoor air for outdoor air when operating continuously or through a programmed intermittent schedule to satisfy the whole house ventilation rate. Outdoor air intakes and exhausts shall have automatic or gravity dampers that close when the ventilation system is not operating.

Property Address \_\_\_\_\_

#### 1. Identify Type of Whole House Ventilation System:

<input type="checkbox"/> Exhaust	<input type="checkbox"/> continuous operation	<input type="checkbox"/> intermittent controls
<input type="checkbox"/> Supply	<input type="checkbox"/> continuous operation	<input type="checkbox"/> intermittent controls
<input type="checkbox"/> Balanced Heat and/or Energy Recovery	<input type="checkbox"/> continuous operation	<input type="checkbox"/> intermittent controls

#### 2. Identify Equipment:

Manufacturer/Model # Air Handling Unit /Fans/Other \_\_\_\_\_

#### 3. The following whole house system information is required to be shown on the drawings:

- Size the system (CFM's) using the appropriate Illinois ECC Tables R403.6.6.3(1)-(2).
- Show a single line diagram including but not limited to exhaust and outside air intake location(s), AHU location(s) and connection of whole house supply intake to AHU as applicable.

#### 4. Additional HVAC requirements to be provided:

- Perform equipment sizing and load calculations based upon the following and certify by including this statement on the drawings: *Heating and cooling equipment sizing is in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved method.*
- Indicate size of kitchen range hood exhaust. If greater than 400cfm provide interlocked makeup air. (IRC 2018 M1503.6 through M1503.6.2)

#### General Requirements:

- Any changes made to the system detailed on this Form after permit is issued must be modified with a **Permit Revision**. See website for details.
- **HVAC rough inspections must be approved prior to scheduling framing, insulation or additional fire sprinkler rough inspection.** See **Inspection Information**.

Applicant Signature

Name (print)

Signature

Date



## FORM 3.4

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### SOLAR- & ELECTRIC VEHICLE-READY PROVISIONS: NEW SINGLE FAMILY RESIDENCE

#### PROPERTY ADDRESS \_\_\_\_\_

#### I. ROOF MOUNTED SOLAR-READY CHECKLIST: See Appendix T 2018 IRC and provisions listed below.

This form applies to **new detached single family dwellings** with not less than 600 square feet of roof area oriented between 90 degrees and 270 degrees of true north. The building shall have a **solar-ready zone** area of not less than 300 square feet. The solar-ready zone shall be composed of areas not less than 5 feet in width and not less than 80 square feet exclusive of access or set-back areas as required by the International Fire Code. (also see 2018 IRC R324.6)

If any of the solar-ready parameters above do not apply to the new building, check the box and proceed to the electric vehicle ready provisions below. Otherwise indicate the drawing location of each solar-ready provision and electric vehicle-ready provision on the lines below. *Inspections will be made with reference to the drawing information to ensure that designated rooftop solar-ready areas are free from obstructions, including but not limited to vents, chimneys and roof-mounted equipment.*

The building at this address does not meet the requirements for roof mounted solar-ready zones per Appendix T.

- A solar-ready zone not less than 300 square feet exclusive of mandatory access or setback areas is identified on a roof plan. IRC R324.6 has been reviewed for setbacks.

Drawing location \_\_\_\_\_

- A capped roof penetration sleeve is provided adjacent to a solar-ready zone only if located on a roof slope of not greater than 1 unit in 12 units horizontal. The capped roof penetration sleeve shall be sized to accommodate the future photovoltaic system conduit, but shall have an inside diameter of not less than 1 ¼". Label this feature on the plans if applicable to this address.

Drawing location \_\_\_\_\_

- Roof load documentation: the structural design loads for roof dead load and roof live load are clearly indicated on the construction documents.

Drawing location \_\_\_\_\_

- Electrical service reserved space: the main electrical service panel shall have a reserved space to allow installation of a dual pole circuit breaker for future solar electric installation and shall be labeled "For Future Solar Electric."

Drawing location \_\_\_\_\_

#### II. ELECTRIC VEHICLE-READY CHECKLIST: See Northbrook Municipal Code Amended 2017 NEC 210.52(G)(1)(a) Garages.

- For the electric vehicle charging provision, indicate on the garage electrical plan a minimum of one ¾" metallic rigid IMC or EMT conduit, installed from the electric panel to a 4-11/16" d. electrical junction box with a blank cover. The electrical box shall be located on the side wall of the garage in a location that will accommodate future electrical vehicle charging equipment. (Not less than 18" above the floor level).

Drawing location \_\_\_\_\_

- The electrical panel from which conduit originates shall have provisions for adding the future 2 pole breaker and the availability to add a least a 60 amp load to the electrical panel.

Drawing location \_\_\_\_\_



## **Construction Fence & Sign Information**

For projects that will not require a demolition, please see below for appropriate construction fencing and signage requirements.

### **Construction (Perimeter or Construction Area) Fence:**

- *Chain link fence, six (6) feet high, is required around the construction limits (or the entire permit property) for **all demolitions and new buildings** and for **all additions** to buildings where there is excavation.*
- *For construction that involves only a shallow excavation or for a small demolition (i.e. detached garage), the construction limits are required to be enclosed only if the excavation or demolition will not be filled or completed within one day. These excavations may be enclosed by a plastic fence (orange type).*
- *The construction (perimeter) fence must display "No Trespassing" sign(s) at prominent location(s) around the site.*
- *Gate(s) in the construction (perimeter) fence must be closed and locked at all times when no work is occurring on the permit property.*

### **Sign (New Construction Site):**

*A demolition and/or new construction sign is required to be posted on the street frontage of the construction fence (one side only, if a corner lot)*

## **SIGN REQUIREMENTS**



SIGN SHALL BE OF WEATHER-RESISTIVE CONSTRUCTION AND BE

- WHITE BACKGROUND
- BLACK LETTERING



## FORM 5.1a

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### Fire Protection Letter of Understanding

Permit Address: \_\_\_\_\_

Please complete this sheet for all building construction permit applications by marking (☒ or ☑) the appropriate category:

**New Building, Additions & Major Renovations** (see *Single Family Residence Addition Exception* in box below with **new municipal amendment Sec 6-63:27. R313.2 Automatic Fire Sprinkler Systems Required for Major Renovations**)

Fire protection systems for all new buildings and additions to existing buildings, are required. Submit a separate Fire Protection Permit Application for review and separate permit issuance.

**Please be aware that Fire Sprinkler permit must be approved/issued prior to scheduling "Rough Framing" inspection . Failure to have received this approval will result in the immediate cancellation of this inspection until approval is granted.**

#### *Single Family Residence Addition Exception:*

Additions to single family residences that are not equipped with fire protection are not required to be sprinklered **unless the amount of added habitable floor area (excluding basement area) exceeds 115 percent of the habitable floor area (excluding basement area) of the existing dwelling, in which case an automatic residential sprinkler system shall be required for the entire residence. Such permits shall be classified as Major Renovation Permits.**

Check this box if this is for an addition to a single family residence that **does not** have a fire protection system (fire sprinklers) **and does not qualify as a Major Renovation**

**Alterations**

Please check the appropriate box indicating:

YES, there is an existing fire sprinkler system       NO, there is not an existing fire sprinkler system

If there is an existing fire protection system, then a separate fire protection permit application and documents are required to be submitted.

**Please be aware that Fire Sprinkler permit must be approved/issued prior to scheduling "Rough Framing" inspection . Failure to have received this approval will result in the immediate cancellation of this inspection until approval is granted.**

#### **Please read and sign below:**

I acknowledge and understand there are separate permit submittals required for any new or altered fire protection systems as indicated above; and that the failure to follow the submittal requirement may affect the granting of any occupancy of the structure or space.

Name (print)

Signature

Company Name (print)

Date



## FORM 6.2

Village of Northbrook  
Development & Planning Services  
1225 Cedar Lane  
Northbrook, IL 60062  
847 664-4050  
[Permits@northbrook.il.us](mailto:Permits@northbrook.il.us)  
[www.northbrook.il.us](http://www.northbrook.il.us)

# CONTRACTOR(S) OF RECORD

**\*\*IMPORTANT – Must be completed before permit can be issued\*\***

This **completed** form can be submitted anytime during review process **or** at permit pick up. It is the applicant's responsibility to **COLLECT ALL REQUIRED DOCUMENTS** (requirements of each contractor are listed below) and submit all together to the Village.

Permit Address: \_\_\_\_\_ Date: \_\_\_\_\_

### General Contractor:

- ◆ Contractor must have a current Village License

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Electrical Contractor:

- ◆ Provide copy of current Electrical License
- ◆ Contractor must have a current Village License

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Plumbing Contractor: **INTERIOR WORK ONLY**

- ◆ Provide copy of Plumber's 055
- ◆ Submit a Plumbing Letter of Intent

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Plumbing Contractor: **WATER SERVICE ONLY**

- ◆ Provide copy of Plumber's 055
- ◆ Submit a Plumbing Letter of Intent

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Mechanical Contractor:

- ◆ Contractor License NOT required

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Sewer Contractor:

- ◆ Contractor must have a current Village License

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Concrete Contractor: FOUNDATION**

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone: Email:

**Concrete Contractor: BASEMENT/GARAGE SLAB**

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone: Email:

**Driveway Contractor:**

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone: Email:

**Patio Contractor:**

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone: Email:

**Patio Electrical Contractor:**

◆ Provide copy of current Electrical License

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone: Email:

**Patio Plumbing Contractor:**

◆ Provide copy of Plumber's 055

◆ Submit a Plumbing Letter of Intent

Name:

Address:

City, State, Zip:

Phone: Email:

**Other:**

Name:

Address:

City, State, Zip:

Phone: Email:

**Other:**

Name:

Address:

City, State, Zip:

Phone: Email:



## FORM 6.1

**VILLAGE OF NORTHBROOK**  
**Development & Planning Services**  
1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050  
[www.northbrook.il.us](http://www.northbrook.il.us)

### Contractor Business License Application

\*\*Completed applications can be submitted via email to [Permits@northbrook.il.us](mailto:Permits@northbrook.il.us)\*\*

This application is required to be completed for all new and renewal licenses

COMPANY NAME \_\_\_\_\_

D/B/A \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL (required) \_\_\_\_\_  
(Please print email address legibly!!)

**CONTRACTOR TYPE (Please check appropriate box):**

**General Contractor \$100**

**Plumbing Contractor N/A [No Village License required; Provide copy of current State Registration (055)]**

**Sewer Contractor \$70**

**Electrical Contractor \$70 [Provide Contractor Registration acknowledging both company and corresponding license holder]\***

\* If registration does not identify both, a Letter of Intent will be required identifying both company and license holder.

**Pavement Contractor \$70**

Please check one of the following:  **Concrete**  **Asphalt/Sealcoat\***  **Pavers**

\* Contractors performing **sealcoating** are required to complete and submit the Village required [Seal Coat Affidavit](#).

**Landscape Contractor \$0**

\* Contractors performing landscaping activities utilizing equipment including but not limited to mowers, trimmers, leaf blowers, or hedge clippers must obtain an annual landscape contractor business license.

Has the applicant(s) ever been convicted of or pleaded no contest to a crime of moral turpitude? (check box).  Yes  No  
Has the applicant(s) ever been convicted of a felony or unsuccessfully defended a criminal or civil proceedings charging fraud, misrepresentation or unscrupulous business conduct (check box).  Yes  No

#### AFFIDAVIT

I (we) swear and affirm that all work performed pursuant to this business license application shall be in strict compliance with all provisions of the Northbrook Building Code and all other applicable statutes, laws, rules, regulations and ordinances. I (we) understand that, in the event noted code violations are not corrected during the construction of a permitted improvement, the Village of Northbrook reserves the right to revoke this license.

DATE \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_

\*\*\*\*\*

Issued License no. \_\_\_\_\_