



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

## **Single-Family Residential Alteration**

Submit the application and drawing requirements listed below when any interior walls or structural elements are to be moved, altered or removed and when any exterior walls or roof surfaces are to be modified in the same location. If any exterior walls or roof surfaces are modified and are to be in a different location, see the Single-Family Residential Addition permit application requirements. Examples of Single-Family Alterations would include:

- Removal of walls between rooms
- Enlargement of windows or doors (or changing their locations)
- Interior structural changes in the wall, floor or roof construction

Submit the application and drawing requirements listed below to [permits@northbrook.il.us](mailto:permits@northbrook.il.us) .

### **Application Requirements:**

- Permit Application Deposit of \$100 (Payment will be requested after the application is accepted)
- Form 1.1 - Permit Application
- Form 3.1 - Building Site & Utility Data Worksheet
- Form 3.2 - Water Service & Meter Worksheet
- Form 4.1 - Tree Protection Agreement
- Form 5.1 - Fire Protection – Letter of Understanding
- Form 6.2 - Contractor of Record

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

- Architectural Drawings

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: \_\_\_\_\_



## FORM 3.1

### VILLAGE OF NORTHBROOK

### Development & Planning Services

1225 Cedar Lane Northbrook, Illinois 60062

847 664-4050 FAX: 847 272-5068

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## Building Site & Utility Data Worksheet

Property Address	Date
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**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:

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

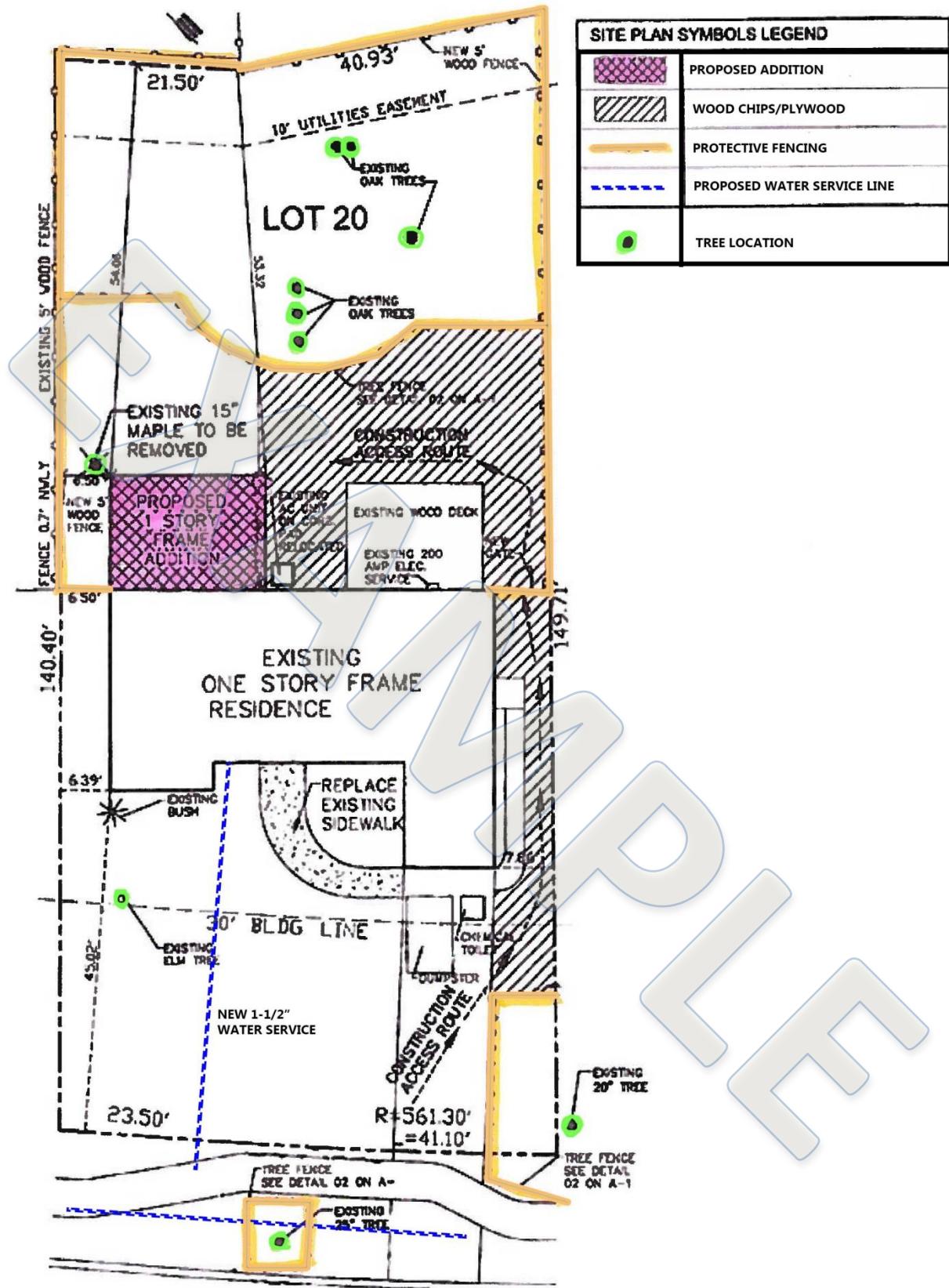
What is the existing electrical service size? (*Add'n/Alt'n Only*)  amps  U/Ground  O/Head  
Is there any change to, or new, electrical service to be included in this permit application?  Yes  No  
If 'Yes', what is the proposed electrical service?  amps  U/Ground  O/Head

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



## Tree Protection Agreement

**Property Address** \_\_\_\_\_ **Suite #** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

**Owner's Telephone Number** \_\_\_\_\_

**e-mail** \_\_\_\_\_

**Contractor's Name** \_\_\_\_\_

**Contractor's Phone Number** \_\_\_\_\_

**Scope of Work:**

- Driveway/Patio (remove and replace in kind or under 400 sq ft new)
- Emergency Sanitary Sewer Repair
- Interior Alterations
- Drainage Project/Storm Sewer installation or repair
- Walkway
- Water Service
- Other \_\_\_\_\_

Is there work to be performed within the public right-of-way?  Yes  No

**If yes, please contact Public Works at 847-272-4711 for further information regarding parkway trees.**

I understand that I am not required to provide a tree protection plan for review prior to permit issuance for this emergency or improvement work.

I understand I am required to take *all* necessary measures to preserve and protect any trees within the designated work area including but not limited to tree fencing, trunk protection and root pruning.

I guarantee there will be no excavating through critical root zones, no materials, equipment or dumpsters stored, or vehicles parked on any unpaved or soft surface within the drip line of any tree on the subject or neighboring property and there will be no drilling into the bark, trunk or branches whereby the tree becomes a structural support for any accessory structures in or around the tree.

I understand that in the event I do not root prune prior to excavation, I will have to root prune any roots within the excavation flush to the wall of the excavation prior to backfilling.

I understand that I may be required to auger and/or bore the new utility rather than open trench within the critical root zone of any tree.

I recognize that the Village of Northbrook has a Tree Preservation Ordinance (Municipal Code Chapter 25). In the event I violate the Tree Preservation Ordinance or this Tree Protection Agreement, I will be subject to all applicable fines and tree replacements and understand I may be subject to a stop work order and be required to provide a full tree protection plan.

**I agree to contact the Tree Preservation Officer at 847-272-4711 prior to excavating within 6 feet of any tree.**

Signature of Property Owner or Agent

\_\_\_\_\_  
Signer's Printed Name

\_\_\_\_\_  
Date

### For Office Use Only

Permit # \_\_\_\_\_

Date \_\_\_\_\_

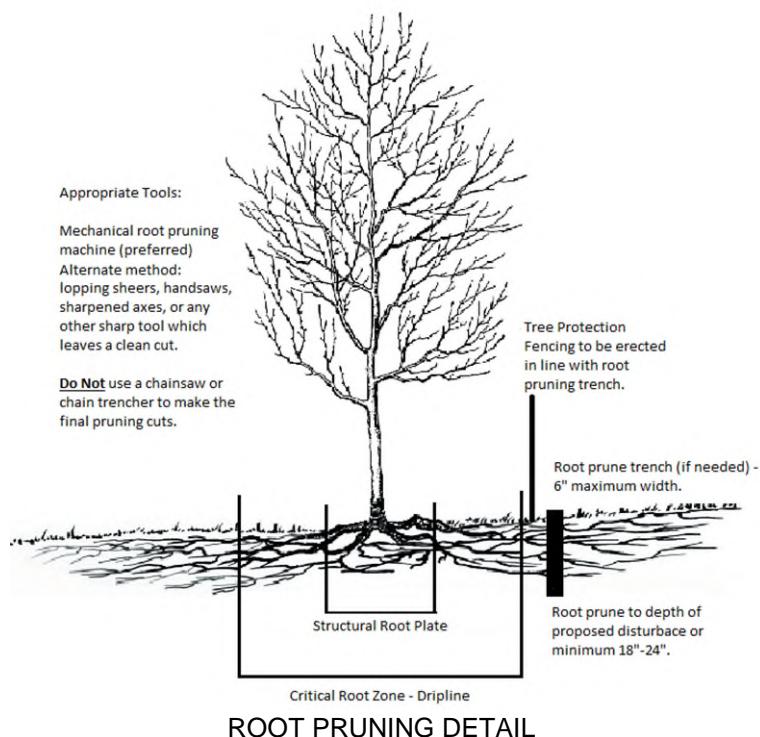
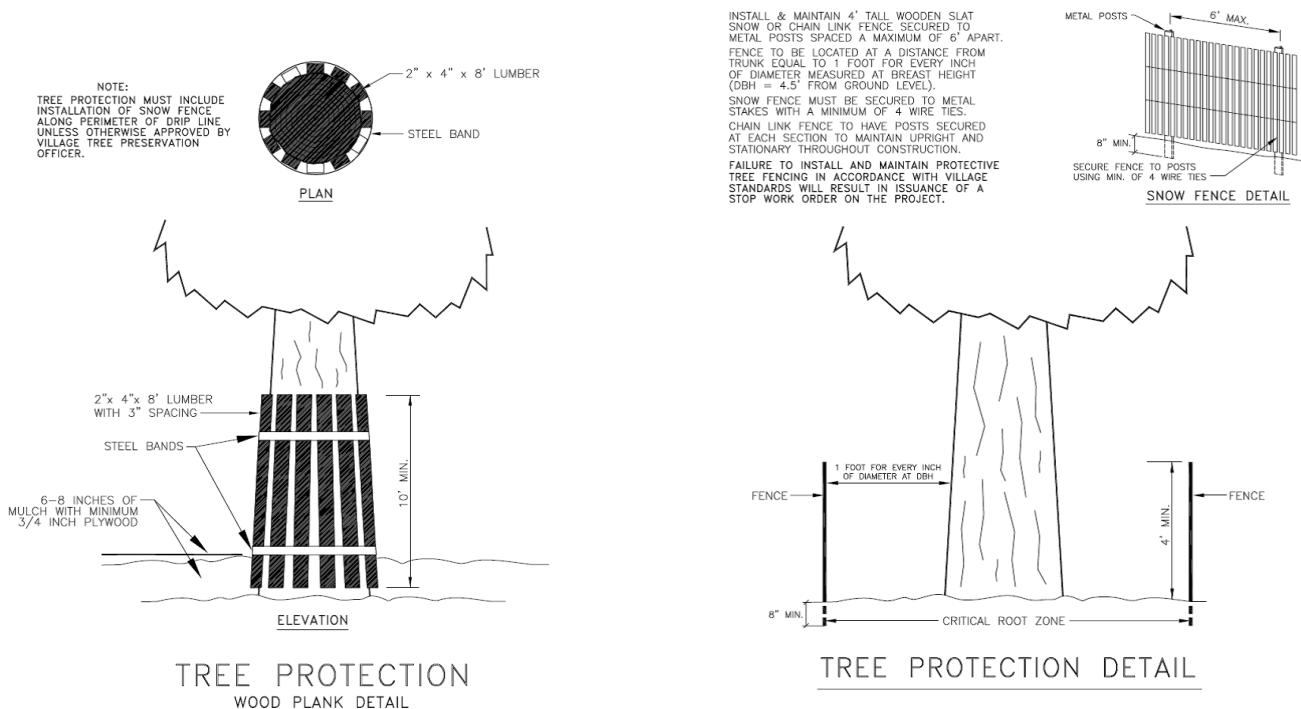
Form Revision Date: 2-29-2024

## Excavation Trenches:

1. When any roots are cut or torn during construction, it is **critical** that you **sharply cut all the ends of any exposed roots immediately**. Failure to do so will leave crushed and torn roots. This leads to decay and inhibits growth of new roots.
2. Pile soil on the side of the trench opposite the tree. If this is not possible, place the soil on a plastic tarp, plywood or a thick bed of mulch.
3. Do not compact the backfill on the trench more than its original firmness.
4. Water the backfill to allow the roots to begin healing.

**Trenching near a tree can kill as much as 40%-50% of the tree's roots.**

If the tree you are working around is in a confined space and your equipment will be coming close, it is important for you to protect the trunk. Wrap the tree trunk in old tires or place 2" x 4" studs around the tree and rope or band them together.





## 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  
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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

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### 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. \_\_\_\_\_