



Permit Application

Permit Address _____ Application Date: _____

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

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: _____

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 _____

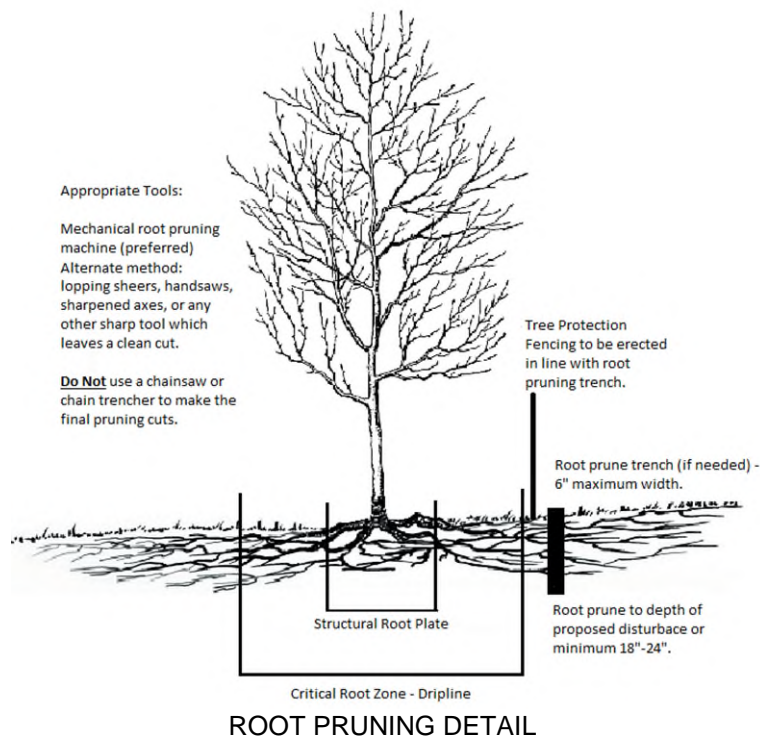
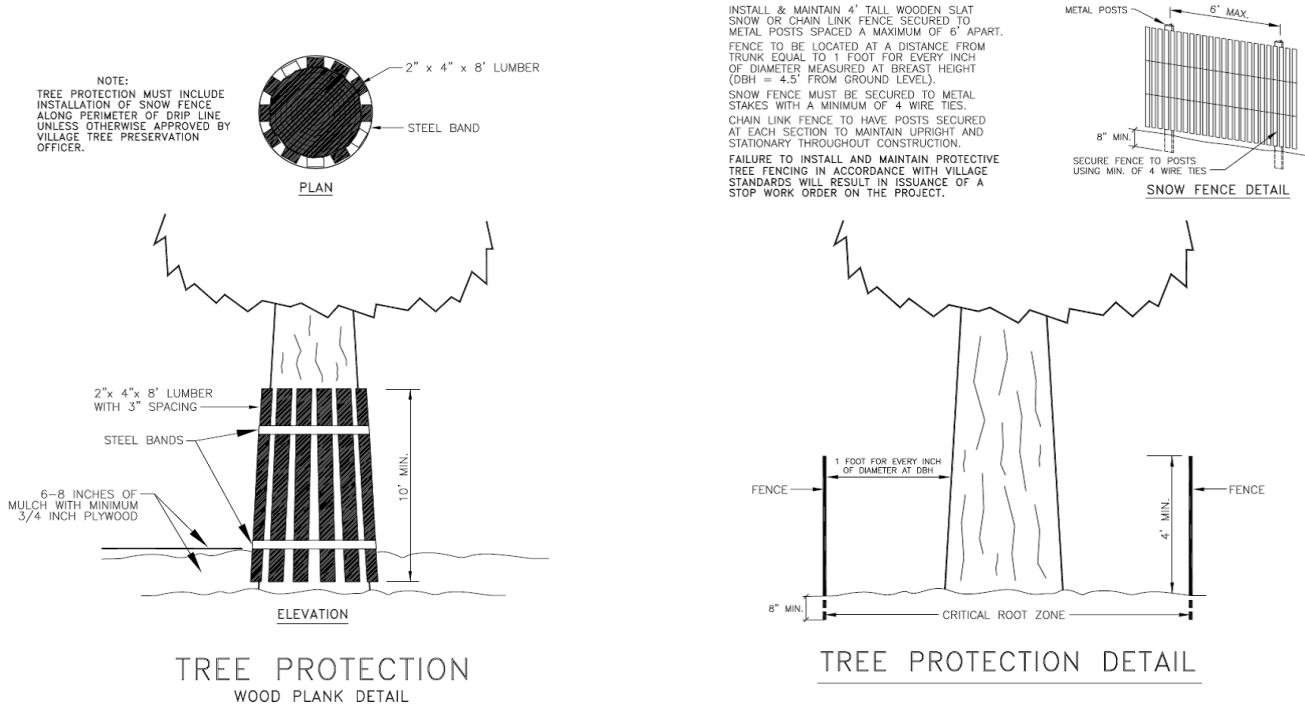
Form Revision Date: 2-29-2024

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.





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



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:

3-31-2023

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northbrook

FORM 6.1

VILLAGE OF NORTHBROOK
Development & Planning Services

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

Contractor Business License Application

****Completed applications can be submitted via email to 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](#).

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 _____

FOR OFFICE USE ONLY

License no. _____