



VILLAGE OF NORTHBROOK
Development & Planning Services
1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050
www.northbrook.il.us

New Multi-Family Residential Building

Submit the application and drawing requirements listed below for the construction of a new multi-family residential building to 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 2.5 - Non-Residential Zoning Worksheet
- Form 3.1 - Building Site & Utility Data Worksheet
- 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
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

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: _____



NON-RESIDENTIAL ZONING WORKSHEET

JOB ADDRESS:	
OWNER/APPLICANT:	
SCOPE OF WORK:	
ZONING DISTRICT:	

BUSINESS TYPE AND RELATED INFORMATION

Is this application for a new business? Yes _____ No _____

Retail

Describe Product(s) Sold: _____

Restaurant

Number of Seats: _____

Number of Employees per Shift: _____

Service

Type of Service: _____

Number of Stations, if a *Salon* or *Nail Establishment*: _____

Wholesale

Describe Product(s) Sold: _____

Manufacturing

Describe Product(s) Made: _____

Combination Use

Describe: _____

Other

Describe in Detail: _____

Description of Daily Business Operations: _____

(For Staff Use Only)

REVIEWER COMMENTS:

APPROVED: _____ **APPROVED WITH COMMENTS:** _____ **NOT APPROVED:** _____

Village Official's Signature: _____

Date: _____



VILLAGE OF NORTHBROOK
Development & Planning Services
1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050 FAX: 847 272-5068
www.northbrook.il.us

SETBACK AND YARD REQUIREMENTS

BUILDING SETBACK	<u>MINIMUM REQUIRED</u>	<u>PROPOSED</u>
Front		
Corner/Interior Side		
Interior Side		
Rear		

PARKING SETBACK	<u>MINIMUM REQUIRED</u>	<u>PROPOSED</u>
Front		
Corner/Interior Side		
Interior Side		
Rear		

HEIGHT

Maximum Height Allowed: _____ Proposed Height: _____

SCREENING

Rooftop Mechanical Screen Provided: Yes _____ No _____

Refuse Screening Provided: Yes _____ No _____

FLOOR AREA

Parcel Size: _____ Gross Floor Area: _____

(For Staff Use Only)

REVIEWER COMMENTS:

APPROVED: _____ **APPROVED WITH COMMENTS:** _____ **NOT APPROVED:** _____

Village Official's Signature: _____ Date: _____



VILLAGE OF NORTHBROOK
Development & Planning Services

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

LANDSCAPING & SCREENING

Parking Lot Screening Required: Yes: _____ No: _____

Height Required: _____ Height Proposed: _____

Number of Trees Required (min. 3"): _____ Number of Trees Proposed: _____

Foundation Landscaping Required: Yes: _____ No: _____

Provided: Yes: _____ No: _____

Transition Landscape Area:

Required: Yes: _____ No: _____

Provided: Yes: _____ No: _____

Transition Landscape Area Type Establishment.

- **Type A.** The intent of the Type A transition landscape area is to create a completely opaque buffer, having no horizontal openings from the ground to a height of six feet within two years of planting.
- **Type B.** The intent of the Type B transition landscape area is to create a semi-opaque buffer, having only seasonal horizontal openings, not to exceed 10 percent of the total width, from the ground to a height of six feet within two years of planting.
- **Type C.** The intent of the Type C transition landscape area is to create a semi-opaque buffer, having only seasonal horizontal openings, not to exceed 25 percent of the total width, from the ground to a height of six feet within two years of planting.

Transition Landscape Area Type Requirements. The transition landscape area types shall be required based on the district and land use of the subject lot as compared to the district and land use of the adjacent lot in accordance with Table 10-106-G(2). If the adjacent lot is undeveloped, the more stringent buffer requirement applicable to the district shall apply.

Table 10-106-G(2): Transition Landscape Area Type Requirements

Subject Lot Land Use	R-5 Districts	Residential - R-6, R-7, R-8, RS, MFRC, VGRC Districts	Public and Institutional	Commercial	Industrial and Vehicle Related	Utilities and Infrastructure	Agriculture and Animal Related
Residential - R-1, R-2, R-3, R-4, R-5 Districts	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Residential - R-6, R-7, R-8, RS, MFRC, VGRC Districts	C	n/a	C	C	C	C	C
Public and Institutional	C	C	n/a	C	C	C	C
Commercial	A	B	B	n/a	C	C	C
Industrial and Vehicle Related	A	A	A	A	n/a	B	B
Utilities and Infrastructure	A	A	A	B	C	n/a	C
Agriculture and Animal Related	A	A	A	B	C	C	n/a



VILLAGE OF NORTHBROOK
Development & Planning Services
1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050 FAX: 847 272-5068
www.northbrook.il.us

PARKING INFORMATION

JOB ADDRESS:	
OWNER/APPLICANT:	
SCOPE OF WORK:	
ZONING DISTRICT:	

PARKING SETBACK	<u>MINIMUM REQUIRED</u>	<u>PROPOSED</u>
Front		
Corner/Interior Side		
Interior Side		
Rear		

REQUIRED PARKING	<u>MINIMUM REQUIRED # OF SPACES</u>	<u>PROPOSED NET FLOOR AREA</u>
Offices/Retail	1 Space/250 s.f.	
Warehouse	1 Space/1,000 s.f.	
Assembly/Production/Industrial	1 Space/1,000 s.f.	
Restaurants	1 Space/150 s.f.	
Other (please see Zoning Code)		

	<u>REQUIRED:</u>	<u>PROPOSED:</u>
Total Parking Spaces:		
Handicap Spaces:		
Loading Spaces:		
Aisle Width:		
Stall Length:		
Stall Width:		

(For Staff Use Only)

REVIEWER COMMENTS: <hr/> <hr/> <hr/>		
APPROVED:	APPROVED W/ COMMENTS:	NOT APPROVED:
Village Official's Signature: _____		Date: _____



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**¹.

¹*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 construction activity area (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:

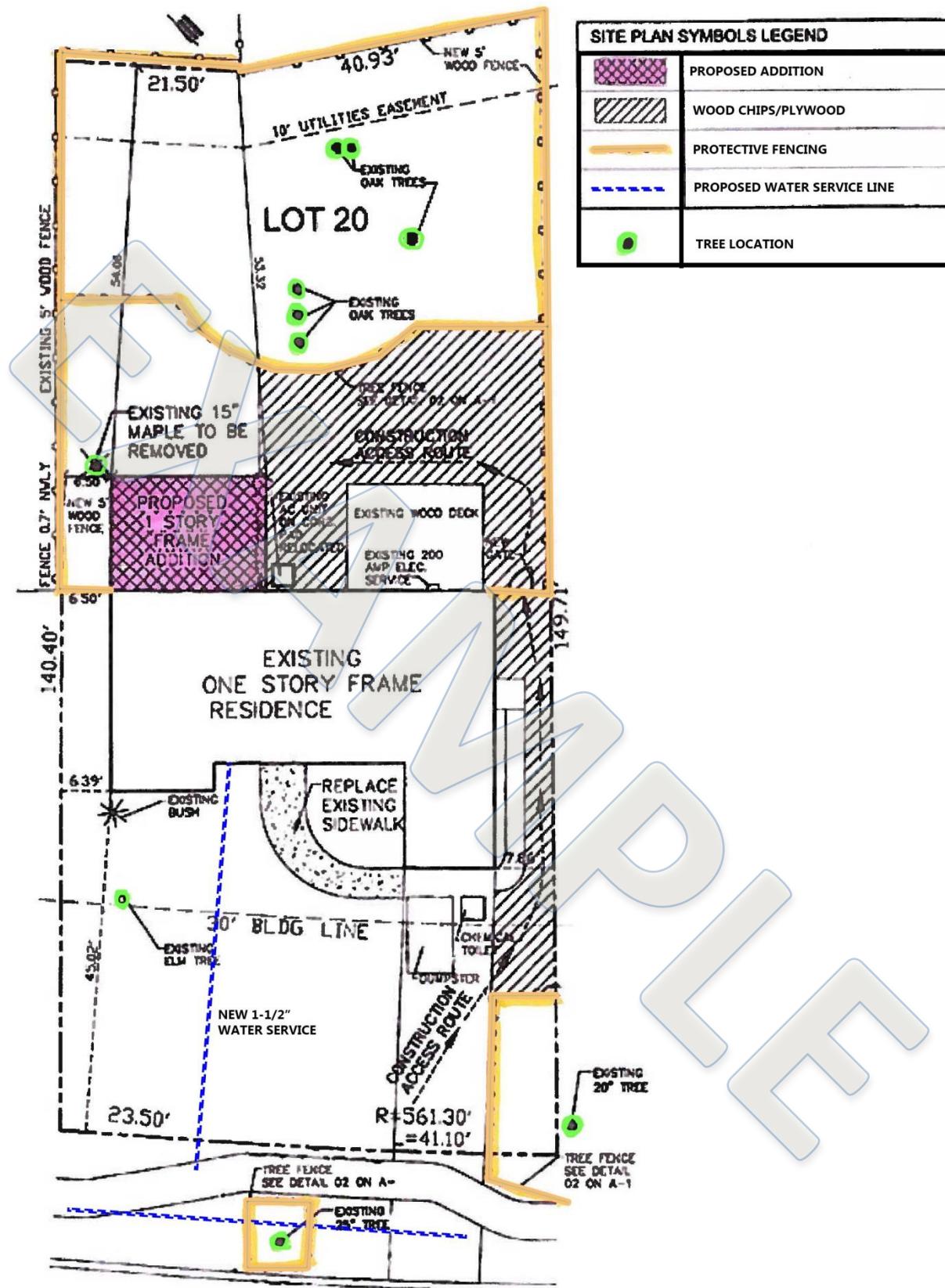
Person completing this form:

Signature

Print Name & Company

Date

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



SITE PLAN

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





FORM 5.1

VILLAGE OF NORTHBROOK
Development & Planning Services
1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050 FAX: 847 272-5068
www.northbrook.il.us

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

A fire protection system for all new buildings is required. Submit a separate Fire Protection Permit Application for review and separate permit issuance.

Please be aware that fire protection permit applications must be issued prior to the scheduling of the "Above Ceiling inspection" (commercial). Failure to have received this approval will result in the immediate cancellation of this inspection until approval is granted.

Additions/Alterations

Indicate which system exists in the building or space (mark all that apply):

<input type="checkbox"/> Existing fire sprinklers	<input type="checkbox"/> No existing fire protection / alarm systems (no separate permit needed)
<input type="checkbox"/> Existing fire alarm	
<input type="checkbox"/> Existing special suppression 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 protection permit applications must be issued prior to the scheduling of the "Above Ceiling inspection" (commercial). 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 system as indicated above; and that the failure to follow the submittal requirements 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
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

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. _____