

Owners Phone #:	Alternate Phone #:	Application Date:
Property Owner's Name:	Email Address:	Permit Number:
Property Owner's Address:	Parcel Identification Number:	Construction Value:
Construction Site Address:	Roofing/Plumbing License Number:	Building Permit Fees:
Nature of Work <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Other: _____ _____ _____	Building Use <input type="checkbox"/> Single Family <input type="checkbox"/> Multi Family <input type="checkbox"/> Commerical/Industrial/Office	Deposit:
		Total Due:
Description of Work		
<p>In consideration of this application and attached forms being made a part thereof and the issuance of permit. I will confirm to the regulations set forth in the Village of Kirkland Code and Ordiances. I agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which accompanies the application, except for such changes as may be necessary and authorized or required by the building official. I will contact the Kirkland building department for the required inspections and prohibit the occupancy or use of any space until a Village inspector has conducted a final inspection and that all required inspections have been approved by the Village inspector.</p>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> _____ Owner or Authorized Agent Signature </div> <div style="width: 48%;"> _____ General Contractor (print name) & Phone Number </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> _____ Building Official </div> <div style="width: 48%;"> _____ Date </div> </div>		

Permit Application Packet

Dear Applicant,

Thank you for taking the time to apply for a permit for your proposed project. By obtaining a permit you are assuring that your project will be designed and completed to meet or exceed all safety standards written by the International Code Council and adopted by the Village of Kirkland. Please review the requirements in this packet carefully to help assure your permit is processed in a timely fashion. Failing to provide the necessary information will likely delay the approval process of your project.

A completed building permit application is required for all building permits. All information must be filed in on the application.

IMPORTANT! THE VILLAGE WILL CHARGE A \$55 RE-INSPECTION FEE FOR FAILED INSPECTIONS.

Driveways

Fee: \$150.00

Two Inspections are required for driveways; the first is a base inspection. The inspection will confirm the base is in the approved location and the gravel is compacted. Forms for concrete must be in place. The second inspection is a final inspection of the finished project.

- ☐ Plat of Survey showing the proposed location of the driveway
- ☐ Dimensions and slope of the driveway
- ☐ Description of materials. Provide the thickness of the base and the material (concrete, pavers, asphalt, etc.) being used
- ☐ Plan view (overhead) drawing

If electricity is to be installed, this MUST be noted on the permit application and drawings.

Sheds

Fee: \$96.00

One Final Inspection is required for sheds not built on a concrete slab. Please allow access to the shed for this inspection. Sheds built on a concrete slab require a base pre-pour inspection.

- ☐ Plat of Survey showing the proposed location of the shed
- ☐ Plan view (overhead) drawing
- ☐ Elevation drawing, include footing / pier and attachment detail

If electricity is to be installed, this MUST be noted on the permit application and drawings.

Swimming Pools, Above Ground (greater than 24 inches in depth)

Fee: \$246.00

Above ground swimming pools REQUIRE NO LESS THAN Three Inspections.

1. Site inspection to confirm the pool can be placed in the proposed location; applicant must contact _____ for utility location marking.
 2. Electrical trench and rough
 3. Final inspection. The required barriers must be in place and functioning for the final inspection.
- ☐ Plat of Survey showing the specific proposed location of pool, INCLUDE MEASUREMENTS TO LOT LINES AND OTHER STRUCTURES ON THE PLAT
 - ☐ Indicate location of all utilities
 - ☐ Provide manufacturer's electrical requirements for lighting, motor, and heater

Under Ground Swimming Pools

Contact Building Official for required information.

Decks

Fee: \$204.00

Decks should be designed by a licensed design professional or designed in accordance with DCA 6, available the American Wood Council website www.awc.org.

Decks REQUIRE Three Inspections. 1) Posthole Inspection 2) Framing 3) Final Inspection

- ☐ Plat of Survey showing the specific proposed location of deck.
- ☐ Indicate overhead electrical lines
- ☐ Provide scaled, detailed drawings ¼" = 1 foot
- ☐ Elevation view with measurements of grade to top of deck and top of railing
- ☐ Plan view (overhead) drawing include size and layout of the joists, beams and decking
- ☐ Provide other details such as connection to house and rail post attachment
- ☐ Stairway profile, flashing detail if attached to house
- ☐ Indicate location of windows within 10 feet of the stairway
- ☐ Indicate location of electrical meter

Screened enclosures, hot tubs, and electrical REQUIRE additional review and inspections.

Concrete or Brick Paver Patios and Sidewalks

Fee: \$150.00

Two Inspections are required for patio and/or sidewalk. The first is a base inspection. The inspector will confirm the base is in the approved location and the gravel is compacted. Forms for concrete must be in place. The second inspection is a final inspection of the finished project.

- ☐ Plat of Survey showing the proposed location of the patio and/or sidewalk
- ☐ Dimensions and slope of the patio and/or sidewalk
- ☐ Description of materials. Provide the thickness of the base and the material (concrete, pavers, asphalt, etc.) being used.

Fences

Fee: \$150.00

Two Inspections are required for fences. The first is a posthole inspection in which the inspector will confirm that the postholes are the correct depth and are located within the property boundaries. Please assure that the property markers are exposed for this inspection. The second inspection is conducted after the fence is completed. The inspector will assure the fence is completed and built according to the submitted plans. Be aware that the frame and post side of the fence must face your house.

- ☐ Plat of Survey with proposed fence location(s) indicated with "x"s
- ☐ Provide a description of the materials, height of the fence and depth of the post

Roofing

Fee: \$150.00

Two Inspections are required for roofs. All conditioned structures require ice/water shield or similar product installed on the roof deck not less than 24 inches measured from the inside wall.

- ☐ Illinois State Roofer's license number unless installation is done entirely by the homeowner.
- ☐ Contractor name, Illinois State Roofing License number and contact information

Exterior covering, other than paint (e.g. vinyl siding)**Fee: \$150.00**

One Final Inspection required for exterior coverings. A water resistive barrier (Tyvek or similar product) is required to be installed prior to covering with a finished product.

- ☐ Contractor name and contact information
- ☐ Material proposed to be used (i.e. aluminum, steel, vinyl, stucco, brick, wood)

Windows and Doors**Fee: \$150.00**

Does NOT include replacement of glazing only (glass pane)

One Final Inspection required for windows. The energy code requires that all new windows meet or exceed a U-factor rating number of .32 or a numerical value less than .32.

IMPORTANT! The energy label must remain on the window until approved by the inspector.

- ☐ Provide U factor rating
- ☐ Provide structural details if replacement unit is larger than existing unit

Other Specific Projects

The fees and inspections for the following projects are contingent upon the actual scope of work. Please contact the Building Official for specific requirements and fees.

Electrical

- ☐ Provide line drawing of proposed electrical work
- ☐ Provide electrical panel directory
- ☐ Provide wire sizes and calculation information to support wire sizes

Plumbing

Provide plumbing license information (not required for homeowners performing work in their own house)

- ☐ Provide description of proposed work

Mechanical (Heating and Air Conditioning)

- ☐ Provide description of project
- ☐ Provide manufactures cut sheets

Building Additions, Structural Alterations, and Basement Build-Out or Finishing

Contact Building Official for requirements

Inspections

Please contact B & F Construction Code Services, Inc at 847-428-7010 for all inspections or project inquiries. 24-hour notice required for inspections.