

Village of Lakemoor Building Permit Application

Office Use		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Permit No. _____
Approval Date. _____		Cost \$ _____
Approved By _____		Zoning _____

SECTION I - GENERAL INFORMATION

Project Address _____	Unit # _____	Property Index # _____
Property/Building Owner's Name _____		Property/Building Owner's Mailing Address _____
Property/Building Owner's Phone /Cell # _____		Property/Building Owner's E-mail Address _____

- McHenry County
- Lake County
- Nunda Township
- Wauconda Township
- Grant Township
- McHenry Township

SECTION II - PRIMARY STRUCTURE USE

- Check only one*
- Single-family (detached)
 - Single-family (attached)
 - Multi-Family
 - Commercial
 - Mixed-use
 - Industrial
 - Public
 - Other _____

SECTION III - TYPE OF WORK

- Primary Structure
Check only one
- New construction
 - Modification/new footprint
 - Modification/same footprint
 - Remodel/new space
 - Remodel/existing space
 - Remodel/exterior only
 - Repair
 - Other
 - Not applicable

- Accessory Structure
Check only one
- New construction
 - Modification/new footprint
 - Modification/same footprint
 - Remodel/new space
 - Remodel/existing space
 - Remodel/exterior only
 - Repair
 - Other
 - Not applicable

- Site
Check all that apply
- Fence
 - Patio
 - Sidewalk
 - Driveway
 - Parking Pad
 - Shed/Garage
 - Other _____

SECTION IV - PROJECT DETAILS

Project Description _____

Project Value \$ _____ Application is to correct a notice of violation? Yes No

SECTION V - CONTRACTOR INFORMATION - List each applicable contractor name, address and phone number and license number

General/Architect _____

Electrician _____

Framing _____

Plumber _____

Drywall _____

Windows/Doors _____

Roofing _____

Masonry _____

Concrete _____

Other _____

SECTION VI - APPLICANT INFORMATION

I, the undersigned, certify that I have proper authority to apply for this building permit and that all the information provided on this application is true and accurate to the best of my knowledge. In addition, the applicant represents that any other jurisdictional permits and/or approvals that may be required for such project have been secured, have been waived, or do not, at the sole discretion of the applicant, apply to this project. (This also applies to Home Owners Associations (HOA))

Applicant Signature _____ Applicant Printed Name _____ Date _____

Applicant is: Building/property owner General Contractor Representative Tenant
 Other (describe) _____

Building Permit Application

Completion Guidelines

Permit applications are an important step in managing your permit. The information contained in the application helps administrative staff properly process the application, plan reviewers properly review the proposed work, and inspectors properly track required inspections for the project. Using the general guidelines below to complete a building permit application will help reduce processing time and make your visit to Village Hall a more enjoyable experience. For more information or question call 815.385.2936 or visit www.lakemoor.net.

Section I – General Information

Project address, property/building owner's name, address and telephone number are required fields. The property index number is required on this permit application. Cell phone and e-mail are not required fields, but the applicant is encouraged to provide these as additional means of contact.

Section II – Primary Structure Use

This section provides the use of the primary structure on the property. The work being applied for does not necessarily have to be on the primary structure, but different codes may apply based on the primary structure use. Choose only one type of primary structure.

Section III – Type of Work

This section categorizes the work occurring on a specific building permit. Often a building permit application is submitted for multiple scopes of work on the same property. The three sub-sections detail work occurring on the primary structure, an accessory structure, and/or any site work. The types of work for the primary and accessory structures are in a ranked order. For example, if you are adding an addition that has a new footprint, adding a story onto the existing structure, and remodeling some of the existing structure as one project, you should only check Modification/new footprint because it ranks higher on the list. When the building permit application is submitted for an approved set of plans, the building permit will be assumed to cover all building work on the plans, unless the applicant clearly indicates that any particular element of the project will not be performed.

Definitions

New construction: Any completely new building, including a structure that is entirely torn down to the existing foundation and rebuilt.

Modification/new footprint: Any modification to an existing structure that causes the amount of area on or in the ground to change, whether more or less. Decks, porches and stairways that attach or abut to the structure are included in this category.

Modification/same footprint: Any addition added to or removed from an existing structure that does not require additional foundation footprint, typically another story built onto the existing structure. Underpinning of the existing foundations and dormers are included in this category.

Remodel/new space: Any remodel of a residential dwelling unit that includes creating additional habitable space, bathroom or toilet room. For example, changing an existing basement from storage/utility use to bedrooms, family room or similar use would be included in this category, as would adding a new toilet room to what was formerly a pantry or closet. Existing commercial spaces that are modified would not be included in this category.

Remodel/existing space: Any interior remodel of an existing space. For residential dwelling units, the remodel will not create new habitable spaces or additional bathrooms, although rearrangement of the existing spaces could occur. This category is used for commercial tenant build-outs and remodels that are not new construction or modifications.

Remodel/exterior only: Any exterior remodel to the existing structure. Such projects may include reroofing, siding, gutters, façade or storefront modifications, and similar types of work. Window and door replacement are also included in this category.

Repair: Work that involves restoring an existing system or material to a sound or useable condition that does not change the use or arrangement of a space or area, generally matching the condition prior to decay or damage. Repairs are typically

intended to update systems or materials that have become degraded due to normal wear or minor damage and are small in relationship to the entire system.

Other: This category is used for a type of work that does not fit well in any of the other categories. It should only be used in rare cases.

Not applicable: This category denotes that work is not being applied for on that particular structure.

Site: Site work includes fences, concrete, asphalt, pavers or similar flatwork such as driveways, sidewalks, patios, uncovered decks/porches not attached to or abutting a structure, exterior swimming pools, hot tubs, fountains, water features, retaining walls not for stairs serving a structure and other similar types of work.

Section IV – Project Details

The Project Description should include a general description of the type of project, such as two-story addition and new detached garage, commercial office tenant build-out or kitchen and bathroom remodel. Technical details should be provided on separate plans or specifications. The Project Value includes all work associated with the project, such as building, electrical, plumbing, mechanical and fire systems. The Application is to correct a notice of violation check box is to specify if the application is being submitted to correct a written notice of violation from the Village of Lakemoor. Anyone correcting a violation that is not related to a Village notice should check *No*. All fields are required.

Section V – Contractor Information

List each contractor performing each scope of work listed. When one contractor is performing multiple scopes, they must be listed for each scope. Any contractor must have an appropriate licensing and must provide proper insurance.

Section VI – Applicant Information

This section is used to provide information about the applicant and his/her relationship to the project. The applicant is responsible for assuring that the application is submitted in good faith. The applicant **MUST** secure all jurisdictional permits/approvals that may be required for such project, including (HOA's) Home Owners Associations.