



To prevent the delay of approval of your permit application, the village offers the following information that is essential for processing your permit.

1. Permit application must be typed or printed.
2. Real Estate Index Number is required for all applications, residential applications additionally require two (2) copies of your plat of survey.
3. If new construction, you must get address assignment from the Village of Schaumburg.
4. All contractors must be licensed to work in the Village of Schaumburg. The Contractors Information Sheet (reverse) must be completed and submitted with application.
5. No roof or footing drains are permitted to discharge into the sanitary sewers. Downspouts are not permitted to drain toward abutting property lines. Splash blocks are to be installed.
6. On construction over \$10,000 with structural elements or structural alterations, plan must bear the seal and signature of a licensed architect in the State of Illinois and a statement that the plans comply with all Village of Schaumburg Ordinances.
7. The Village of Schaumburg has adopted the ICC International Building Code and amendments, the NEC and International 1 & 2 Family Dwelling Code, and amendments.
8. Inspection requests must be received by the Community Development Department twenty-four (24) hours before an inspection will be made. Please call 847.923.4420 for a specific time between 7:30 and 8 am on date of inspection.
9. It is the responsibility of the contractor to call J.U.L.I.E. (1.800.892.0123) to advise when and at which location excavating will be done.
10. The Community Development Department must be advised of the legal owner of said property during the time of application. Any change in ownership, plans construction, contractors, etc., must be reported immediately to the Community Development Department.
11. All commercial and residential applications require two (2) copies of to-scale architectural plans accompanied by one (1) copy of specifications.
12. Prior to occupancy of all new construction, sidewalks, driveway approaches, parking lot paving, striping and landscaping shall be in place.
13. If you are constructing a swimming pool, garage, fence, shed, etc., ask for the information sheet.
14. Permit must be displayed on construction site at all times after issuance.
15. The applicant, by the signing of the permit application, certifies to the correctness of the application and is hereby notified that the occupancy of the building or structure prior to the receiving of an approved occupancy permit holds both occupant and contractor in violation of the Village Code.
16. Construction of the underground, work surface improvements, or mass earthwork cannot begin until the appropriate project security is deposited with the village and land development permit is issued.
17. Land development permit fees are per the current fee schedule. Submittal requirements for land development permits shall be outlined on the Land Development Permit Requirements which are available upon request or refer to website.

If you have any further questions, please contact the Community Development Department at the above listed telephone number during regular business hours (Monday through Friday, 8:00 a.m. – 6:00 p.m.), or visit the website at www.villageofschaumburg.com/forms.



Property Information:

Permit Number:

Table with 4 columns: Address, Real Estate Index Tax ID, Subdivision, Setbacks (in ft.), Block, Lot, Zoning District, Front Lot Line, Rear Lot line, Side Lot Line, From Existing Building, Front (ft.), Sq. Footage Total.

Owner Information:

Tenant Information:

Table with 4 columns: Name, Address, Zip Code, Phone, Vehicle Sticker No., Description of use for business.

Work Information

Table with 5 columns: New Construction, Alteration (Major/Minor), Addition (Conditional/Unconditional), Land Development (Major/Minor), Accessory Structure (Demolition/Other), Description of work to be performed, Length, Height, Width, Total Tenant Sq. Ft., Sq. Ft. for remodeling, Construction Valuation.

Billing Information: (For office use only)

Table with 6 columns: Donations (Police and Fire, Medical, Cultural, School District, Spring Valley, Park District, Traffic Impact Fee, Street Lighting, Sidewalk, Parkway Trees), Permit Fees (Permit, Water Meters, Water Taps, Water Use, Cert. of Occupancy, Sewer Connection, Land Development), Plan Exam Fee, Plumbing Inspection, Electrical Inspection, Health Inspection, Fire Plan Review, Penalty Fee, TOTAL.

Applicant's Printed Name _____ Signature _____ Phone _____

Person to notify upon approval _____ Phone _____

E-mail address for notification _____



CONTRACTORS INFORMATION SHEET

LOCATION: _____ PERMIT NUMBER: _____

TYPE	CONTRACTOR'S NAME	FULL ADDRESS	PHONE NUMBER
Alarm System			
Architect			
Carpenter			
Concrete			
Developer			
Electrical			
Engineer			
Excavator			
General			
Landscaping			
Lathers/Drywall			
Mason			
Painting/Decorating			
Plumber			
Rofer			
Sewer/Septic			
Sheet Metal/HVAC			
Siding			
Steel Erector			
Tile Setter			

Note: All contractors must be licensed to perform work in the Village of Schaumburg.

Your signature here indicates your comprehension of application information on reverse

* Signed _____ Date _____

Agent General Contractor