



THE CITY OF LAKE FOREST  
COMMUNITY DEVELOPMENT DEPARTMENT  
800 N. FIELD DRIVE, LAKE FOREST, IL 60045  
P: (847)810-3502 OR (847)810-3503/3521, F: (847)615-4383  
WWW.CITYOFLAKEFOREST.COM

**HARDSCAPE PERMIT REQUIREMENTS**

*This type of project **may include** a combination of the following:  
Patio, Pergola, Deck, Driveway, Terrace, Outdoor Kitchen Areas, BBQ, Outdoor Fireplace, Firepit,  
Walls, Fence, Pillars, Gates, Exterior Lighting or Grading Work.*

*The following is required for a complete permit submittal.*

- RESIDENTIAL BUILDING PERMIT, DRIVEWAY PERMIT, ELECTRIC PERMIT, PLUMBING PERMIT, FENCE/WALL PERMIT AND GRADING WAIVER APPLICATION.** All of these permits may not apply to the project, depending on the scope of the project. Please select the applicable permits for the project.
- HOMEOWNER'S ASSOCIATION APPROVAL.** Required if your subdivision has an active homeowner's association.
- 3 COPIES OF THE CURRENT PLAT OF SURVEY.** The plat shall show all existing and proposed conditions including structures, zoning setback lines, utility easements and utility services.
- 2 COPIES OF DETAILED WORKING DRAWINGS.** Plans shall be drawn at ¼" scale, sections at 1/2" scale and shall include elevations of all proposed structures and if appropriate, a section through. Include all electric or plumbing details proposed as part of the project.
- TREE REMOVAL PERMIT APPLICATION.** For any tree removal work is proposed with this project.

*Prior to issuance of the permit, the following information shall be up to date or submitted to the Community Development Department if it applies to the proposed project:*

- PLUMBER'S STATE OF ILLINOIS LICENSE.** In addition, a Lake Forest Plumber's Bond and a Certificate of Insurance (listing the City of Lake Forest as additional insured) is required ***IF*** any connections to the sanitary, storm or water services are proposed or work to the existing service is proposed in the public right-of-way.
- PLUMBER'S LETTER OF INTENT.** This letter must be original.
- ELECTRICIAN'S LICENSE.**



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**RESIDENTIAL BUILDING**  
**PERMIT APPLICATION #:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

*Includes Residential Additions, Alterations, Hardscape Work, Deck, Demolition of Structures, Sheds, Tennis Courts, Sports Courts, Siding, Windows, Interior Draintile, Foundation Repairs and Satellite Dishes*

<b>PROJECT ADDRESS:</b>	
<b>PROPERTY OWNER:</b>	<b>PHONE:</b>
<b>MAILING ADDRESS (IF DIFFERENT THAN ABOVE):</b>	
<b>PROPERTY OWNER'S EMAIL ADDRESS:</b>	
<b>PROPERTY OWNER'S FAX:</b>	
<b>GENERAL CONTRACTOR:</b>	
<b>MAILING ADDRESS:</b>	
<b>PHONE:</b>	<b>FAX:</b>
<b>EMAIL ADDRESS:</b>	<b>CELL:</b>

**DESCRIBE THE PROPOSED PROJECT:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\$\_\_\_\_\_ is the fair market value of the project including all materials, trades, architectural and engineering fees.

As Property Owner, I hereby agree and acknowledge that all work must be done in accordance with Codes adopted by The City of Lake Forest Code and must be consistent with the approved plans. As Owner, I declare that all information submitted in support of the requested permit is accurate. Falsification of any information will result in penalties as provided for in the Code. By signing this form, owner assumes responsibility for the accuracy of the information provided by the contractor.

Signature of Property Owner: \_\_\_\_\_

Signature of Owner's Authorized Designee (must have Designee Form attached): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

<b>BUILDING PERMIT FEE:</b>	\$ _____	<b>PLAN REVISIONS:</b>	\$ _____
<b>PLAN REVIEW FEE:</b>	\$ _____	<b>BUILDING SCALE FEE:</b>	\$ _____
<b>PUBLIC PROPERTY BOND:</b>	\$ _____	<b>STOP WORK ORDER:</b>	\$ _____
<b>PERMIT RENEWAL BOND:</b>	\$ _____	<b>ENGINEERING REVISION:</b>	\$ _____
<b>DRAINAGE WAIVER FEE:</b>	\$ _____	<b>TREE FENCING FEE:</b>	\$ _____
<b>PLAN REVIEW (OVER 2 HRS):</b>	\$ _____	<b>OTHER:</b>	\$ _____
<b>TOTAL FEES: \$</b> _____			



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**ELECTRIC PERMIT APPLICATION**  
 #: \_\_\_\_\_  
 DATE: \_\_\_\_\_

<b>PROJECT ADDRESS:</b>	
<b>PROPERTY OWNER:</b>	<b>PHONE:</b>
<b>MAILING ADDRESS (IF DIFFERENT THAN ABOVE):</b>	
<b>PROPERTY OWNER'S EMAIL ADDRESS:</b>	
<b>ELECTRIC CONTRACTOR:</b>	
<b>MAILING ADDRESS:</b>	
<b>PHONE:</b>	<b>FAX:</b>
<b>LICENSE #:</b>	<b>ISSUED BY:</b>

<b>EXISTING ELECTRIC SERVICE:</b>	_____ AMPS	___ OVERHEAD
	_____/_____/_____ VOLTAGE	___ UNDERGROUND
<b>PROPOSED ELECTRIC SERVICE:</b>	_____ AMPS	___ OVERHEAD ___ UNDERGROUND
	_____/_____/_____ VOLTAGE	___ TEMPORARY
<b>QUANTITIES OF GENERAL WIRING:</b>	_____ OUTLETS	_____ FIXTURES (INC. EXHAUST FANS)
		_____ SWITCHES
<b>LOW VOLTAGE WIRING:</b>	_____ CONTROL/SIGNAL	_____ VOICE/DATA/VIDEO _____ ALARM/SAFETY DEVICE
<b>ELECTRIC HEATING:</b> (600 V.A. AND LARGER)	_____ TOTAL K.V.A.	_____ TYPE OF HEATING UNIT
<b>ELECTRIC MOTORS:</b>	_____ MOTORS	_____ TOTAL COMBINED H.P.
		_____ H.P. OF LARGEST MOTOR
<b>AIR CONDITIONING UNITS:</b>	_____ NUMBER OF UNITS	_____ TOTAL K.V.A.
<b>STANDBY GENERATOR:</b>	_____ H. P. OF MOTOR	_____ OUTPUT IN K.V.A.
<b>LANDSCAPE LIGHTING:</b>	_____ OUTLETS	_____ FIXTURES

**OTHER WORK:** \_\_\_\_\_

As Property Owner, I hereby agree and acknowledge that all work must be done in accordance with Codes adopted by The City of Lake Forest Code and must be consistent with the approved plans. As Owner, I declare that all information submitted in support of the requested permit is accurate. Falsification of any information will result in penalties as provided for in the Code. By signing this form, owner assumes responsibility for the accuracy of the information provided by the contractor.

Signature of Property Owner: \_\_\_\_\_

Signature of Owner's Authorized Designee (must have Designee Form attached): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

<b>ELECTRIC PERMIT BASE FEE:</b>	\$ _____	<b>PER UNIT CHARGE:</b>	\$ _____
<b>ELECTRIC SERVICE FEE:</b>	\$ _____	<b>MOTORS:</b>	\$ _____
<b>TOTAL FEES: \$ _____</b>			



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**DRIVEWAY PERMIT APPLICATION #:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*For work to the driveway, parking lot or temporary construction access*

<b>PROJECT ADDRESS:</b>		
<b>PROPERTY OWNER:</b>		<b>PHONE:</b>
<b>MAILING ADDRESS (IF DIFFERENT THAN ABOVE):</b>		
<b>PROPERTY OWNER'S EMAIL ADDRESS:</b>		
<b>CONTRACTOR:</b>		
<b>MAILING ADDRESS:</b>		
<b>PHONE:</b>		<b>FAX:</b>
<b>EMAIL ADDRESS:</b>		<b>CELL:</b>

<input type="checkbox"/>	REPLACE THE EXISTING DRIVEWAY. No work proposed in the right of way.
<input type="checkbox"/>	REPLACE THE EXISTING DRIVEWAY AND APPROACH. Work will be done in the right of way.
<input type="checkbox"/>	REPLACE THE EXISTING DRIVEWAY <i>with changes to the size, shape or material.</i>
<input type="checkbox"/>	INSTALL A NEW DRIVEWAY AND/OR APPROACH.
<input type="checkbox"/>	INSTALL A TEMPORARY DRIVEWAY FOR CONSTRUCTION ACCESS.
<b>TYPE OF PAVING MATERIAL PROPOSED:</b> _____	
<b>ARE ANY GRADE CHANGES PROPOSED?</b> _____	

As Property Owner, I hereby agree and acknowledge that all work must be done in accordance with Codes adopted by The City of Lake Forest Code and must be consistent with the approved plans. As Owner, I declare that all information submitted in support of the requested permit is accurate. Falsification of any information will result in penalties as provided for in the Code. By signing this form, owner assumes responsibility for the accuracy of the information provided by the contractor.

Signature of Property Owner: \_\_\_\_\_

Signature of Owner's Authorized Designee (must have Designee Form attached): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

DRIVEWAY PERMIT FEE:	\$ _____	DRIVEWAY BOND:	\$ _____
RECORDING FEE:	\$ _____	TREE FENCING FEE:	\$ _____
DRAINAGE WAIVER FEE:	\$ _____	STOP WORK ORDER:	\$ _____
OTHER FEE:	\$ _____		
<b>TOTAL FEES: \$ _____</b>			



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PLUMBING PERMIT APPLICATION #:

DATE:

PROJECT ADDRESS:	
PROPERTY OWNER:	PHONE:
MAILING ADDRESS (IF DIFFERENT THAN ABOVE):	
PROPERTY OWNER'S EMAIL ADDRESS:	
PLUMBING CONTRACTOR:	
MAILING ADDRESS:	
PHONE:	FAX:
STATE OF ILLINOIS LICENSE #: 055-	

**NUMBER OF NEW OR REPLACED PLUMBING FIXTURES**

___ CLOTHES WASHER	___ HOSE BIB	___ SUMP PUMP	___ ICE MAKER	___ BATHTUB	___ SHOWER
___ SEWAGE EJECTOR	___ FLOOR DRAIN	___ DISPOSAL	___ DISHWASHER	___ BAR SINK	___ BOILER
___ WATER HEATER	___ TOILET (BIDET)	___ LAUNDRY TUB	___ LAVATORIES	___ SINK	___ TOTAL FIXTURES

**SWIMMING POOL AND IRRIGATION SYSTEM INFORMATION:**

___ # OF IRRIGATION SYSTEM HEADS	___ IS A RPZ VALVE PROPOSED?
___ ARE HEADS PROPOSED ON THE CITY RIGHT OF WAY?	___ POOL/SPA PIPING

**SEWER AND WATER INFORMATION:**

DESCRIBE THE EMERGENCY REPAIR:		
___ # OF FEET OF SANITARY SEWER	___ 1 1/2" TAP	___ 2" TAP
___ # OF FEET OF STORM SEWER	___ 1 1/2" METER	___ 2" METER
___ # OF FEET OF WATER SERVICE	___ OTHER TAP (SIZE)	___ OTHER METER (SIZE)
WILL WORK BE DONE ON CITY PROPERTY?	___ YES	___ NO

**OTHER WORK:** \_\_\_\_\_

As Property Owner, I hereby agree and acknowledge that all work must be done in accordance with Codes adopted by The City of Lake Forest Code and must be consistent with the approved plans. As Owner, I declare that all information submitted in support of the requested permit is accurate. Falsification of any information will result in penalties as provided for in the Code. By signing this form, owner assumes responsibility for the accuracy of the information provided by the contractor.

Signature of Property Owner: \_\_\_\_\_

Signature of Owner's Authorized Designee (must have Designee Form attached): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

PLUMBING PERMIT FEE:	\$ _____	SANITARY SEWER FEE:	\$ _____
TAP FEE:	\$ _____	STORM SEWER FEE:	\$ _____
WATER SERVICE INSPECTION FEE:	\$ _____	METER FEE:	\$ _____
STREET OPENING FEE:	\$ _____	STREET OPENING BOND	\$ _____
SWIMMING POOL PIPING FEE:	\$ _____	WATER PLAN INV. FEE:	\$ _____
IRRIGATION SYSTEM:	\$ _____	RECORDING FEE FOR ROW:	\$ _____
SANITARY SEWER CONN. FEE:	\$ _____	STOP WORK ORDER:	\$ _____
TOTAL FEES: \$ _____			



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**FENCE PERMIT APPLICATION**  
**#:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

*Includes Fence, Wall and Pillars*

<b>PROJECT ADDRESS:</b>		
<b>PROPERTY OWNER:</b>		<b>PHONE:</b>
<b>MAILING ADDRESS (IF DIFFERENT THAN ABOVE):</b>		
<b>PROPERTY OWNER'S EMAIL ADDRESS:</b>		
<b>CONTRACTOR:</b>		
<b>MAILING ADDRESS:</b>		
<b>PHONE:</b>		<b>FAX:</b>
<b>EMAIL ADDRESS:</b>		<b>CELL:</b>

**COMPLETE ALL THAT APPLY:**

<b>FENCE:</b>	LENGTH	HEIGHT	MATERIAL
<b>WALL:</b>	LENGTH	HEIGHT	MATERIAL
<b>PILLARS:</b>	QUANTITY	HEIGHT	MATERIAL

**IS THE PROPOSED FENCE NEW OR A REPLACEMENT OF AN EXISTING?** \_\_\_\_\_

**IF THERE ARE MODIFICATIONS TO THE FENCE, PLEASE DESCRIBE THEM:** \_\_\_\_\_

**\$\_\_\_\_\_** is the fair market value of the project including all materials, trades, architectural and engineering fees.

As Property Owner, I hereby agree and acknowledge that all work must be done in accordance with Codes adopted by The City of Lake Forest Code and must be consistent with the approved plans. As Owner, I declare that all information submitted in support of the requested permit is accurate. Falsification of any information will result in penalties as provided for in the Code. By signing this form, owner assumes responsibility for the accuracy of the information provided by the contractor.

*Signature of Property Owner:* \_\_\_\_\_

*Signature of Owner's Authorized Designee (must have Designee Form attached):* \_\_\_\_\_

*Printed Name:* \_\_\_\_\_ *Contact Phone Number:* \_\_\_\_\_

**FOR OFFICE USE ONLY:**

<b>FENCE PERMIT FEE:</b>	\$ _____	<b>STOP WORK ORDER:</b>	\$ _____
<b>PERMIT RENEWAL BOND:</b>	\$ _____	<b>ENGINEERING REVISION:</b>	\$ _____
<b>DRAINAGE WAIVER FEE:</b>	\$ _____	<b>TREE FENCING FEE:</b>	\$ _____
<b>LANDSCAPING BOND:</b>	\$ _____	<b>RECORDING FEE FOR ROW:</b>	\$ _____
<b>OTHER FEE:</b>	\$ _____	<b>TOTAL FEES: \$ _____</b>	

**LAKE FOREST CONSTRUCTION STANDARD REV. 5/08**

**6.02 WAIVER FOR SITE GRADING PERMIT**

The City of Lake Forest  
Application for Waiver of the Site Grading Permit

Application is hereby made for a waiver of a site grading permit at the following described property:

**ADDRESS:** \_\_\_\_\_

**PROJECT DESCRIPTION** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**CONTRACTOR'S PHONE:** \_\_\_\_\_

**Conditions:**

A waiver of the Grading Permit **may be** approved by the City Surveyor and Engineer only on property previously improved with the principal use or structure; where the project consist only of minor additions to existing dwellings or structures, the construction of accessory buildings, tennis courts, swimming pools, or minor landscaping.

The waiver request shall include:

1. **Address or legal description** of the property.
2. **Description of the project.**
3. **Site plan of the project** including the dimensions(s) from the project to the nearest Lot Line(s), provisions for roof drainage (location and direction of discharge), and proposed grading limits.
4. **A statement signed by the property owner** agreeing to the following:

*The applicant hereby certifies that he is the owner of the property described above, and certifies that to the best of his knowledge, the above described project will not disturb existing topography or will not create adverse drainage problems on adjacent property. The applicant further agrees to assume all responsibility for any drainage problems that may be caused directly or indirectly by any action involving the above described project and further absolves The City of Lake Forest of any responsibility for problems or actions that may result from the granting of the waiver of the Site Grading Permit requirements.*

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Printed Name of Signature Above Telephone Number

Waiver Granted \_\_\_\_\_ Date: \_\_\_\_\_  
City Surveyor and Engineer