



800 Field Drive • Lake Forest, IL 60045  
Phone 847.234.2600 x2 • Fax 847.615.4383  
[www.cityoflakeforest.com](http://www.cityoflakeforest.com)

## Residential Addition or Alteration Checklist

Community Development Department

### Notice to Building Permit Applicants

All applicants are encouraged to submit permit applications and construction documents online via the City's web portal at [www.bsaonline.com](http://www.bsaonline.com). City Staff is available to assist you in the registration and application process.

Submitting applications and construction documents digitally will allow the City to serve our customers more efficiently. Design professionals can provide digital plans for submittal, if necessary, City Staff will assist in obtaining digital plans from design professionals. For smaller projects, plans printed on 8½ x 11 or 11 x 17, staff is available to scan documents as necessary to convert them to a digital format.

City staff reviews all plans electronically. The final approved construction plans and documents will be made available on the City's web portal. Or, upon request, a copy can be emailed to the property owner or applicant. Property owners are responsible for providing a copy of the approved plans and documents to others who may need them. Upon request, the City will print a copy of the approved plans in an 11x17 format.

### *To expedite reviews, please submit all of the following information:*

- PERMIT APPLICATION AND GRADING WAIVER.**
- HOMEOWNER'S ASSOCIATION APPROVAL.** Required if your subdivision has an active homeowner's association and the proposed work requires their approval.
- PLAN REVIEW FEE.** According to the current fee schedule.
- CURRENT STAMPED PLAT OF SURVEY.** On the plat, show the location of all setback lines, utility services, and any proposed work. **This is required for additions, a/c units, new structures, hardscape work and skylights only.**
- DETAILED WORKING DRAWINGS.** Plans shall be drawn at ¼" scale, sections at 1/2" scale. Plans shall be stamped by a State of Illinois Registered Architect if structural changes are proposed. Include the following in the plans; Type of materials (windows, siding, and roof), Manual J and Manual S (when required for new HVAC work).
- BOARD OR COMMISSION INFORMATION.** If your project was reviewed by a Board or Commission, please review your Action Summary or Certificate of Appropriateness from the meeting and submit any of the required information indicated on that summary.
- BUILDING SCALE CALCULATION WORKBOOK.** For those projects that effect the building scale.
- 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:*

- 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.**
- ELECTRICIAN'S LICENSE.**
- HVAC CONTRACTOR'S LICENSE.** This license may NOT be a business license.
- ILLINOIS STATE ROOFING LICENSE.**



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**FOR OFFICE USE ONLY**  
 Permit # \_\_\_\_\_

## Building Permit Application

Community Development Department

**PROJECT ADDRESS** *(Please print)*

**OWNER INFORMATION** *(Please print)*

Owner(s) of Record	
Address	
City / State	Zip Code
Phone Number	Email Address

**BUILDING TYPE** *(Please check applicable box)*

<input type="checkbox"/> 1 – 2 Family Dwelling	<input type="checkbox"/> Multi Family	<input type="checkbox"/> Commercial	Bldg. Sq. Footage _____
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**SCOPE OF WORK** *(Please check all that apply)*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> New Construction<br><b>LOT #</b> _____<br><b>SUB.</b> _____<br><input type="checkbox"/> Addition<br><input type="checkbox"/> Alteration<br><input type="checkbox"/> Chimney/Tuckpointing<br><input type="checkbox"/> Contractor Change<br><input type="checkbox"/> Curb Crossing<br><input type="checkbox"/> Deck/Patio/Stoop<br><input type="checkbox"/> Demolition<br><input type="checkbox"/> Driveway<br><input type="checkbox"/> Electrical | <input type="checkbox"/> Elevator<br><input type="checkbox"/> Exterior Lighting<br><input type="checkbox"/> Fence/Screen/Wall/Pillar<br><input type="checkbox"/> Garage<br><input type="checkbox"/> Gas Piping<br><input type="checkbox"/> Generator<br><input type="checkbox"/> HVAC<br><input type="checkbox"/> Lawn Irrigation System<br><input type="checkbox"/> Plumbing<br><input type="checkbox"/> Pool/Hot Tub/Spa<br><input type="checkbox"/> Revision to Approved Permit/Plans<br><input type="checkbox"/> Roof | <input type="checkbox"/> Sanitary Sewer<br><input type="checkbox"/> Shed/Accessory Structure<br><input type="checkbox"/> Sign/Temporary Sign<br><input type="checkbox"/> Solar Panels<br><input type="checkbox"/> Storage Tank Removal<br><input type="checkbox"/> Storm Sewer<br><input type="checkbox"/> Street Obstruction<br><input type="checkbox"/> Water Service<br><input type="checkbox"/> Water Tap/Water Meter<br><input type="checkbox"/> Window/Doors<br><input type="checkbox"/> Siding/Exterior Materials<br><input type="checkbox"/> Other _____ |
|---|---|--|

**Does the property have a Homeowner or Condominium Association?**     YES     NO

Enter the fair market value of the project including all materials, labor and professional fees    \$ \_\_\_\_\_

**SIGNATURE OF PROPERTY OWNER**

As Property Owner, I hereby agree and acknowledge that all work must be completed in accordance with applicable Codes, regulations and the approved plans. I have reviewed all documents submitted in support of the permit application and affirm that they are complete and accurate to the best of my knowledge. I acknowledge that falsification of information submitted may result in voiding of the permit and fines and penalties as provided for in The City of Lake Forest Code.

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

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

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



**PLEASE PROVIDE A DETAILED DESCRIPTION OF PROPOSED PROJECT**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Electrical Project Information**

Existing Service  Overhead  Underground AMPS \_\_\_\_\_  
 Proposed Service  Overhead  Underground AMPS \_\_\_\_\_  
 Total Quantities of Outlets \_\_\_\_\_ Fixtures \_\_\_\_\_ Switches \_\_\_\_\_

**HVAC/Mechanical Project Information**

Air Conditioner  New Unit  Replacement of Existing No. of Units \_\_\_\_\_  
 Furnace  New Unit  Replacement of Existing No. of Units \_\_\_\_\_  
 Rooftop Unit  New Unit  Replacement of Existing No. of Units \_\_\_\_\_  
 Unit Wall Heater  New Unit  Replacement of Existing No. of Units \_\_\_\_\_  
 Duct Work  Other Work \_\_\_\_\_

**Plumbing Project Information**

Total No. of New/Replaced Plumbing Fixtures \_\_\_\_\_  Gas Piping  
 Total No. of Lineal Feet of Sanitary \_\_\_\_\_ Storm \_\_\_\_\_ Water \_\_\_\_\_  
 1 1/2" Tap  1 1/2" Meter  2" Tap  2" Meter  
 Size of Other Tap \_\_\_\_\_ Size of Other Meter \_\_\_\_\_  
 Total No. of Irrigation Heads \_\_\_\_\_  RPZ  Work in City Right of Way  
 Describe Emergency Repair Work \_\_\_\_\_

**Roofing Project Information**

Tear-off and Reroof  Reroof over existing roof (2 total layers permitted by Code)  
 Is any hot work (torching) proposed?  Yes  No  
 Number of Squares of Roofing Material Applied \_\_\_\_\_  
 Existing Material \_\_\_\_\_ Proposed Material \_\_\_\_\_

**Fence / Wall / Pillar Project Information**

New Fence  Replacement of Existing Fence  Electric gate  
 Fence Length \_\_\_\_\_ Fence Height \_\_\_\_\_ Material Type \_\_\_\_\_  
 Wall Length \_\_\_\_\_ Wall Height \_\_\_\_\_ Material Type \_\_\_\_\_  
 Pillar Quantity \_\_\_\_\_ Pillar Height \_\_\_\_\_ Material Type \_\_\_\_\_

**Windows / Doors**

Existing Window Material \_\_\_\_\_ Proposed Window Material \_\_\_\_\_  
 Total No. of Window(s) / Door(s) \_\_\_\_\_ Size/Material/Other Changes?  Yes  No  
 Please indicate cladding type, grille pattern and type (i.e. removable, simulated [recommended], etc.)  
 \_\_\_\_\_

**Siding / Exterior Materials**

Existing Siding Material \_\_\_\_\_ Proposed Siding Material \_\_\_\_\_  
 Size/Material/Other Changes?  Yes  No

Please describe any changes in the **Description of Project** section at top of page



**GENERAL CONTRACTOR**

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

**ELECTRICAL CONTRACTOR**

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

**LICENSE #**

**ISSUED BY**

**HVAC / MECHANICAL CONTRACTOR**

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

**LICENSE #**

**ISSUED BY**

**PLUMBING CONTRACTOR**

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

**LICENSE #** O55 -

**ISSUED BY** STATE OF ILLINOIS

**ROOFING CONTRACTOR**

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

**LICENSE #**

**ISSUED BY STATE OF ILLINOIS**

**ARCHITECT**

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

**LAKE FOREST CONSTRUCTION STANDARD REV. 1/11**

**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: \_\_\_\_\_  
Engineering Section