VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

New Non-Residential Building

A building permit is required for the construction of a new non-residential building in the Village of Burr Ridge. Applicable regulations include the following:

- International Building Code (IBC), 2012 Edition
- International Mechanical Code (IMC), 2012 Edition
- International Fuel Gas Code (IFGC), 2012 Edition
- International Energy Conservation Code (IECC), 2012 Edition
- Illinois State Plumbing Code (ISPC), Latest Edition as mandated by the State of Illinois
- International Plumbing Code (IPC), 2012 Edition
- International Fire Code (IFC), 2012 Edition
- International Wildland-Urban Interface Code 2012
- NFPA 70, National Electric Code (NEC), 2011 Edition
- NFPA 101, Life Safety Code (NFPA 101), 2012 Edition
- Illinois Accessibility Code (IAC), Latest Edition as mandated by the State of Illinois
- International Existing Building Code , 2012 Edition
- Village of Burr Ridge Building Ordinance, Ordinance #1124; including miscellaneous amendments to the above listed model codes as listed in Article VII
- Village of Burr Ridge Zoning Ordinance, Ordinance #834
- Village of Burr Ridge Municipal Code, Chapter 8 - Stormwater Management

At the time of application for a building permit; the following information must be provided for a building permit for a new non-residential building:

- **Building Permit Application;** A permit application (attached) must be completed and submitted to the Village. Any authorized representative of the property owner may be the applicant. However, the property owner must sign the permit application or provide written consent for another party (e.g. the contractor) to act as the permit applicant.
- **Plan Exam Fee/Deposit:** A deposit of $2,000 is due at the time of application.
- **Required Plans and Documents:** the following plans are required:
  - 2 copies of a certified Plat of Survey showing all current improvements and related conditions of the property and providing the exact area of the lot (in square feet).
  - 4 copies of the architectural plans; signed and sealed by an Illinois Licensed Architect as required by Section 242 of the Burr Ridge Building Ordinance.
  - 4 copies of a civil engineering plan showing all information as per the attached Engineering Plan Checklist.
  - Completed Contractor's List, form attached.
  - Completed Application for a Zoning Certificate of Occupancy with $50 fee.
  - Copy of plumber's Illinois Plumbing License and electrician's license (no other contractor licenses are required).
  - 3 copies of elevator shop drawings, if applicable

Other Required Agency Approvals: In addition to Village approval, all new commercial buildings will require the approval of one or more of the following agencies prior to issuance of a Village of Burr Ridge building permit. Plans should be submitted directly to these agencies:

- Fire Protection District: The Village is served by both the Pleasantview Fire Protection District (708-352-3021) and the Tri-State Fire Protection District (630-654-6284).
- Du Page or Cook County Health Department for restaurants, hotels, and healthcare facilities.
- Flagg Creek Water Reclamation District or Du Page County Public Works Department for sanitary sewer connections or modifications for properties in each of the respective districts.
- Property Owners' Associations for all building additions in the Burr Ridge Corporate Park and any other subdivision with a property owners' association.

After submittal of a complete building permit application package; the plan review process will begin. You may expect the following for the plan review process:

- The **first plan review process** will be completed within 14 working days. If the plans and related documents are not completed in full compliance with the applicable codes, resubmittal of said plans will be required.
- All **subsequent plan reviews** after the first plan review will be completed in 10 working days. Permit applicants will be notified upon completion of each plan review.

After approval of all plans; you will be notified that the permit is ready to be issued and will be asked to provide the following:

- Payment of final building permit fee as per the attached building permit fee schedule.
- Posting of a minimum $5,000 cash bond; for the purpose of insuring against damage to public property; to ensure compliance with the Building and Zoning Ordinances, and to ensure that the property is maintained in a condition that does not endanger the public health or safety.
- $50 Fee for the rental of the Code of Conduct and Permit Display Sign; which will be provided by the Village and must be posted on the property prior to construction.

After issuance of the building permit; you may begin construction but will need to do and know the following:

- **Preparation of Construction Site:** Before construction, site preparation must be completed and inspected by the Village. Details are provided in the attached flyer.
- **Additional fees** may include $100 for re-inspections and $200 for a stop work order.
- If there are any **deviations from the approved plans**, the applicant must contact Village staff to review and approve changes before proceeding. Construction without a permit or not conforming to an approved plan is subject to a $200 stop work order and a penalty fee equal to 150% of the building permit fee.
- A list of **required inspections** will be provided at the time of permit issuance. Applicant is responsible for scheduling all inspections. Call 630 654-8181, ext. 3100 by 3 pm the day prior to the desired inspection date.
- **Permitted times for outside construction** are Monday through Friday:7 AM to 7 PM; Saturday and Sunday:8 AM to 5 PM. A stop work order will be issued for any violations of the permitted hours of operation.
- An **additional cash bond of $2,500.00** may be required at the time a building certificate of occupancy is issued if final grading and landscaping are not completed.
- **Building Certificate of Occupancy –** Upon completion and before occupancy, it is the responsibility of the permit applicant to call for final inspections and to request a Building Certificate of Occupancy. Additional details are provided in the attached flyer.
- **Construction or sales trailers** require application and issuance of a separate permit.

VILLAGE OF BURR RIDGE

APPLICATION FOR BUILDING PERMIT

Non-Single-Family Residential

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

☐ New Building – $2000 Deposit ☐ Building Addition –$1000 Deposit ☐ Building Alteration –$650 Deposit

☐ Electrical, Plumbing or Mechanical Alteration or Service Upgrade -$75 Deposit

☐ Demolition - $75 Deposit ☐ Elevator - $75 Deposit ☐ Other – Deposit to be determined

Description:	$ Deposit Due at Time of Application Additional Fees Will Be Due Prior to Issuance of the Permit

Address of Property:	PIN #

All permit applications must be accompanied by a Plat of Survey and 4 sets of plans for all proposed improvements.

Permit Applicant:	
Applicant's Address:	Business Phone:
	Cell Phone:
	FAX:
	Email:

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant, only.

General Contractor: Address:	Email: Phone:
Architect: Address:	Email: Phone:
Property Owner: Address:	Email: Phone:

Please allow 14 business days for the first plan review and 10 for each subsequent review. You will be contacted upon completion of each plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

The above information and the submitted plans are true and accurate to the best of my knowledge.

Signature of Applicant

Date of Submittal

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Certification of Plans

Architect, Structural Engineer, or Licensed Design Professional Must Certify that Plans and Specifications Comply with the Building Ordinance By Signing and Sealing

It shall be unlawful for any architect, structural engineer, or any other licensed design professional to prepare or submit to the Building Commissioner for his approval any final plans for any building or structure which do not comply with all of the provisions of this Building Ordinance and all other applicable laws and ordinances specifically including but not limited to the Burr Ridge Zoning Ordinance. Any plans submitted under this Ordinance shall bear the signature and seal of the architect, structural engineer, or other licensed design professional who prepared the plans and specifications. A seal will not be required where the Building Commissioner determines the work to be non-structural or minor in nature.

Every licensed architect or structural engineer shall have a reproducible seal, or facsimile, the print of which shall contain the name of the architect or structural engineer, the license number, and the words “Licensed Architect,” or “Structural Engineer,” “State of Illinois.” The licensed architect or structural engineer shall affix the signature, current date, date of license expiration, and seal to the first sheet of any bound set or loose sheets of technical submissions utilized as contract documents between the parties to the contract or prepared for the review and approval of any governmental or public authority having jurisdiction by that licensed architect or structural engineer or under that licensed architect’s or structural engineer’s responsible control. The sheet of technical submissions in which the seal is affixed shall indicate those documents or parts thereof for which the seal shall apply. The seal and dates may be electronically affixed. The signature must be in the original handwriting of the licensee. Signatures generated by computer shall not be permitted. All technical submissions issued by any corporation, partnership, professional service corporation, or professional design firm as registered under this Act shall contain the corporate or assumed business name and design firm registration number, in addition to any other seal requirements as set forth by the Illinois Department of Professional Regulation.

Anyone falsely making any such certification shall be subject to the penalty provided in Section 501 (Article V) of this Ordinance and to such further penalties as may be provided or allowed by law.

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Site Preparation and Maintenance

Engineering plans for new non-residential or additions to a commercial building must show compliance with the site preparation and maintenance requirements listed below. A Village inspection and approval of the site preparation facilities is required prior to commencement of any exterior construction. The contractor is responsible for properly maintaining the site throughout the duration of the project. Random site inspections will be conducted by the Village.

- **Gravel Construction Entryway** – For lots without a hard surfaced driveway, a gravel construction access must be maintained until a hard surfaced driveway is completed. The contractor is responsible for keeping street and sidewalks free of mud and gravel at all times. Generally construction entryways are to be located over the future location of the driveway.
- **Silt Fence** – A trenched erosion control fence must be constructed and properly maintained until seed, sod, or other suitable ground cover is established.
- **Construction Fence**
  - Construction fencing is required prior to the start of construction for all projects involving substantial grading or foundation work as determined by the Village Engineer.
  - Construction fencing is to be properly maintained for the duration of exterior work on the property. Damaged or leaning fencing must be repair immediately.
  - Construction fencing shall enclose the entire work area except for the gravel drive.
  - All construction work and staging must be contained within the fenced area.
  - Construction fencing shall be of the materials and specifications that are shown herein.
- **Code of Conduct and Permit Sign –** to be installed with the face of the sign being clearly visible to the public, at the site entrance just outside the construction fencing.
- **Dumpster** – to be located within the fenced area, and kept covered at all times.
- **Portable Sanitation Facility and/or Construction Trailer** – to be located on private property within the fenced area. A separate permit is required for construction trailers.
- **Inclusion of the following notes:**
  - "All streets must be kept clear of mud, stone, or other debris at all times. Streets shall be "broom-clean" at the end of each work day. No material can be stored at any time on Village roadways or parkways."
  - "Any damage to public property or the public right-of-way, including but not limited to the street, curb, sidewalks, parkways, parkway trees, and utilities, should be immediately reported to the Village and must be restored to the satisfaction of the Village Engineer prior to release of the cash bond."

Repeat violations of the site preparation requirements will result in the issuance of a Stop Work Order without further notice from the Village

A Stop Work Order may be issued for failure to comply with any of the above site maintenance requirements. Work may not resume until the violations are resolved to the satisfaction of the Building Officer or Village Engineer and the $200 stop work order fee is paid.

Village of Burr Ridge, IL
Engineering Department
7660 S. County Line Road
Burr Ridge, IL 60527
Phone: (630) 654-8181
FAX: (630) 654-8269

Standard Plan Revised

Date:

Comments:

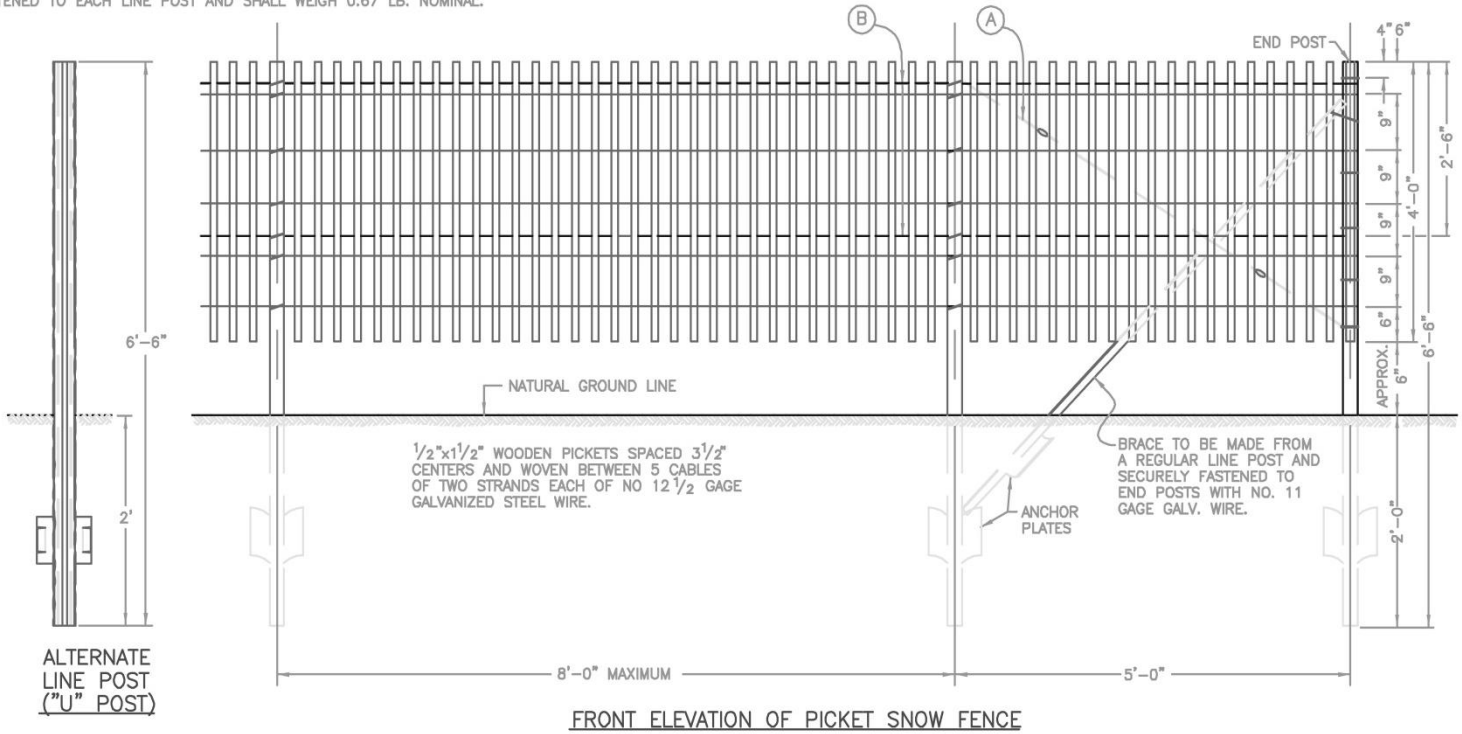
PICKET SNOW FENCE

GENERAL NOTES

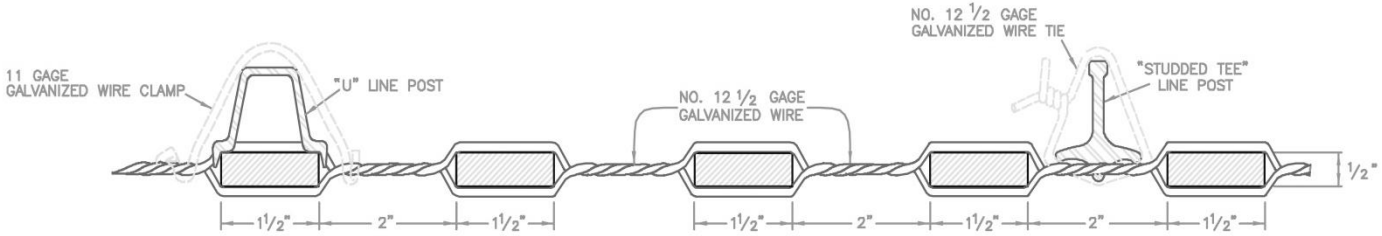
1. WIRE-BOUND PICKET FENCE, CONFORMING TO ASTM F 537, IS TO BE STRETCHED TIGHT AND SECURELY FASTENED TO ALL POSTS WITH 11 GA. GALVANIZED STEEL WIRE CLAMPS OR 12 1/2 GA. GALVANIZED STEEL WIRE TIES.
2. ALL FENCE POSTS, COMPLETE WITH ANCHOR PLATE, SHALL BE HOT-DIPPED GALVANIZED, ALL CONFORMING TO REQUIREMENTS OF AASHTO M 281. LINE POSTS (WITHOUT ANCHOR) SHALL WEIGH NOT LESS THAN 1.33 LBS.PER LIN.FT. (RAW). SUITABLE ANCHOR PLATES SHALL BE SECURELY FASTENED TO EACH LINE POST AND SHALL WEIGH 0.67 LB. NOMINAL.

FENCE TO BE SECURELY BRACED AT EACH END PANEL WITH A REGULAR LINE POST AND 1 DIAGONAL CABLE CONSISTING OF 2 STRANDS OF TWISTED WIRE. EACH STRAND TO CONSIST OF TWO 12 1/2 GAGE GALVANIZED WIRES. (A)

TWO HORIZONTAL WIRES (B) SHALL BE STRUNG BEHIND THE PICKETS FOR THE FULL LENGTH OF THE FENCE. EACH HORIZONTAL WIRE TO CONSIST OF TWO 12 1/2 GAGE TWISTED GALVANIZED WIRES. EACH HORIZONTAL WIRE IS TO BE FASTENED SECURELY TO EACH FENCE POST BY MEANS OF 11 GAGE WIRE CLAMPS OR NO 12 1/2 GAGE WIRE TIES.



FRONT ELEVATION OF PICKET SNOW FENCE



TYPICAL SECTIONS THROUGH SNOW FENCE POST AND PICKETS

NOTE:
OTHER SECTIONS OF STEEL POSTS HAVING EQUAL WEIGHT AND EQUIVALENT STRENGTH MAY BE USED IN LIEU OF EITHER OF THESE SECTIONS.

STANDARD PLAN

F-1

Sheet No. 1 of 1

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Engineering Plan Checklist

Address:		Date:
Subdivision:	Lot #:	Top of Foundation (T/F) Elevation:
County: Du Page / Cook	Stormwater Permit #:	

The following information is required on all site engineering plans:

- ❑ Stamp and signature of a registered Professional Land Surveyor or Registered Professional Engineer with the plan date, license number, and license expiration date.
- ❑ Location of principal building and the proposed building setbacks from all lot lines.
- ❑ Location, dimensions, and setbacks of all accessory structures such as drives, walks and patios.
- ❑ Total square footage of the lot and all perimeter dimensions of the lot.
- ❑ Exterior air conditioning units and generators with year-round landscape screening.
- ❑ Hard surface material of driveway and width at the property line (9 to 22' per driveway; 36' combined) and details of driveway connection to existing curb or edge of street pavement.
- ❑ Driveway slope (maximum 12% grade), preferred range 3% to 8%.
- ❑ Setback of driveways from side lot lines (required minimum of 2 feet from interior side lot lines, 15 feet from corner side lot lines and 10 feet from any parkway trees)
- ❑ Location and typical cross sections for all retaining walls – retaining walls must be setback a minimum of 2' from all lot lines and cannot exceed 42" in height.
- ❑ All perimeter dimensions of the principal building foundation including any jogs or offsets.
- ❑ T/F including all vertical changes in elevation and consistent with approved subdivision plans.
- ❑ Location and T/F of adjacent lots (if vacant, give proposed T/F).
- ❑ Proposed and existing contours and with existing contours extending a minimum of 10 feet onto adjacent properties; proposed contours must match existing contours at property lines (unless adjacent property is unimproved).
- ❑ All rear and side yard swales and high point/break point elevations.
- ❑ Finished grade a minimum of 6 inches below the top of foundation with a minimum 6 inches of pitch away from building in first 10 feet.
- ❑ Maximum ground slope is 4:1. Minimum ground slope is 2%.
- ❑ Location of all downspout and sump pump discharges and associated improvements – all such discharges shall be a minimum of 10' from all property lines.
- ❑ Location of B-Box - must be in public parkway, not located in easements or driveway pavement.
- ❑ Label water service and sanitary service lines and minimum separation of water and sewer services (10' required). A minimum 1.5" water service line is required.
- ❑ All existing and proposed improvements in the adjacent public right of way including sidewalks, curbs, edge of pavement, utilities and manholes (with elevations), and parkway trees.
- ❑ Typical detail for any proposed public sidewalks (5 feet wide; 5 inches of concrete on 2 inches of aggregate; through driveway is 7 inches of concrete on 2 inches of aggregate).
- ❑ Elevation of top of curb to sidewalk, sidewalk should be higher by 0.4 feet, to front of walk. Walk to have a 2% (1.2 inches) cross pitch toward street.
- ❑ Location, size, species, and condition of all existing trees 8" D.B.H. and larger (measured 4.5' above grade). May be provided on separate sheet with tree preservation plan for wooded lots.
- ❑ All site preparation and maintenance facilities and notes (see handout titled Site Preparation and Maintenance for further details).

Architectural Plans and Engineering Plan <u>must</u> be coordinated to match.

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Table 250.4.1 Plan Review Fee for Non-Residential Permits

Cubic Feet	Building Plan Review	Plumbing Plan Review	Mechanical Plan Review	Electrical Plan Review	Energy Plan Review
1 to 60,000	$574	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
60,001 to 80,000	$706	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
80,001 to 100,000	$904	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
100,001 to 150,000	$1,033	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
150,001 to 200,000	$1,174	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
200,001 plus	$1,380 + $13 for each 10,000 cubic feet over 200,000	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
Plan review Fees are cumulative. For example, the plan review fee for an 80,001 cubic foot building with plumbing, mechanical and electrical is $2,260 as follows:					
80,001 Cubic Feet	*$904*	*$226*	*$226*	*$452*	*$452*

Table 250.4.2 Inspection Fee for Non-Residential Permits

Building	Plumbing	Mechanical	Electrical	Elevators	Special Systems
$0.23 per square foot	$0.07 per square foot	$0.07 per square foot	$0.07 per square foot	$415 per elevator unit	$210 per hour
Inspection fees are cumulative. For example, the inspection fee for a 30,000 square foot building with plumbing, mechanical and electrical is $13,200 as follows:					
$6,900	*$2,100*	*$2,100*	*$2,100*		

250.4.3 **<u>Non-Single-Family Residential Permit Fee</u>**

The permit fee for a new non-single-family residential building, building addition, or building alteration shall be equal to the combined plan review and inspection fees (minus the application fee) and shall be paid in full prior to issuance of the permit.

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Cash Performance Bond & Landscape Bond

Cash Performance Bond

- Prior to issuance of any building permit for any new structure or building or for those permits for structural additions or alterations which, in the opinion of the Building Commissioner, involve a significant cost or affect drainage patterns, the applicant shall deposit with the Village a performance guarantee in the form of a cash bond in the amount of $5,000.00.
- The performance bond shall be for the purpose of insuring against damage to public property by the general contractor or any sub-contractor or employee that may perform work under the building permit and to assure compliance with the building code requirements (for further explanation see Section 250.7 of the Burr Ridge Building Ordinance)

Refunding of Cash Performance Bond

- **New Construction:** Final inspection of the structure must be complete. Two copies of an as-built (final) topographical survey shall be submitted and approved by the Village Engineer. A site inspection by the Village Engineer/Public Works Department will also be performed. Once the inspections are completed and approved, the bond release will be authorized by the Community Development Director.
- **Additions/Alterations:** Final inspection of the structure must be complete. A site inspection by the Village Engineer/Public Works Department may be necessary.

Landscape Bond

- If landscaping (ground cover) of the site cannot be completed prior to receiving a Certificate of Occupancy (CO), an additional cash bond of $2,500 shall be deposited with the Village.
- Final grading must be approved by the Village prior to landscaping.
- A landscape bond shall be deposited to insure that landscaping is completed within 45 days of a CO being issued between April 15 and October 15 or by the forthcoming May 15 for Certificates of Occupancy issued between October 16 and April 14.

Refunding of Landscaping Bond

- Once landscaping is complete, the permittee shall call for a site inspection to be completed by the Village Engineer/Public Works Department. Once the inspection is completed and approved, the bond release will be authorized by the Community Development Director.

Forfeiture of Bond(s)

- It is the responsibility of the permit applicant to ensure that all construction, grading, and fee requirements are completed prior to release of the bond and to schedule the appropriate bond release inspections.
- For permits where a CO is issued, bond release requirements shall be completed and inspection requested within 1 year of issuance of the CO or the bond will be forfeited.
- For permits where a CO is not issued, bond release requirements shall be completed and inspection requested within 1 year of issuance of the permit or the bond will be forfeited.

Please call 630-654-8181, extension 3100 to schedule all inspections

You must allow approximately 4 weeks to receive the bond refund. All Cash Performance and Landscape Bonds are released to the person(s) who originally deposited said bond.

CONTRACTORS' LIST

Permit No. _____

Please complete this form in its entirety and return with the permit application. If contractors are yet to be determined, the required information shall be provided prior to the permit being issued.

Project Address _____

Trade	Company Name	Address	Phone
General Contractor			
Concrete			
Electrical *			
Plumbing ** Underground			
Plumbing ** Indoor			
HVAC			
Roofing			
Carpentry			

* Provide copy of Electrical license.
**Provide copy of Illinois Plumbing license.

VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Certificates of Occupancy

A request for a Certificate of Occupancy shall be made at least 2 business days before the Certificate of Occupancy will be issued. It is recommended, however, to allow more time for re-inspections which are likely to be necessary.

The minimum requirements for occupancy are as follows:

- All exterior work shall be completed prior to issuance of a CO. Exterior work includes the building façade, sidewalks and driveways, grading and landscaping (ground cover only).
- Connection to public water and sewer complete. Completion shall include installation of the water meter, which will be sealed and inspected once the meter is installed and the remote reader will be installed by Public Works.
- All plumbing shown on the approved plans.
- Electrical wiring complete.
- Heating system complete.
- Basement floor, drain tile and sump pump shall be installed.
- All interior floor finishes shall be installed or other measures shall be provided to eliminate any trip hazard.
- Any concrete floors in the habitable area of the building must be poured.
- Completion of any water main extensions and other land improvements.
- Landscaping complete or $2,500.00 additional cash bond deposited (see Cash Performance and Landscape Bond information sheet)
- All fees, including but not limited to, re-inspection fees, construction water use, recapture fees, etc. shall be paid.
- All final inspections shall be scheduled, completed, and approved by the Village and Fire District.

VILLAGE OF BURR RIDGE
APPLICATION FOR
ZONING CERTIFICATE OF OCCUPANCY

_____
date

The Burr Ridge Zoning Ordinance requires issuance of a Zoning Certificate of Occupancy prior to occupancy of any non-residential building or tenant space. Application for a Zoning Certificate of Occupancy requires completion of this form and a ***$50.00 application fee***. A Zoning Certificate of Occupancy certifies that the land use is permitted by the Burr Ridge Zoning Ordinance but does not validate or legalize existing or future violations of the Burr Ridge Municipal Code, Zoning Ordinance, or Building Codes. The Village of Burr Ridge reserves the right to enforce any and all such violations, now or in the future.

NAME OF BUSINESS:	
TELEPHONE NUMBER:	**BUSINESS ADDRESS:** Burr Ridge, IL 60527
BUSINESS OWNER:	

TYPE OF BUSINESS (Please provide a description of the business activities that will take place at the above address. Attach additional information as needed. Please include information pertaining to types of goods produced or sold, services provided, number and types of clients/customers, and any other pertinent information that may be relevant in describing the business or establishment. Check all applicable types of businesses listed below):

_____

_____

Industrial:	**Commercial:**	**Office:**
____ Manufacturing ____ Research	____ Retail Sales ____ Retail Services	____ Medical/Dental ____ Business
____ Warehouse ____ Other	____ Restaurant ____ Other	____ Professional ____ Other

This application is _____ New Business in Village _____ Relocation within Village

For (check one): _____ Expansion of Business at Same Location _____ Other

No. of Employees On Premises at Peak Occupancy: (for determining parking requirements)	Floor Area of Space to be Occupied:
Number of On-Site Parking Spaces Available:	Number of Off-Street Loading Berths:
Business Hours and Days:	Sales Tax ID No. (for retail only)
Name of Business Previously Occupying Floor Space:	

BUSINESS CONTACT:

_____ Name

_____ Telephone #

_____ Address

_____ For Police Emergency Purposes

PROPERTY OWNER:

_____ Name

_____ Telephone #

_____ Address

Please type or print all requested information. Allow one to two weeks for processing of the application form. The applicant will be contacted upon completion of the Village's review of this application. Failure to provide all information will delay processing.