



# VILLAGE OF BANNOCKBURN

## PLUMBING, IRRIGATION & HVAC

### PERMIT GUIDELINES

|                                     |                        |                 |
|-------------------------------------|------------------------|-----------------|
| <b>Permit Applicant Information</b> | <b>CONTACT PERSON:</b> |                 |
| PROPERTY OWNER:                     |                        | PHONE #         |
| INSTALLATION ADDRESS:               |                        | E-Mail Address: |

***Permit Application Review Process Timeline***

A building permit application review can take between 15-20 business days.

***Required Plumbing, Irrigation & HVAC Permit Documents – Incomplete applications will not be accepted.***  
Please include this list with your application in order to expedite the process.

- **BUILDING PERMIT APPLICATION**
- **BUILDING PERMIT & APPLICATION FEE DEPOSIT:** \$575 for a Residential Permit and \$650 for a Commercial Permit Payment by check or cash
- **BUILDING PERMIT FEES:** The total amount of permit fees and balance due will be provided upon notification that the permit is ready for pick-up.
- **CONSTRUCTION SECURITY AGREEMENT**
- **CONSTRUCTION SECURITY DEPOSIT:** The amount of the construction security deposit will be included in the permit fee calculation. A construction security deposit is based upon estimated pass through professional service expenses. A detailed fee schedule will be provided upon notification that the permit is ready for pick-up.

***PLUMBING:***

- **5 COPIES AND ELECTRONIC PDF - DETAILED WORKING DRAWINGS:** Plans shall be drawn at ¼” scale, sections at ½” scale and shall include elevations of all proposed structures, if applicable, and if appropriate a section through. Include all electrical or plumbing details proposed as part of the project.
- **COPY OF CONTRACT** with detail of all work proposed
- **PLUMBER’S STATE OF ILLINOIS LICENSE & LETTER OF INTENT.** Original signed letter required.
- **ELECTRICIAN’S LICENSE.** If applicable.

***IRRIGATION:***

- **5 COPIES OF THE CURRENT PLAT OF SURVEY:** Survey must include the location of the irrigation heads proposed and current tree locations within the irrigation system area.
- **COPY OF CONTRACT** with detail of all work proposed
- **TREE REMOVAL APPLICATION.** If applicable
- **PLUMBER’S STATE OF ILLINOIS LICENSE & LETTER OF INTENT.** Original signed letter required.

**HVAC:                      Residential                      Commercial**

- **HVAC CONTRACTOR LICENSE.** If applicable.
- **ELECTRICIAN'S LICENSE.** If applicable.
- **COPY OF CONTRACT** with detail of all work proposed
- **MANUAL J (Load Calculation) AND MANUAL S (Sizing and Selection)** for New HVAC for Residential new construction.
- **5 COPIES AND ELECTRONIC PDF OF ALL OF THE FOLLOWING:**
  - **MANUFACTURER'S SPECIFICATIONS**
  - **CURRENT PLAT OF SURVEY.** If applicable.  
Show the location of existing and proposed A/C units and the dimensions from the property lines.
  - **SCREENING PLANS**

***Adherence to the Village of Bannockburn Ordinance & Building Codes:***

- International Building Code – 2018
- International Residential Code for One- and Two-Family Dwellings – 2018
- International Property Maintenance Code – 2018
- International Fuel Gas Code – 2018
- International Mechanical Code – 2018
- International Fire Code – 2018
- International Energy Conservation Code – 2018
- International Swimming Pool and Spa Code – 2018
- Illinois Plumbing Code - 2014
- National Electrical Code – 2017
- Village Code – Bufferyards, Landscaping & Screening Requirements
- Village Building Code Amendments