



Building & Life Safety Department

Village of Arlington Heights

847-368-5560

www.vah.com

PERMIT TYPE: ALTERATION, REMODEL, REPAIR – RESIDENTIAL

APPLYING FOR PERMITS: *All permits are applied for through the Civic Access Portal (See portal instruction for setting up an account and videos on using the system.*

<https://www.vah.com/government/permits/licenses/index.php>

Use the **Apply** tab to search for the permit type you need. Enter a keyword in the search bar, and a list of options will appear for you to choose from. Be sure to carefully read the description of each permit type before applying. Selecting the wrong permit will result in your application being declined, and you will need to restart the process.

LOCATION:

Click Add Location to enter the project location. Enter the street number, followed by the direction (E, W, N, S) then part of the street name. A list of addresses will populate. Check the correct one and add.

PERMIT DETAILS:

On the PERMIT DETAILS screen you will need to provide a basic description of the project. You may also be required to supply the following:

- the size of the project area in square feet
- the valuation of the project

CONTACTS:

Each project requires specific contacts to be provided. To add a contractor, their information must already exist in the system, which means they must have created a portal account. Contractors are also required to hold a valid contractor license. In most cases, the property owner must also be listed as a contact on the permit, which requires them to create a portal account as well.

For this permit, the required contacts are:

- Applicant
- Owner
- Carpentry contractor
- Electrical contractor
- General Contractor

If you need to add additional contacts beyond these required roles, use the **Add Contact** card. Select the appropriate trade (contractor type), then create a new contact by entering the required information.

MORE INFO:

Each permit requires information relevant to the specific permit application type. Answer the information relative to your project activities and the proposed new construction (versus existing conditions). The more involved the permit, the greater the volume of information and detail needed to be supplied.

ATTACHMENTS:

All required documents are to be provided as requested.

Plans must be a single compiled attachment – not a series of individual sheets.

For this project the following documents are required:

- Contractor's Proposal – needs to provide details of the work to be done and the cost of the project
- Construction Plans – construction plans need to be dimensioned and scaled
- Tax Assessor Supplemental Information – completed accordingly

If you want to add materials that will aid the reviewers in understanding the scope of work, use the Add Attachment dropdown to select the type of document you are attaching.

Examples of items you may need to add include:

- Plumber's Letter of Intent – Sealed or notarized

If there is an "i" in a circle in the upper right-hand corner of the attachment, there is additional information explaining the attachment.

REVIEW TIME FRAMES:

Once placed into review, the typical time frame allotted for initial review or revisions is 5 business days. Not all reviews require the full amount of time allotted for the reviews.

Invoicing, document stamping and other processing activities take place after the documents are approved.



Village of Arlington Heights
Building & Life Safety Department
847-368-5560
www.vah.com

DATE: _____

Tax Assessor Supplemental Information

NEW STRUCTURES - Complete the first two boxes.

ADDITIONS - Complete first and third boxes.

ADDITIONS W/INTERIOR ALTERATIONS - Complete first, third and fourth boxes.

INTERIOR ALTERATIONS ONLY - Complete first and fourth boxes.

GENERAL INFORMATION

☐ RESIDENTIAL ☐ COMMERCIAL

Job Site Address: _____ **Permit #:** _____

P.I.N. #: _____ **Value of Work:** _____

Name of Business to Occupy Space: _____

NEW STRUCTURES

Square Footage: 1st Floor: _____ **2nd Floor:** _____

Garage: _____ **Basement:** _____ **Attic:** _____

Number of Bathrooms: _____ **Number of Bedrooms:** _____

Will basement be finished: ☐ Yes ☐ No ☐ N/A **Will attic be finished:** ☐ Yes ☐ No ☐ N/A

ADDITIONS

Square Footage: 1st Floor: _____ **2nd Floor:** _____ **Garage:** _____

Basement: _____ **Attic:** _____

Number of New Bathrooms: _____ **Number of New Bedrooms:** _____

Is basement finished: ☐ Yes ☐ No ☐ N/A **Is basement to be remodeled:** ☐ Yes ☐ No ☐ N/A

Is attic finished: ☐ Yes ☐ No ☐ N/A **Is attic to be remodeled:** ☐ Yes ☐ No ☐ N/A

INTERIOR ALTERATIONS

Square Footage of Existing Space to be Altered:

1st Floor: _____ **2nd Floor:** _____ **Garage:** _____ **Basement:** _____ **Attic:** _____

Number of Bathrooms: _____ **Number of Bedrooms:** _____

Is basement finished: ☐ Yes ☐ No ☐ N/A **Is basement to be remodeled:** ☐ Yes ☐ No ☐ N/A

Is attic finished: ☐ Yes ☐ No ☐ N/A **Is attic to be remodeled:** ☐ Yes ☐ No ☐ N/A



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005
847-368-5000
www.vah.com

Resource Guide – Impact Protection for Energy Storage System

Where an Energy Storage System (ESS) is installed in the normal driving path of vehicle travel within a garage, impact protection complying with 2024 International Fire Code, Section 1207.11.3 shall be provided. The normal driving path is a space between the garage vehicle opening and the interior face of the back wall to a height of 48 inches above the finished floor. The width of the normal driving path shall be equal to the width of the garage door opening. Impact protection shall also be provided for an ESS installed at either of the following locations:

1. On the interior face of the back wall and located within 36 inches to the left or to the right of the normal driving path.
2. On the interior face of a side wall and located within 24 inches of the back wall and 36 inches of the normal driving path.

Exception: Where the clear height of the vehicle garage opening is 7 feet 6 inches or less, ESS installed not less than 36 inches above the finished floor are not subject to vehicle impact protection requirements.

Where ESS is required to be protected from impact in accordance with 2024 International Fire Code, Section 1207.11.7.1 or 1207.11.7.2, such protection shall comply with one of the following:

1. Bollards constructed in accordance with one of the following:
 - a. Minimum 48 inches in length by 3 inches in diameter schedule 80 steel pipe embedded in a concrete pier not less than 12 inches deep and 6 inches in diameter, with at least 36 inches of pipe exposed, filled with concrete, and spaced at a maximum interval of 5 feet. Each bollard shall be located not less than 6 inches from an ESS.
 - b. Minimum 36 inches in height by 3 inches in diameter schedule 80 steel pipe fully welded to a minimum 8 inches by $\frac{1}{4}$ -inch-thick steel plate and bolted to a concrete floor by means of four $\frac{1}{2}$ -inch concrete anchors with 3-inch minimum embedment. Spacing shall be not greater than 60 inches, and each bollard shall be located not less than 6 inches from the ESS.
 - c. Pre-manufactured steel pipe bollards shall be filled with concrete and anchored in accordance with the manufacturer's installation instructions, with spacing not greater than 60 inches. Each bollard shall be located not less than 6 inches from the ESS.



Village of Arlington Heights

33 South Arlington Heights Road
Arlington Heights, Illinois 60005
847-368-5000
www.vah.com

2. Wheel barriers constructed in accordance with one of the following:
 - a. 4 inches in height by 5 inches in width by 70 inches in length wheel barrier made of concrete or polymer, anchored to the concrete floor not less than every 36 inches and located not less than 54 inches from the ESS. Minimum 3¹/₂-inch diameter concrete anchors with 3-inch embedment per barrier shall be used. Spacing between barriers shall be not greater than 36 inches.
 - b. Pre-manufactured wheel barriers shall be anchored in accordance with the manufacturer's installation instructions.
3. Approved method designed to resist a 2,000 pounds-force impact in the direction of travel at 24 inches above grade.

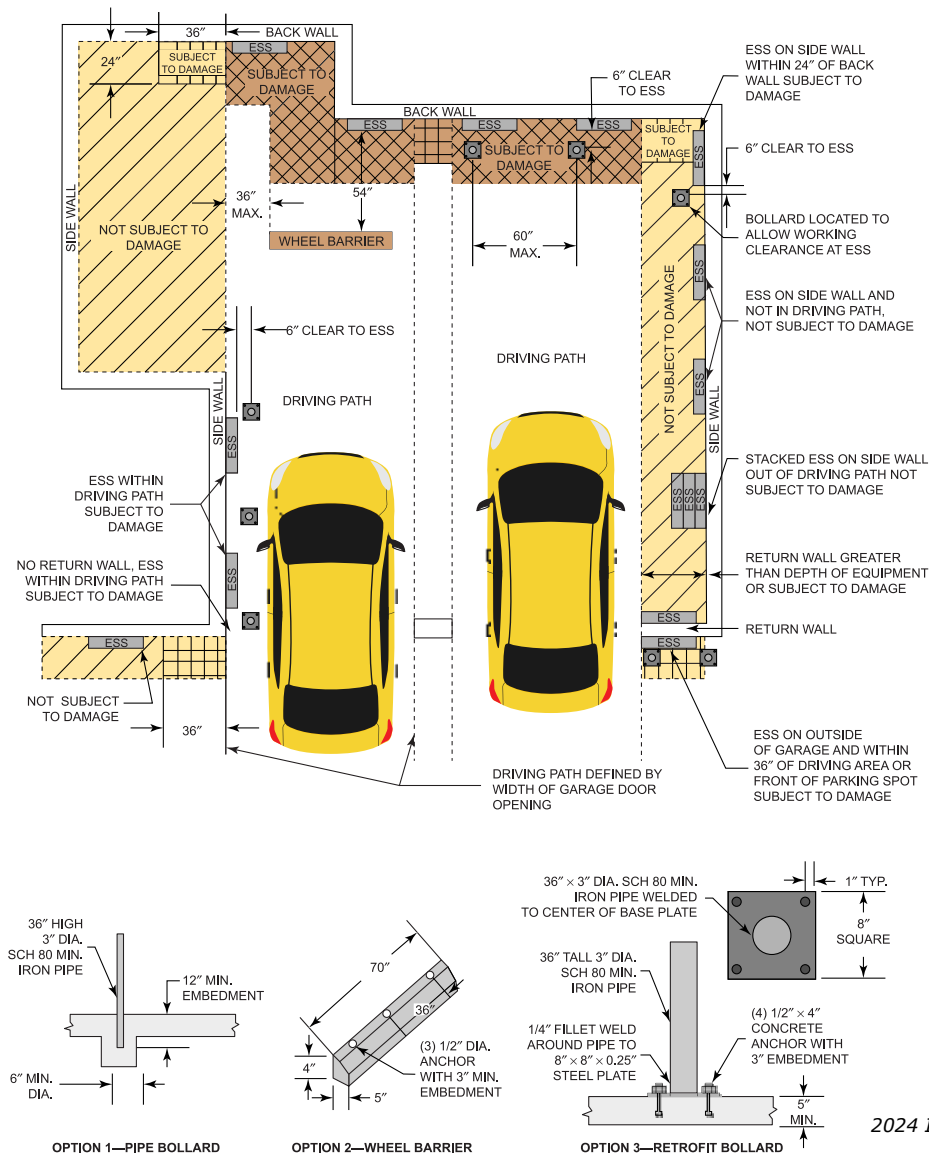


Image source:
2024 International Fire Code
Figure 1207.11.7.1