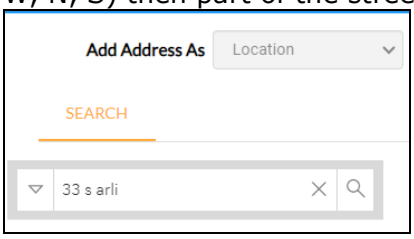
Building & Life Safety Department
Village of Arlington Heights
847-368-5560
www.vah.com

PERMIT TYPE: ALTERATION, REMODEL, REPAIR –COMMERICAL/INDUSTRIAL/MULTI -FAMILY
(Not to be used for Dwelling unit remodels inside of a Multi-Family Building.)

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
- General Contractor
- Plumbing Contractor
- Electrical Contractor
- Architect

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 prepared and sealed by an Architect
- Structural Design Calculations – Sealed *(if structural is a component of the project)*
- COMcheck Reports as applicable to the project

The following are additional materials that need to be added depending upon the scope of the work. Use the Add Attachment dropdown to select the type of document you are attaching.

For example:
- Plumber's Letter of Intent – Sealed or notarized *(if any plumbing involved)*
- Concrete Asphalt Acknowledgment form – *filled out and signed if any exterior concrete/flatwork being included in the project*

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 10 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
INC. 1887

Contractor List

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

IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE ALL CONTRACTORS ARE PROPERLY LICENSED, LOCALLY AND AT STATE LEVEL

	Name	Address	Phone	License Number
General:				
Electrical:				
Plumbing:				055-
Concrete Foundation:				
Carpenter:				
HVAC:				
Insulation:				
Drywall:				
Concrete / Paver Flatwork:				
Masonry:				
Excavator:				
Steel Erector:				
Other:				

ALL CONTRACTORS MUST BE LICENSED PRIOR TO THE ISSUANCE OF THE PERMIT
CONTRACTOR'S LICENSE MUST REMAIN VALID THROUGH DURATION OF THE CONSTRUCTION PROJECT.

Revised 4/16/2024

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Concrete/Asphalt Acknowledgment

Inspections Performed by the Building & Life Safety and Engineering Department

Minimum Concrete Placement Requirements for Elevated Structure Base Materials for Concrete

- All concrete work to be placed on a minimum of 4" of compacted crushed aggregate CA-6 or better.
- Pea gravel or sand base is **NOT ALLOWED** on exterior concrete work.

Garage Floor Replacements

- Install thickened concrete edge at overhead door 14" down and 20" wide. This 14" measurement INCLUDES the 4" for the concrete floor replacement.
- Install (2) #5 (5/8" diameter) rebar approximately 3" from bottom of thickened edge at overhead door.
- Install vapor barrier under attached garage slabs. - Dowel beam into existing foundation.

Stoop and Stair Replacements

- Place **ALL** stoops on a 42” deep trench or piers 4'-0” O.C. 42” deep and a diameter of 8” minimum.
- Note: Any stoop that has 3 or more risers has to be placed on a 42” deep trench. Use steel dowels into existing foundation.

Screened Porches

- Screened porches that are additions to the existing residences have to be placed on a minimum of a 42” deep trench by 8” wide.

Concrete Work Such as: Patios, Private Walks, Etc. Placed at Grade

- Minimum 4” thickness of concrete for private walks, patios, etc.
- Minimum 6 bag mix with water reducer.
- Expansion and control joints as required.
- Welded wire reinforcement is optional in all work.
- Pitch all work away from house for drainage.
- Minimum 4” gravel base below all concrete; no pea gravel allowed.
- The top of concrete slab shall be lower than the top of the existing foundation

Inspections Performed by the Engineering Department

For Concrete Work on: Driveways, Driveway Approaches, and Public Sidewalks

- Forms in approach to be a minimum of 6” in depth.
- Concrete to be a minimum 6.1 bag mix, Class PV, or equivalent.
- Expansion joints 6” x ½” required between sidewalk and driveway approach, and curb and driveway approach, or as directed.

- Driveway approaches and areas where a public sidewalk crosses a driveway, require a minimum concrete thickness of 6” and 2” compacted CA-6 gravel base (no wire mesh allowed; no pea gravel allowed).
- Public sidewalks not intersecting a driveway require a minimum concrete thickness of 5”, and 2” compacted CA-6 gravel base (no
- wire mesh allowed; no pea gravel allowed).
- Private driveways (from house to public right-of-way) require a minimum concrete thickness of 4", and 4” compacted CA-6 gravel
- base; (wire mesh optional; no pea gravel allowed). Forms to be a minimum of 4" in depth.
- Any concrete work on an easement will require permission for all utilities involved.

Asphalt Work on Driveways

- Minimum 2½" compacted depth of surface mix over 6" compacted CA-6 gravel; no pea gravel allowed.

ALL FLATWORK REQUIRES A PREPOUR/BASE INSPECTION AND A FINAL INSPECTION.

- Prior to scheduling a final inspection, the forms must be removed and the area backfilled.

I agree to all the minimum standards for concrete/asphalt work in the Village of Arlington Heights.

Job Address: _____ Permit Number: _____

Print Name: _____ Signature: _____

Date: _____ Phone Number: _____

All inspections shall be scheduled through the citizen self-service portal.

Revised 4/17/2024