



Building & Life Safety Department
Village of Arlington Heights
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

Fire Radio

Submittal Process and Checklist

APPLYING FOR PERMITS:

Submit all materials via email to: Building@vah.com. You will receive an email notification within 24 hours that your email was received. If you do not receive an email response, contact us at 847-368-5560.

APPLICATIONS AND FORMS REQUIRED:

The applications and forms that you need to submit are listed on the next page of this checklist. Please be careful to fill these out completely. Incomplete, illegible or lack of information, can delay your permit from being processed.

*If you are the Commercial Property / Business Owner doing the work yourself, please fill out and submit the Commercial Property Owner as General Contractor form with your applications. This form is found at www.vah.com.

CONTRACTOR LICENSE:

The Village of Arlington Heights Contractor license number must be listed on the permit applications. Their license numbers can be looked up on our web-site at:

https://www.vah.com/village_services/permits_and_licenses

REVIEW TIME FRAMES:

Please allow 15 working days for plan review. Each revision or re-submittal can take an additional 15 working days.

PROCESSING NOTIFICATIONS:

When reviews are completed, if approved, you will receive a pick-up notification packet by email. If a correction or revision is required, you will receive Plan Review Comments. When submitting revisions/corrections, please provide detailed written response of the changes.

FEES:

Fees are not pre-set based on project type. The pick-up notification packet will show the detailed permit cost for the project.

Once payment is received, your plans and permit placard will be emailed to the applicant within 24 hours. Please print the plans and permit placard and have available at the site for inspection.

INSPECTIONS:

Inspections are required; please call 847-368-5560 at least one day in advance to schedule your inspection. The permit number and project address are required when scheduling.

Applications, Forms and Other Materials to be supplied for the following type of project:

Fire Radio

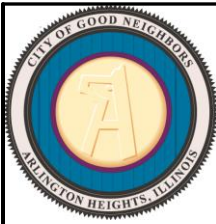
Supply those items marked below to ensure your submittal is complete. Fill out all forms clearly and accurately.

Applications Required:

- Fire Life Safety Permit Application

Materials to be Submitted (one set of each of the indicated items):

- Plans – fully dimensioned, scaled drawings
- Contractor's Proposal explaining the scope of work to be performed.



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FIRE SAFETY PERMIT APPLICATION

Indicate application type: New Application _____
 Addendum _____

Job Address: _____ **Value of Work: \$** _____

- NEW APPLICATION ADDENDUM TO EXISTING APPLICATION
 COMMERCIAL RESIDENTIAL

PLEASE ALLOW 15 DAYS FOR REVIEW TIME

- Fire Sprinkler – Indicate # of Heads ____ Fire Alarm Above Ground Tank Install In-Ground Tank Removal
 Fire Pump Commercial Exhaust Hood & Duct Above Ground Tank Removal Hazardous Chemicals
 Standpipe Gaseous Suppression In-Ground Ground Tank Install Tent
 Other _____

Specific Scope of Work: _____

I, the applicant, certify that I have the proper authority to apply for this permit, to list the contractor provided below, and that all information provided is complete and accurate to the best of my knowledge.

Date: _____ **Applicant's Signature:** _____ **Print Name:** _____

Phone: _____ **Fax:** _____

Applicant's Email: _____

Applicant's Address: _____

City: _____ **State:** _____ **Zip:** _____

Contractor: _____ **Contractor's License #** _____

Contractor's Address: _____ **Contractor's Email:** _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____

Owner of Property: _____ **Owner's Phone:** _____

FOR OFFICE USE ONLY				
			Fire Plan Review Fee	101-432.09
Fire Plan Review Deposit	101-432.08		Electrical Permit Fee (Where Applicable)	101-432.10
Date:			TOTAL PERMIT FEES DUE	

Permit No: _____