



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](http://www.vah.com)

## **Lawn Sprinklers**

### **Submittal Process and Checklist**

#### **APPLYING FOR PERMITS:**

All materials to be submitted via email to: [Building@vah.com](mailto:Building@vah.com) You will receive an email notification within 24 hours that your email has reached our in-box. If you do not receive one, 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 sure to fill these out completely. Incomplete, illegible or lack of information, can delay your permit from being processed.

\* If you are the homeowner and doing the work yourself, please fill out and submit the Homeowner as General Contractor form with your applications. This form can be found at [WWW.VAH.COM](http://WWW.VAH.COM).

#### **CONTRACTOR LICENSE:**

Village of Arlington Heights Contractor license number must be listed on the permit applications. They can be looked up on the Village of Arlington Heights web-site provided below:

[https://www.vah.com/village\\_services/permits\\_and\\_licenses](https://www.vah.com/village_services/permits_and_licenses)

#### **REVIEW TIMEFRAMES:**

Please allow 10 working days for the plan review. Each revision or re-submittal can take an additional 10 working days.

#### **PROCESSING NOTIFICATIONS:**

When reviews are completed, if approved, you will receive a pick-up notification. 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:**

Lawn Sprinklers

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

**Applications Required:**

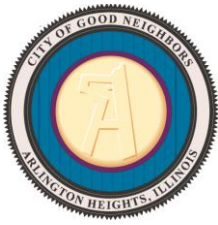
- Building Permit Application
- Plumbing Permit Application (if applicable)(include Letter of Intent and IDPH "055" license)

**Forms Required:**

- Contractor List
- Lawn Sprinkler Acknowledgment form

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

- Plat of Survey showing location of heads to be installed
- Contractor's Proposal explaining the scope of work to be performed.



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# BUILDING PERMIT APPLICATION

Indicate application type: **New Application** \_\_\_\_\_

**Addendum** \_\_\_\_\_

**Value of Work: \$ (New)** \_\_\_\_\_

**Value of Work: \$ (Addendum)** \_\_\_\_\_

**Job Address:** \_\_\_\_\_

**Real Estate #:** \_\_\_\_\_

**New Sq. Footage:** \_\_\_\_\_

**Project – Select all that apply**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> A/C (Single Family)              | <input type="checkbox"/> Demolition (Single Family)    | <input type="checkbox"/> Grading                   | <input type="checkbox"/> Re-roof (Single Family)  |
| <input type="checkbox"/> A/C (Comm): Units ____ Tons ____ | <input type="checkbox"/> Drainage - Landscaping        | <input type="checkbox"/> Hot Tub / Spa             | <input type="checkbox"/> Retaining Wall           |
| <input type="checkbox"/> Apron                            | <input type="checkbox"/> Drain Tile - Building         | <input type="checkbox"/> Kitchen Remodel           | <input type="checkbox"/> Shed / Gazebo            |
| <input type="checkbox"/> Basement Remodel                 | <input type="checkbox"/> Driveway                      | <input type="checkbox"/> Multi-family Addition     | <input type="checkbox"/> Single Family – Addition |
| <input type="checkbox"/> Basketball Pole                  | <input type="checkbox"/> Early Start                   | <input type="checkbox"/> Multi-family(New)         | <input type="checkbox"/> Single Family - Interior |
| <input type="checkbox"/> Bathroom Remodel                 | <input type="checkbox"/> Elevator (Mod)                | <input type="checkbox"/> New Water / Sewer Connect | <input type="checkbox"/> Single Family (New)      |
| <input type="checkbox"/> Boiler                           | <input type="checkbox"/> Elevator – No. of Floors ____ | <input type="checkbox"/> Parking Lot               | <input type="checkbox"/> Site Clearing            |
| <input type="checkbox"/> Commercial Addition              | <input type="checkbox"/> Facade                        | <input type="checkbox"/> Patio                     | <input type="checkbox"/> Site Improvement         |
| <input type="checkbox"/> Commercial Alteration            | <input type="checkbox"/> Fireplace                     | <input type="checkbox"/> Pergola                   | <input type="checkbox"/> Solar Panel Installation |
| <input type="checkbox"/> Commercial (New)                 | <input type="checkbox"/> Foundation Repair             | <input type="checkbox"/> Pool (In-ground)          | <input type="checkbox"/> Stoop                    |
| <input type="checkbox"/> Chimney                          | <input type="checkbox"/> Foundation Start              | <input type="checkbox"/> Pool (Above Ground)       | <input type="checkbox"/> Temporary Trailer        |
| <input type="checkbox"/> Crawl Space Conversion           | <input type="checkbox"/> Furnace                       | <input type="checkbox"/> Pool (Demo)               | <input type="checkbox"/> Water upgrade            |
| <input type="checkbox"/> Deck / Porch                     | <input type="checkbox"/> Garage                        | <input type="checkbox"/> Private Walks             | <input type="checkbox"/> Windows (Commercial)     |
| <input type="checkbox"/> Demolition (Commercial)          | <input type="checkbox"/> Garage Addition               | <input type="checkbox"/> Public Walk               | <input type="checkbox"/> Windows (Multi Family)   |
| <input type="checkbox"/> Demolition (Garage)              | <input type="checkbox"/> Garage Floor                  | <input type="checkbox"/> Re-roof (Commercial)      | <input type="checkbox"/> Windows (Single Family)  |
| <input type="checkbox"/> Demolition (Interior)            | <input type="checkbox"/> Generator                     | <input type="checkbox"/> Re-roof (Multi Family)    | <input type="checkbox"/> Other _____              |

**Specific Scope of Work:** \_\_\_\_\_

**IMPORTANT – PLEASE READ**

Does this project have multiple contractors?  Yes  No

If Yes, this application must be accompanied by the Contractor List.

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:** \_\_\_\_\_

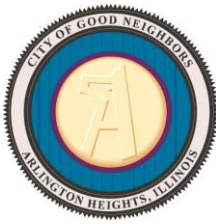
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Contractor's VAH License #** \_\_\_\_\_

**Contractor's Address:** \_\_\_\_\_ **Contractor's Email:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Owner of Property:** \_\_\_\_\_ **Owner's Phone:** \_\_\_\_\_



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**APPLICATION FOR PLUMBING AND SEWER WORK**

Indicate application type: New Application \_\_\_\_\_  
 Addendum \_\_\_\_\_

**DATE:** \_\_\_\_\_ **ADDRESS OF WORK TO BE DONE:** \_\_\_\_\_

**OWNER OF PROPERTY:** \_\_\_\_\_

**PLUMBING CONTRACTOR'S COMPANY NAME:** \_\_\_\_\_

**CONTRACTOR'S NAME:** \_\_\_\_\_ **CONTRACTOR'S E-MAIL:** \_\_\_\_\_

**CONTRACTOR'S PHONE #:** \_\_\_\_\_ **CONTRACTOR'S CELL PHONE #:** \_\_\_\_\_

**CONTRACTOR'S ADDRESS:** \_\_\_\_\_

**CONTRACTOR'S CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**STATE OF IL PLUMBING REGISTRATION # (055):** \_\_\_\_\_

**(INDICATE NUMBER OF NEW FIXTURES)**

- |                   |                   |                       |                            |
|-------------------|-------------------|-----------------------|----------------------------|
| ___ BATH TUB      | ___ WATER CLOSETS | ___ DRINKING FOUNTAIN | ___ SEWER REPAIR/CLEAN OUT |
| ___ SHOWERS       | ___ WATER HEATER  | ___ MOP BASIN         | ___ FLOOD CONTROL SYSTEM   |
| ___ LAVATORY      | ___ DISHWASHER    | ___ PREP SINKS        | ___ BACK FLOW PREVENTER    |
| ___ KITCHEN SINKS | ___ FLOOR DRAIN   | ___ WATER CONNECTION  | ___ GREASE TRAP            |
| ___ HAND SINK     | ___ URINALS       | ___ EJECTOR PUMP      | ___ LAWN SPRINKLERS        |
| ___ LAUNDRY TRAY  | ___ TRIPLE SINKS  | ___ WASH MACHINE      | ___ DOWNSPOUTS (Internal)  |

**MISCELLANEOUS:** \_\_\_\_\_

**IN CONSIDERATION OF THE ISSUE AND DELIVERY BY THE BUILDING & LIFE SAFETY DEPARTMENT OF THE VILLAGE OF ARLINGTON HEIGHTS OF THE ABOVE PERMIT, APPLICANT AGREES TO ALL OF THE PROVISIONS OF THE PLUMBING CODE AND ALL STATE LAWS PERTAINING TO BUILDING AND AGREES TO SAVE, INDEMNIFY, AND KEEP HARMLESS THE VILLAGE OF ARLINGTON HEIGHTS, ITS OFFICERS AND EMPLOYEES AGAINST ALL LIABILITIES, JUDGEMENTS, COSTS AND EXPENSES.**

**EVERY PLUMBING PERMIT APPLICATION MUST BE ACCOMPNIED BY A COPY OF THE STATE OF ILLINOIS PLUMBING CONTRCTOR LICENSE AND LETTER OF INTENT AT THE TIME OF APPLICATION SUBMISSION.**

\_\_\_\_\_  
**SIGNATURE OF LICENSED PLUMBER**

**OFFICE USE ONLY**

**PERMIT NO:** \_\_\_\_\_

**FEE:** \_\_\_\_\_

**TOTAL NO. OF FIXTURES** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF PLUMBING INSPECTOR**

**PLUMBING CONTRACTOR'S  
EXAMPLE LETTER OF INTENT**

- Letter must be on company letterhead.
- If company is incorporated, letter must have corporate seal.
- If company is not incorporated, letter must be notarized.

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_  
Arlington Heights, Illinois

To Whom It May Concern:

It is the intent of \_\_\_\_\_ to perform the  
(Name of Company)

\_\_\_\_\_  
\_\_\_\_\_  
(Description of Plumbing Work)

per the Arlington Heights and State of Illinois Plumbing codes at the above address in the Village of  
Arlington Heights as a subcontractor for \_\_\_\_\_.  
(Name of General Contractor)

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

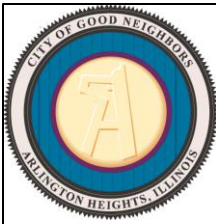
Contact Number: \_\_\_\_\_

State of IL Plumbing Registration # (055): \_\_\_\_\_

Signature of Licensed Plumber: \_\_\_\_\_

Name of Licensed Plumber: (Print) \_\_\_\_\_

((225 ILCS 320/37) (from Ch. 111, par. 1135) A letter of intent shall be included with all plumbing permit applications. The letter shall be written on the licensed plumber of record's business stationery and shall include the license holder's signature and, if the license holder is incorporated, the license holder's corporate seal. If the license holder is not incorporated, the letter must be notarized.



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## LAWN SPRINKLER ACKNOWLEDGMENT FORM

### Property Owner Requirements

- The lawn sprinkler system installed in the public right-of-way shall be the responsibility of the owner to maintain, repair, and replace if necessary, due to any damage by the Village or other public agencies, or due to normal wear and tear.
- The lawn sprinkler system is required to be tested yearly by a CCCDI (Cross Control Connection Device Inspector) and the inspection tag must be placed with the RPZ device.
- The yearly test results of the lawn sprinkler system must be e-mailed to the Village of Arlington Heights to mgilles@vah.com .

The undersigned has read and understands the information provided above and agrees to comply with all applicable Village codes and requirements.

Date: \_\_\_\_\_ Job Address: \_\_\_\_\_

Property Owner's Printed Name: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

### **CONTRACTOR REQUIREMENTS**

#### TECHNICAL INFORMATION

- ✓ Sprinkler heads in parkway must be no farther than 1' away from sidewalk.
- ✓ Sprinkler heads must be installed within 1' distance from street property line.
- ✓ Sprinkler heads are never to be located less than 1' from curb.
- ✓ Reduced pressure zone device (RPZ) shall be required for all sprinkler systems.
- ✓ RPZ shall be provided by sprinkler contractor.
- ✓ RPZ shall be mounted min. of 1' above grade and max. of 5' above grade.
- ✓ RPZ shall have strainer installed in-line before RPZ.
- ✓ RPZ shall be installed by licensed plumber.
- ✓ RPZ shall be tested at time of installation by CCCDI (Cross Control Connection Device Inspectors License) licensed plumber.

#### INSPECTIONS

- ✓ One inspection from the exterior to view the location of the RPZ and to insure the proper location of the sprinkler heads.
- ✓ All inspections are to be scheduled through the Department of Building & Health Services at (847) 368-5560.

#### BONDS

- ✓ A refundable cash bond will be assessed with the permit fees to assure compliance with all inspections.
- ✓ Failure to receive inspection of the exterior of property will result in forfeiture of bond.

The undersigned has read and understands the information provided above and agrees to comply with all applicable Village codes and requirements.

Date: \_\_\_\_\_ Job Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**VILLAGE OF ARLINGTON HEIGHTS  
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
<b>Owner:</b>				
<b>Architect:</b>				
<b>General:</b>				
<b>Electrical:</b>				
<b>Plumbing:</b>				
<b>Fire Alarm:</b>				
<b>Roofer:</b>				
<b>Air Cond.:</b>				
<b>Mason:</b>				
<b>Carpenter:</b>				
<b>Conc. Paver:</b>				
<b>Steel Erect.:</b>				
<b>Drywall/Plaster:</b>				
<b>Excavator:</b>				

<b>Fireplace:</b>				
<b>Flooring:</b>				
<b>Heating:</b>				
<b>Insulation:</b>				
<b>Landscaper:</b>				
<b>Painter:</b>				
<b>Sheet Metal:</b>				
<b>Stair Builder:</b>				
<b>Tank Installer:</b>				
<b>Tile:</b>				
<b>Venting:</b>				
<b>Hood &amp; Duct:</b>				
<b>Smoke Evac.:</b>				
<b>Sprinkler:</b>				
<b>Other:</b>				
<b>Other:</b>				
<b>Other:</b>				

**All Contractors must be licensed prior to the issuance of the permit  
Contractor's license must remain valid through duration of the construction project.**

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