



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

## **Low Voltage Installation – Residential Over the Counter Permit**

### **APPLYING FOR PERMITS:**

Over-the-Counter permits should be brought to the front counter of the Building & Life Safety Department.

*NOTE: If you email your permit materials to [building@vah.com](mailto:building@vah.com), it will be processed under standard permit processing protocols which is 10 day processing period for residential projects.*

### **APPLICATIONS AND FORMS REQUIRED:**

The materials that you need to submit are listed below. Please fill out applications and forms completely. If materials are incomplete, illegible or lacking information, this may delay your permit processing. All materials need to be brought in on pages not larger than 11" x 17".

NOTE: If you are the home owner and doing the work yourself, please fill out and submit the Homeowner as General Contractor form with your applications.

### **REVIEW TIMEFRAMES:**

If all required materials are brought to the Building & Life Safety Department front counter properly filled out, you will be able to obtain a permit that day. This form can be found on the Village Web-site.

### **LICENSE:**

- Electrician's license must accompany the Electrical Permit application and proposal

### **FEES:**

The fee for a low-voltage installation is \$40.00.

### **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:**

Fill out all forms clearly and accurately.

#### **Applications Required:**

- Electrical Permit Application (*include copy of Electrical License*)

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

- Contractor's Proposal explaining the scope of work to be performed.



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## APPLICATION FOR ELECTRICAL PERMIT

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

Addendum \_\_\_\_\_

**THE PERMIT ISSUED ON THIS APPLICATION IS AUTHORIZED ONLY FOR WORK SPECIFIED. ELECTRICIAN MUST PROVIDE COPY OF REGISTRATION WITH EACH SUBMITTAL. CONTRACTOR MUST GIVE COMPLETE INFORMATION, AS INDICATED BELOW:**

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

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

OWNER'S ADDRESS: \_\_\_\_\_ OWNER'S PHONE #: \_\_\_\_\_

OWNER'S CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

ELECTRICAL 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: \_\_\_\_\_

REGISTRATION NO. AND CITY: \_\_\_\_\_

SPECIFIC SCOPE OF WORK: \_\_\_\_\_

NEW SINGLE FAMILY DWELLING	
No. of Sq. Ft.	

LIGHTING, CIRCUITS AND OUTLETS	TOTAL #
15 / 20 AMP CIRCUITS	
30 & Up AMP CIRCUITS	

POWER	TOTAL #
AIR CONDITIONERS	
APPLIANCES	
MOTORS	

**ELECTRICAL SERVICE:** Voltage \_\_\_\_\_  OVERHEAD  UNDERGROUND  100 AMP  200 AMP  400 AMP

OTHER: \_\_\_\_\_

**LOW VOLTAGE CABLING/ALARM SYSTEMS:**

PHONE  TV/AUDIO  INTERCOM  COMPUTER/NETWORK  SECURITY SYSTEM  FIRE ALARM  
 OTHER:

**SPECIAL EQUIPMENT:**  GENERATOR  SWIMMING POOL/HOT TUB  SIGN  OTHER: \_\_\_\_\_

**ELEVATOR:** NO OF FLOORS: \_\_\_\_\_  NEW  MOD  PLATFORM LIFT  ESCALATOR  DUMBWAITER  
 OTHER: \_\_\_\_\_

\_\_\_\_\_  
 ELECTRICIAN or AUTHORIZED AGENT

OFFICE USE ONLY

PERMIT NO: \_\_\_\_\_ FEE: \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE OF ELECTRICAL INSPECTOR

**IMPORTANT  
PLEASE READ BEFORE FILLING OUT APPLICATION**

**A permit must be obtained for all installations or alterations of electric equipment.**

**A permit must be obtained before the work is started.**

**Application for the permit must give the location by street and number. Locations on corners will not be accepted. The street number must be correct.**

**Application must be filled out in its entirety and signed by the Electrician or an Authorized agent.**

**Electrician must provide copy of registration with each submittal. Both Application and license / registration must be received together or neither will be accepted.**

**The inspection fee must be paid before a permit is issued. As this fee is based on the apparatus installed, a correct statement of such apparatus must appear on the application.**

**The permit issued on this application will authorize only work here applied for. If other work is done, it must be covered by additional permits or as an addendum to the existing permit.**

**Contractor shall not make connection to existing wiring where same is defective. In all cases the contractor installing the apparatus, in addition to existing load, shall be held responsible for any overload of service, branch mains or circuits.**

**No current shall be used on the apparatus installed under authority of a permit without approval of Building & Life Safety Department.**

**When this installation is ready to be energized, an inspection must be approved by the Electrical Inspector.**