



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

Above Ground, Under Ground Tank Installation, Modification Repair or Removal

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:

Above Ground, Under Ground Tank Installation, Modification Repair or Removal

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

Applications Required:

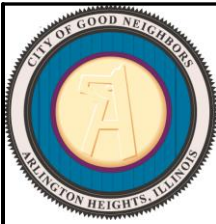
- Fire Life Safety Permit Application
- Electrical Permit Application (if applicable) (include copy of Electrical License)

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.
- ∇ Project specific materials:
 1. Tank permit from OSFM |Office of the State Fire Marshall
 2. Detailed site location and location of tanks
 3. Cut sheets for new equipment
 4. Detailed site location and location of tanks

Requirements available for Reference:

Engineering Plan Review Requirements



VILLAGE OF ARLINGTON HEIGHTS
 BUILDING & LIFE SAFETY DEPARTMENT
 33 S. Arlington Heights Rd.
 Arlington Heights, IL 60005
 Phone (847) 368-5560
 Fax (847) 368-5975
 Website: www.vah.com

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-Gound 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: _____



VILLAGE OF ARLINGTON HEIGHTS
 BUILDING & LIFE SAFETY DEPARTMENT
 33 S. Arlington Heights Rd.
 Arlington Heights, IL 60005
 Phone (847) 368-5560
 Fax (847) 368-5975
 Website: www.vah.com

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.