



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

Water Heater 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, it will be processed under standard permit processing protocols which is 5 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:

A copy of the plumber's Illinois plumbing license (055) and a Letter of Intent must accompany the signed plumbing permit application.

FEES:

The fee for a water heater installation permit is \$25.00.

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

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

Applications Required:

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

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

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



VILLAGE OF ARLINGTON HEIGHTS
 BUILDING & LIFE SAFETY DEPARTMENT
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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.