



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

Basement Remodel - Residential

Submittal Process and Checklist

APPLYING FOR PERMITS:

All materials to be submitted via email to: 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.

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

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:

Basement Remodel - Residential

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

Forms Required:

- Contractor List *(if more than one contractor)*
- Tax Assessor Supplemental Information *(Complete the 1st & 2nd boxes)*

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

- Plans – fully dimensioned, scaled drawings (sealed by Architect or Engineer not required)
- Contractor's Proposal explaining the scope of work to be performed.