

## Online Permit Submittals

Register for an account at:

<https://glenview.onlama.com/Account/Register.aspx>

Apply for a permit at:

<https://glenview.onlama.com/default.aspx> and attach electronic copies of the following documents:

### Hard copy permit submittals:

- Completed Permit Application
- Signed Acknowledgement Letter
- 3 copies of Architectural Plans
- 3 copies of the current Plat of Survey
- 3 copies of Civil Engineering Plans (if altering existing grading, utilities, or increasing impervious lot coverage by 400 square feet or greater)
- 3 copies of Structural Engineering Plans and Structural Calculations (Commercial projects only that are altering structural members)
- PDF of a fire safety plan that includes the locations of sprinkler room, annunciator panel, Knox box, Fire Department connection, closest fire hydrant, fire lane or other relevant information (commercial projects only)

**Fire safety work including, but not limited to the following are required to be directly submitted to Fire Safety Consultants Inc. for review:**

- Fire Alarm Drawings
- Sprinkler Drawings
- Hood Drawings

Fire Safety Consultants Inc.  
2185 Point Blvd, Suite 380  
Elgin, IL 60123  
Phone 847-697-1300  
Email [Info@firesafetyfsci.com](mailto:Info@firesafetyfsci.com)



## Residential Codes

2021 International Residential Code and Glenview Amendments  
2021 International Energy Conservation Code and State of Illinois Amendments  
2020 National Electrical Code and Glenview Amendments  
Illinois State Plumbing Code and Glenview Amendments  
Village of Glenview Zoning Code

## Commercial Codes

2021 International Building Code and Glenview Amendments  
2021 International Fire Code and Glenview Amendments  
2021 International Mechanical Code and Glenview Amendments  
2021 International Energy Conservation Code and State of Illinois Amendments  
2020 National Electrical Code and Glenview Amendments  
State of Illinois Plumbing Code and Glenview Amendments  
Village of Glenview Zoning Code

Please visit the Village of Glenview website for additional information at:

[www.glenview.il.us](http://www.glenview.il.us)

# Building Permit Application



**Village of Glenview  
Community  
Development  
Department  
2500 East Lake Avenue**

**Phone: (847) 904-4300  
Permit: (847) 904-4330  
Inspections: (847) 904-4320**

### Construction hours

**Weekdays - 7am to 7pm  
Saturday - 9am to 6pm  
Sunday/Holidays  
9am to 5pm**

## Building Permit Application

### Project Information

Project Address:

Project Type or Description:

Estimated Value of Work: \$

Square Footage of Construction Work Only:

### Applicant / Contact Person Information (This person will be contacted for all issues related to this permit.)

Name:

Address:

Email:

Phone:

### Property Owner / Tenant Information (if same as "Applicant," write "same as above")

Name:

Address:

Email:

Phone:

### General Contractor Information (if same as "Property Owner," write "same as above")

Business Name:

Contact Person:

Address:

Email:

Phone:

### Architect

Business Name:

Contact Person:

Address:

Email:

Phone:

### Disclosure & Signatures

The information submitted in this Project Application may be used by the Village of Glenview and/or any of its contractors or consultants. By signing below, you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference. If the Village issues a permit for the work described in this Project Application, you certify that the Village's Code Enforcement Official or the Code Enforcement Official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the laws, statutes, ordinances, and codes applicable to such permit. **I certify that the information and exhibits herewith are true and correct and understand that permit fees are non-refundable.**

Signature of Applicant:

Date:

Signature of Property Owner:

Signature of General Contractor:

## Subcontractors

### Electrician

Business Name:

Contact Person:

Address:

Email:

Phone:

### Plumber

Business Name:

Contact Person:

Address:

Email:

Phone:

### Roofer

Business Name:

Contact Person:

Address:

Email:

Phone:

### Excavator

Business Name:

Contact Person:

Address:

Email:

Phone:

### Concrete

Business Name:

Contact Person:

Address:

Email:

Phone:

*Please ensure all contact information is legible.*

## Subcontractors

### HVAC

Business Name:

Contact Person:

Address:

Email:

Phone:

### Mason

Business Name:

Contact Person:

Address:

Email:

Phone:

### Carpenter

Business Name:

Contact Person:

Address:

Email:

Phone:

### Drywall

Business Name:

Contact Person:

Address:

Email:

Phone:

### Other (Asphalt, Landscape, Elevator, Specialty, etc.)

Business Name:

Contact Person:

Address:

Email:

Phone:

*Please ensure all contact information is legible.*