



800 Field Drive • Lake Forest, IL 60045
Phone 847.234.2600 x2 • Fax 847.615.4383
www.cityoflakeforest.com

New Single Family or Duplex Dwelling Checklist

Community Development Department

Notice to Building Permit Applicants

All applicants are encouraged to submit permit applications and construction documents online via the City's web portal at www.bsaonline.com. City Staff is available to assist you in the registration and application process.

Submitting applications and construction documents digitally will allow the City to serve our customers more efficiently. Design professionals can provide digital plans for submittal, if necessary, City Staff will assist in obtaining digital plans from design professionals. For smaller projects, plans printed on 8½ x 11 or 11 x 17, staff is available to scan documents as necessary to convert them to a digital format.

City staff reviews all plans electronically. The final approved construction plans and documents will be made available on the City's web portal. Or, upon request, a copy can be emailed to the property owner or applicant. Property owners are responsible for providing a copy of the approved plans and documents to others who may need them. Upon request, the City will print a copy of the approved plans in an 11x17 format.

To expedite reviews, please submit all of the following information:

- PERMIT APPLICATION AND GRADING PERMIT.**
- HOMEOWNER'S ASSOCIATION APPROVAL.** Required if your subdivision has an active homeowner's association.
- PLAN REVIEW FEE.** According to the current fee schedule.
- PROPOSED GRADING PLAN.** Plans shall be drawn at 1"=20' and prepared and stamped by a State of Illinois Registered Professional Engineer.
- DETAILED WORKING DRAWINGS.** Plans shall be drawn at ¼" scale, sections at 1/2" scale. Plans shall be stamped by a State of Illinois Registered Architect. Include the following: Type of materials (windows, siding, and roof) and Gas piping schematic.
- MANUAL J AND MANUAL S CALCULATIONS.** Heating and cooling equipment and appliances shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies.
- BOARD OR COMMISSION REQUIRED INFORMATION.** If your project was reviewed by a Board or Commission, please review your Action Summary or Certificate of Appropriateness from the meeting and submit any of the required information indicated on that summary.
- BUILDING SCALE CALCULATION WORKSHEET.**
- TREE REMOVE PERMIT APPLICATION.** For any tree removal work proposed with this project.

Prior to issuance of the permit, the following information shall be up to date or submitted to the Community Development Department:

- NORTH SHORE WATER RECLAMATION DISTRICT APPROVAL.** Supply 1 copy of the approved permit.
- PLUMBER'S STATE OF ILLINOIS LICENSE, LAKE FOREST PLUMBER'S BOND AND A CERTIFICATE OF INSURANCE** (listing the City of Lake Forest as additional insured).
- PLUMBER'S LETTER OF INTENT.**
- ELECTRICIAN'S LICENSE.**
- HVAC CONTRACTOR'S LICENSE.** This license may NOT be a business license.
- ILLINOIS STATE ROOFING LICENSE.**



800 Field Drive • Lake Forest, IL 60045
 Phone 847.234.2600 # 2 • Fax 847.615.4383
www.cityoflakeforest.com

FOR OFFICE USE ONLY
 Permit # _____

Building Permit Application

Community Development Department

PROJECT ADDRESS *(Please print)*

OWNER INFORMATION *(Please print)*

Owner(s) of Record	
Address	
City / State	Zip Code
Phone Number	Email Address

BUILDING TYPE *(Please check applicable box)*

<input type="checkbox"/> 1 – 2 Family Dwelling	<input type="checkbox"/> Multi Family	<input type="checkbox"/> Commercial	Bldg. Sq. Footage _____
--	---------------------------------------	-------------------------------------	-------------------------

SCOPE OF WORK *(Please check all that apply)*

- | | | |
|---|---|--|
| <input type="checkbox"/> New Construction
LOT # _____
SUB. _____
<input type="checkbox"/> Addition
<input type="checkbox"/> Alteration
<input type="checkbox"/> Chimney/Tuckpointing
<input type="checkbox"/> Contractor Change
<input type="checkbox"/> Curb Crossing
<input type="checkbox"/> Deck/Patio/Stoop
<input type="checkbox"/> Demolition
<input type="checkbox"/> Driveway
<input type="checkbox"/> Electrical | <input type="checkbox"/> Elevator
<input type="checkbox"/> Exterior Lighting
<input type="checkbox"/> Fence/Screen/Wall/Pillar
<input type="checkbox"/> Garage
<input type="checkbox"/> Gas Piping
<input type="checkbox"/> Generator
<input type="checkbox"/> HVAC
<input type="checkbox"/> Lawn Irrigation System
<input type="checkbox"/> Plumbing
<input type="checkbox"/> Pool/Hot Tub/Spa
<input type="checkbox"/> Revision to Approved Permit/Plans
<input type="checkbox"/> Roof | <input type="checkbox"/> Sanitary Sewer
<input type="checkbox"/> Shed/Accessory Structure
<input type="checkbox"/> Sign/Temporary Sign
<input type="checkbox"/> Solar Panels
<input type="checkbox"/> Storage Tank Removal
<input type="checkbox"/> Storm Sewer
<input type="checkbox"/> Street Obstruction
<input type="checkbox"/> Water Service
<input type="checkbox"/> Water Tap/Water Meter
<input type="checkbox"/> Window/Doors
<input type="checkbox"/> Siding/Exterior Materials
<input type="checkbox"/> Other _____ |
|---|---|--|

Does the property have a Homeowner or Condominium Association? YES NO

Enter the fair market value of the project including all materials, labor and professional fees \$ _____

SIGNATURE OF PROPERTY OWNER

As Property Owner, I hereby agree and acknowledge that all work must be completed in accordance with applicable Codes, regulations and the approved plans. I have reviewed all documents submitted in support of the permit application and affirm that they are complete and accurate to the best of my knowledge. I acknowledge that falsification of information submitted may result in voiding of the permit and fines and penalties as provided for in The City of Lake Forest Code.

Signature of Property Owner _____

Signature of Owner's Authorized Designee (must have Designee Form attached) _____

Printed Name _____ Contact Phone Number _____



PLEASE PROVIDE A DETAILED DESCRIPTION OF PROPOSED PROJECT

Electrical Project Information

Existing Service Overhead Underground AMPS _____
 Proposed Service Overhead Underground AMPS _____
 Total Quantities of Outlets _____ Fixtures _____ Switches _____

HVAC/Mechanical Project Information

Air Conditioner New Unit Replacement of Existing No. of Units _____
 Furnace New Unit Replacement of Existing No. of Units _____
 Rooftop Unit New Unit Replacement of Existing No. of Units _____
 Unit Wall Heater New Unit Replacement of Existing No. of Units _____
 Duct Work Other Work _____

Plumbing Project Information

Total No. of New/Replaced Plumbing Fixtures _____ Gas Piping
 Total No. of Lineal Feet of Sanitary _____ Storm _____ Water _____
 1 1/2" Tap 1 1/2" Meter 2" Tap 2" Meter
 Size of Other Tap _____ Size of Other Meter _____
 Total No. of Irrigation Heads _____ RPZ Work in City Right of Way
 Describe Emergency Repair Work _____

Roofing Project Information

Tear-off and Reroof Reroof over existing roof (2 total layers permitted by Code)
 Is any hot work (torching) proposed? Yes No
 Number of Squares of Roofing Material Applied _____
 Existing Material _____ Proposed Material _____

Fence / Wall / Pillar Project Information

New Fence Replacement of Existing Fence Electric gate
 Fence Length _____ Fence Height _____ Material Type _____
 Wall Length _____ Wall Height _____ Material Type _____
 Pillar Quantity _____ Pillar Height _____ Material Type _____

Windows / Doors

Existing Window Material _____ Proposed Window Material _____
 Total No. of Window(s) / Door(s) _____ Size/Material/Other Changes? Yes No
 Please indicate cladding type, grille pattern and type (i.e. removable, simulated [recommended], etc.)

Siding / Exterior Materials

Existing Siding Material _____ Proposed Siding Material _____
 Size/Material/Other Changes? Yes No

Please describe any changes in the **Description of Project** section at top of page



GENERAL CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

ELECTRICAL CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LICENSE #

ISSUED BY

HVAC / MECHANICAL CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LICENSE #

ISSUED BY

PLUMBING CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LICENSE # O55 -

ISSUED BY STATE OF ILLINOIS

ROOFING CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LICENSE #

ISSUED BY STATE OF ILLINOIS

ARCHITECT

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LAKE FOREST CONSTRUCTION STANDARD REV. 12/19

SECTION 6.01 PERMIT APPLICATION FOR SITE GRADING

DATE _____

Application is hereby made for a permit to perform site grading on the premises located at (street address)

LOT _____, BLOCK _____, _____ SUBDIVISION

Owned by _____

Plan prepared by (Name of Firm) _____

Address of Firm: _____

Telephone Number of Firm: (_____) _____

Name of Engineer: _____

Illinois Registration Number: _____

*The applicant understands and agrees that the required plan shall conform to all requirements of § 151.02 of the Lake Forest City Code. Furthermore, all work associated with this permit shall be done in such a way that existing drainage facilities, natural or man-made, are maintained at all times. **Four (4) copies** of the Grading Plan shall be submitted with this application to the Community Development Department.*

Printed Name of Signature: _____

Signature of Applicant: _____

Title of Applicant, i.e., Owner, Engineer, etc.: _____

Telephone Number of Applicant: (_____) _____

Address of Applicant: _____

For Office Use Only:		
Fee:	Restoration Bond:	Permit/Drawing: