



## Irrigation System 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](http://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:*

- BUILDING PERMIT APPLICATION.**
  - Include the number of proposed irrigation system heads in the project description.
- HOLD HARMLESS APPLICATION. Only** if irrigation system heads are proposed on the public right-of-way or Easement area.
- CURRENT STAMPED PLAT OF SURVEY.** Please include the location of the proposed irrigation systems heads.

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

- PLUMBER'S STATE OF ILLINOIS 055 LICENSE.**
- PLUMBER'S LETTER OF INTENT.** This letter must be original.



800 Field Drive • Lake Forest, IL 60045  
 Phone 847.234.2600 # 2 • Fax 847.615.4383  
[www.cityoflakeforest.com](http://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)*

1 – 2 Family Dwelling    
  Multi Family    
  Commercial    
 Bldg. Sq. Footage \_\_\_\_\_

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

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> New Construction<br><b>LOT #</b> _____<br><b>SUB.</b> _____ | <input type="checkbox"/> Elevator                          | <input type="checkbox"/> Sanitary Sewer            |
| <input type="checkbox"/> Addition  | <input type="checkbox"/> Exterior Lighting                 | <input type="checkbox"/> Shed/Accessory Structure  |
| <input type="checkbox"/> Alteration  | <input type="checkbox"/> Fence/Screen/Wall/Pillar          | <input type="checkbox"/> Sign/Temporary Sign       |
| <input type="checkbox"/> Chimney/Tuckpointing  | <input type="checkbox"/> Garage                            | <input type="checkbox"/> Solar Panels              |
| <input type="checkbox"/> Contractor Change   | <input type="checkbox"/> Gas Piping                        | <input type="checkbox"/> Storage Tank Removal      |
| <input type="checkbox"/> Curb Crossing   | <input type="checkbox"/> Generator                         | <input type="checkbox"/> Storm Sewer               |
| <input type="checkbox"/> Deck/Patio/Stoop  | <input type="checkbox"/> HVAC                              | <input type="checkbox"/> Street Obstruction        |
| <input type="checkbox"/> Demolition  | <input type="checkbox"/> Lawn Irrigation System            | <input type="checkbox"/> Water Service             |
| <input type="checkbox"/> Driveway  | <input type="checkbox"/> Plumbing                          | <input type="checkbox"/> Water Tap/Water Meter     |
| <input type="checkbox"/> Electrical  | <input type="checkbox"/> Pool/Hot Tub/Spa                  | <input type="checkbox"/> Window/Doors              |
|  | <input type="checkbox"/> Revision to Approved Permit/Plans | <input type="checkbox"/> Siding/Exterior Materials |
|  | <input type="checkbox"/> Roof                              | <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 ½" Tap                       1 ½" 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



**THE CITY OF LAKE FOREST**

**PERMISSION TO INSTALL A LAWN SPRINKLER SYSTEM  
IN THE PUBLIC RIGHT-OF-WAY OR UTILITY EASEMENT**

*For Recorders Use*

Permission to install a lawn sprinkler system, part of which will be located in the public right-of-way or utility easement adjacent to property located at

\_\_\_\_\_, Lake Forest, Illinois  
**(Print Address)**

And owned by \_\_\_\_\_  
**(Print Name of Owner(s))**

Permission for such installation is hereby granted subject to acceptance by the owner of the following conditions applying to any part of such installation in the public right-of-way or utility easement, as evidenced by his endorsement of this letter:

1. The City of Lake Forest assumes no responsibility or liability because of the installation and the owner(s) will hold the City harmless of and from all and any loss, cost, damage, or expense, including its reasonable attorney's fees, in any action arising out of or in the course of the use, existence or maintenance of said installations.
2. Existence of the lawn sprinkler system in the public right-of-way or easement shall not in any way interfere with the right of the City or other beneficiaries of the easement to excavate therein for repair, maintenance or installation of any public utilities or for any other purpose, nor with the right of the City to otherwise maintain, clean, plow, repair, construct or reconstruct within the area.
3. Owner hereby agrees that in the event any part or whole of the lawn sprinkler system is removed, damaged, or lost, within public right-of-way, for repair, maintenance or installation of any public infrastructure or for any other purpose, the cost to restore the same shall be borne by the Owner.
4. This agreement shall be binding upon and inure to the benefit of the heirs, grantees, successors, and assigns of the parties hereto and shall constitute a covenant running with the land with respect to the private premises served by the lawn sprinkler system permitted hereby.
5. **This agreement affects the premises legally described as: (PLEASE PRINT)**

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

**OR if not lot, block or subdivision, please attach full legal description, noted as Exhibit 1".**

6. If property is held in a Land Trust, Trustee should execute and furnish a certificate of beneficial interest and a letter of direction from the beneficial owner.

All terms of the foregoing permission are hereby accepted.

County of Lake)  
State of Illinois)

\_\_\_\_\_ and \_\_\_\_\_  
**(Print Name)** **(Print Name)**

being first duly sworn upon oath states that the record title to the premises hereinafter described is in

\_\_\_\_\_ and \_\_\_\_\_  
**(Signature)** **(Signature)**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

REVIEWED AND APPROVED BY: \_\_\_\_\_  
Director of Community Development

DATE: \_\_\_\_\_

\_\_\_\_\_  
*For Recorders Use*

PREPARED BY THE CITY OF LAKE FOREST

RETURN TO:  
THE CITY OF LAKE FOREST  
800 N. FIELD DRIVE  
LAKE FOREST, IL 60045