

**VILLAGE OF BANNOCKBURN**  
2275 Telegraph Road, Bannockburn, IL 60015  
Phone: 847-945-6080 Fax: 847-945-6538

**Application for:**

\_\_\_\_\_ **Grading Permit**  
(See Section 2.0)

\_\_\_\_\_ **Tree/Landscape Permit**  
(See Section 3.0)

\_\_\_\_\_ **Building Permit**  
(See Section 4.0)

\_\_\_\_\_ **Demolition Permit**  
(See Section 5.0)

\_\_\_\_\_ **Other Permit (please specify)** \_\_\_\_\_  
(See Section 6.0)

**1.0 General Information – Information Must Be Completed for all Permit Applications.**

**1.1 Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Applicant's Interest in Subject Property: \_\_\_\_\_

**1.2 Owner (if different from Applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**1.3 Name of Person and Phone Number to Contact Regarding Application**

Contact Name/Phone Number \_\_\_\_\_ Phone \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax No. \_\_\_\_\_

**1.4 Subject Property**

Address of Property: \_\_\_\_\_ Suite # (if applicable) \_\_\_\_\_

Legal Description: Attach Legal Description if necessary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parcel Index Number(s): \_\_\_\_\_

Has any Variation or Special Use Permit been granted for this Property? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please identify the ordinance or other document granting such zoning relief. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**1.5 Trustees Disclosure**

Is title to the property in a land trust? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, full disclosure of all trustees and beneficiaries is required. Attach a copy of all documents showing ownership of the Subject Property and the Applicants ownership, control of or interest in the Subject Property.

**1.6 Consultants**

Please provide the name, address, and telephone number of each professional or consultant advising Applicant with respect to this application, including architects, contractors, engineers, or attorneys: Use additional sheet if necessary.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

**1.7 Village Officials or Employees**

Does any official or employee of the Village have an interest, either directly or indirectly, in the subject property? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please identify the name of such official or employee and the nature and extent of that interest. (Use a separate sheet of paper if necessary.)

\_\_\_\_\_  
\_\_\_\_\_

**1.8 Description of Proposed Work or Use Change for Proposed Permit**

Provide a brief description of proposed construction, grading, clearing or other development work on the Subject Property.

\_\_\_\_\_  
\_\_\_\_\_

**Commercial Properties Only**

Tenant Name/Suite No. or Location Where Work Will Occur: \_\_\_\_\_

**1.9 Description of Proposed Use Change**

Provide a brief description of the Use or Uses proposed for the Subject Property.

\_\_\_\_\_  
\_\_\_\_\_

**1.10 Architectural Review Application Approval**

*Architectural Review Commission Approval may be required on projects altering the appearance of the exterior of a property.*

Has Applicant obtained Architectural Review Commission approval under the Bannockburn Architectural Review Commission Ordinance for this project. \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, state date of approval: \_\_\_\_\_

**2.0 Grading Permit – Required Submittals**

**2.1 Site Development Plan – 3 Copies for Residential, 4 Copies for Commercial**

Site Development Plan shall be drawn to a scale not less than one inch equals 30 feet and must show:

- a. Address of the Subject Property.
- b. Location of all existing and proposed buildings and structures on the subject property;
- c. Location of all other existing and proposed improvements on the property, including sidewalks, fences, and driveway, as well as all existing and proposed streets, roadways, easements, and right-of-ways, including those elements lying within 250 feet of the property line or work area;
- d. Location and size of each tree with a diameter at breast height (DBH) of 2" or greater that might be removed damaged, or destroyed as part of the use change described in paragraph 1.7. A legend shall accompany the site development plan identifying the type of each tree depicted on the plan and its condition;
- e. Location of any bufferyard that might be removed, damaged, or destroyed;
- f. Location of all existing and proposed utilities;
- g. Location of all existing and proposed drainage to, from, and across the property, and culverts and other drainage structures, including intermittent and permanent springs;
- h. Sufficient information on adjoining properties to show existing drainage patterns and the drainage course that may affect or be affected by the proposed work on the property;
- i. Date of site plan creation and all revision dates thereafter; and
- j. Name and address of person preparing the Site Development Plan and attesting to its accuracy.

## **2.2 Topographical Survey and Grading Plan**

3 copies of the Topographical Survey shall be drawn to scale of not less than one inch equals 30 feet and must show existing and proposed spot elevations and contours depicting the extent of the areas to be excavated or filled. In addition:

- a. The plan must be drawn with North arrow and adjacent street names shown;
- b. USGS benchmarks must be used and the benchmark will be indicated as a NGVD 1929 datum. When property is adjacent to floodplain, FEMA benchmarks must be used or datum equation stated;
- c. The plan must show spot elevations at lot corners and at a 25 foot intervals along the property lines and along the perimeter of the area to be re-graded or landscaped;
- d. The plan must include information on adjacent properties showing contours, drainage courses, structure locations, and foundation elevations within 50 feet of the subject property;
- e. The plan must show elevations and where drainage courses cross the property lines;
- f. The plan will show existing contours for the entire tract on 1 foot contour intervals, on ½ foot contour intervals if the average slope of the tract is 2% or less;
- g. The plan must show existing contours at the same contour interval as required in Section 2.2 f;
- h. The plan must show proposed building top of foundation elevations, elevations of all entries, window wells, the proposed peak roof elevation, the lowest existing grade adjacent to the proposed top of foundation;

- i. The plan must show proposed driveway locations and gradients; and
- j. Exact tree locations and tree diameters are to be identified that are in the work area.
- k. The plan must show existing and proposed sanitary sewers and services, water mains and services and storm sewers an services.
- l. The plan must show soil erosion control measures, silt fence, gravel construction entrance and a timetable for reestablishing the temporary and permanent vegetation on the lot to reduce soil erosion.

**3.0 Tree/Landscape Permit Required Submittals.**

- 3.1 Copies of the Site Development Plan (see Section 2.1)
- 3.2 Identify each tree that will be removed or destroyed as part of the use change describe in Section 1.7. Identification shall include the size (diameter measured at 4 feet from the ground), species, and condition of the tree. (Use separate sheet.)
- 3.3 Identify each tree or bufferyard that might be damaged or destroyed as part of the use change described in Section 1.7. Identification shall include the size (diameter at 4 feet from the ground), species, and condition of the tree. In addition, detail the measures to be taken to prevent such damage or destruction and any necessary remedial action. (Use separate sheet.)
- 3.4 The Contour Map must show rough slope of the Subject Property and general drainage patterns. (Applicant may substitute Section 2.2 from the grading application.)
- 3.5 Is any part of the Subject Property in a Conservancy Area established by plan, deed, or covenant?  
 Yes       No - If yes, please submit a copy of the controlling document and depict such Conservancy Area on the Site Development Plan required under Section 3.1.
- 3.6 Has there ever been any drainage or storm water run-off problems in connection with the Subject Property?  
 Yes       No - If yes, describe in detail \_\_\_\_\_

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- 3.7 3 Copies of the Reforestation Plan shall be consistent with any Village-approved landscaping plans, providing for the replacement and replanting of trees of sufficient number, size, and species so that the sum of DHB of all trees in each class removed or destroyed will be equivalent to the sum of the caliper of such trees of each class to be planted. Bufferyard will also be required to be replanted to provide sufficient opacity level. The Reforestation Plan shall also provide for the care and feeding of such newly planted trees for a period of 2 years.
- 3.8 A Tree Survey must be submitted if requested by the Village Forester.

**4.0 Building Permit – Required Submittals**

- 4.1 No permit will be issued until this application has been completed filled in and submitted to the Village. In addition, no building permit may be issued (except for interior remodeling) without obtaining a tree and grading permit prior to or concurrently herewith.

Check only those sections that apply to your project requirements:

Flood Plan       Partial       None

4.2 Application is hereby made for permission to erect, construct, alter, or install structures or facilities as checked or detailed below:

\_\_\_\_\_ Residential: \_\_\_\_\_ Commercial  
Floor Area \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Stories

**Total Value of Project: \$ \_\_\_\_\_ (MUST BE PROVIDED)**

*Architect/Builder Must Submit Attachment B, the “Floor Area Information Sheet” for all new single family residences/commercial buildings, additions, and accessory structures.*

4.3 Required Submittals:

- a. 1 Plat of Survey.
- b. 3 Architecturally Stamped Construction Plans for **Residential**, 4 Architecturally Stamped Construction Plans for **Commercial**.
- c. A completed contractor’s information list, including copies of plumbers, electricians, and roofers licenses. All plumbers, electricians, and roofers must be licensed in the State of Illinois.
- d. Approved permit from Lake County Health Department for water well or septic systems, if applicable.
- e. Approved Permit from the IEPA, North Shore Sanitary Sewer District, or Lake County Public Works for new or to be repaired public sewer main tie-in or new septic system, if applicable.
- f. 3 sets of truss certifications for any trusses specified, signed and sealed by an Illinois Registered Engineer.

5.0 **Demolition Permit**

5.1 Architectural Review Commission Approval. No permit to demolish or remove any structure shall be issued until the Architectural Review Commission has reviewed and approved plans for 1) replacement of principal building or structure to be constructed **or** 2) landscaping and screening plans showing compliance with the screening and bufferyard requirements of the Zoning Code. (Section 4.0 – Building Permit Submittals or Section 3.0 – Tree/Landscape Permit Required Submittals)

5.2 Notification from ComEd, North Shore Gas, and Village of Bannockburn of utility disconnections.

6.0 **“Other” Permits**

6.1. **Driveway Permits.**

- a. Remove/Replace Driveway.
  - 1. Copy of site plan (see Section 2.1) or survey showing existing driveway location. Provide existing driveway dimensions and materials as well as proposed driveway materials.
  - 2. Will grading be altered?

\_\_\_\_\_ Yes \_\_\_\_\_ No.

If yes, provide copy of grading plan (see Section 2.0)

- b. Relocate/ New Driveway.
  - 1. Copy of Site Plan or Survey (see Section 2.1)

2. Grading Plan Required (see Section 2.2)

3. List Materials to be used along Drive. \_\_\_\_\_

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**6.2. Roof Permit.**

a. Structures to be Re-roofed:

\_\_\_\_ House    \_\_\_\_ Garage    \_\_\_\_ Commercial Building    \_\_\_\_ Other (Please specify) \_\_\_\_\_

\_\_\_\_ Complete Tear Off and Re-roof                      \_\_\_\_ Re-Roof over Existing Layer of Roof  
(Maximum of Two Layers Total Allowed)

\_\_\_\_ Partial Roof Replacement                      \_\_\_\_ Total Sq. Ft. of Roof Repair/Replacement: \_\_\_\_\_ sq. ft.

b. Provide existing Materials/Color of Roof. \_\_\_\_\_

c. Provide proposed Materials/Color for Roof. \_\_\_\_\_

d. Provide copy of Illinois State Roofer's License with Application.

e. Provide Total Cost of Roofing Project Including all materials and labor. \$ \_\_\_\_\_

**6.3. Electrical or Plumbing Permit.**

a. Provide Rendering of area to be worked on.

b. Provide Specifications of Work to be done (Use Separate Sheet)

c. Copy of valid License issued in the state of Illinois.

**Total Value of Project:            \$ \_\_\_\_\_ (MUST BE PROVIDED)**

**6.4. Accessory Structure Permit. (see Building Permit – Section 4.0)**

**6.5. Swimming Pool/Spa Permit.**

a. 3 Sets of swimming pool or spa plans.

b. Plat of Survey showing proposed location of pool/spa, full lot size (drawn to scale) required.

c. 3 Site Plans (see Section 2.1)

d. 3 Sets of Grading Plans (see Section 2.0)

e. Plan shall include elevation of typical gate with latch, locking device and self-closing device with dimensions.

f. Provide Electrical and Plumbing information (see Section 6.3)

g. 3 Sets of Landscape Plans if tree removal is required for swimming pool (see Section 3.0)

h. 3 Sets of Fence Plans (see Section 6.6)

**Total Value of Project:            \$ \_\_\_\_\_ (MUST BE PROVIDED)**

**6.6. Fence/Pillar Permit.**

a. Provide 3 Copies of Survey or Site Plan Showing proposed fence/pillar location.

- b. Provide picture and/or specifications of proposed fence.
  - c. For electrical gates, provide specifications for electrical component. (see Section 6.3)
- Total Value of Project:       \$ \_\_\_\_\_ (MUST BE PROVIDED)**

**6.7. Generator Permit.**

- a. Provide 3 sets of Generator Plans.
- b. Provide 3 Copies of Survey or Site Plan showing zoning setbacks, proposed generator location, existing utility meters, air conditioning units, and mechanical intakes/exhausts and the proposed generator location.
- c. Provide Manufacturer’s Specifications sheets.
- d. A diagram of the existing and proposed equipment. Provide complete information on the drawing showing pipe size, wire size, number of conductors, and other pertinent information.
- e. Complete panel schedules (where part of the standby equipment), including load calculations for all circuits attached thereto.
- f. Provide a plan view of the electrical equipment room showing the required working clearances about the electrical permit. 3 ft. to each side and 4 ft. in front of the main electrical panel(s) must remain clear of walls and other equipment for access to the panels.

**Total Value of Project:       \$ \_\_\_\_\_ (MUST BE PROVIDED)**

**6.8. Deck Permit.**

- a. 3 Sets of Material Specifications, elevation view, and pier and post spacing.
- b. Copy of a Plat of Survey showing location of deck with regard to property lines.
- c. Provide Proposed materials to be used.

**Total Value of Project:       \$ \_\_\_\_\_ (MUST BE PROVIDED)**

**6.9. Sprinkler Permit.**

- a. Provide 2 sets of surveys showing location of sprinkler heads with regards to property lines.
- b. Please stake the area of proposed irrigation system for on-site review by Village Forester.
- c. Sprinkler heads in the Village right-of-way are not permitted.
- d. Provide copy of State of Illinois Plumber’s License.

**Total Value of Project:       \$ \_\_\_\_\_ (MUST BE PROVIDED)**

**6.10. Elevator Permit**

- a. Provide 3 Sets of Elevator Plans for the Village’s Consultant Review.

**Total Value of Project:       \$ \_\_\_\_\_ (MUST BE PROVIDED)**

**6.11. Signs**

All new signs, temporary or permanent, hereafter erected, moved, or altered shall conform to all requirements of the Village of Bannockburn Zoning Code.

- a. Site plan or survey showing proposed location of sign.
  - 1. Indicate distance from curb or end of pavement to proposed location of sign.
- b. 3 sets of plans.
  - 1. Include dimensions of signs (height, length, etc.) including posts, if any.
  - 2. Provide specifications for sign, including mounting, materials to be used, etc.)
  - 3. Include copy of electrician’s license, if electrical work is required.

**Total Value of Project:**                    \$ \_\_\_\_\_ **(MUST BE PROVIDED)**

**6.12. Other**

All “other” projects not mentioned in this permit. Please identify project and provide a site plan show where work will occur and any other necessary specifications for the project.

Project: \_\_\_\_\_  
\_\_\_\_\_

**Total Value of Project.**                    \_\_\_\_\_ **(MUST BE PROVIDED)**

**7.0 Violation and Penalties**

No work may be started on a project until after a permit has been issued and the permit placard posted in a prominent place on the premises, visible from the road.

If circumstances warrant, a complete and current survey of the property in question can be and may be required by the Building Officer.

Every building permit issued shall expire within 18 months of issuance unless an extension is granted by the Building and Zoning Commission. Extensions may be granted upon submittal of written request for an extension at least two weeks (but no more than 60 days) prior to expiration of permit(s), and are subject to the rules and regulations of the **Village’s Zoning Code and Ordinance 2005-11.**

**8.0 Certifications**

- 8.1** The Owner or (for commercial properties *only* legally authorized representative) certify that this application is filed with permission and consent of the owner of the Subject Property and that the person signing this application is fully authorized to do.
- 8.2** The application certifies that all information contained herein is true and correct to the best of the Applicant’s/Owner’s knowledge and *agrees to provide updated information* including contractor’s lists and any modifications to plans to Bannockburn’s Building Department in a timely manner.
- 8.3** The Applicant acknowledges that the Village may seek additional information relating to this application and agrees to provide the Village with such information in a timely manner. Failure to provide such information may be grounds for denying application.

- 8.4** The Applicant and Owner agree to reimburse the Village for any and all costs relating to the processing of this application, including any Consultants' fees. By signing this application, Applicant and Owner agree to be jointly and severally liable for such costs, and Owner further agrees to the filing and foreclosure of a lien against the Subject Property for all such costs plus all expenses relating to collection, if such costs are not paid within 30 days after mailing of a demand for payment.
- 8.5** The Applicant agrees that the Village and its representatives have the right, and are hereby granted permission and a license, to enter upon the property, and into any structures located thereon, for purposes of conducting any inspections that may be necessary in connection with this application.
- 8.6** In cases of **new construction, foundation work, or any addition**, as soon as practicable after the completion of all foundations, and in **NO EVENT MORE THAN 30 DAYS** after such completion, the Owner or his representative shall cause to be made, and **shall file with the Building Code Official, a second or "SPOT" survey** of the property. Such survey shall be made by an Illinois Registered Land Surveyor and shall show the actual location of every previously existing and newly built structure on the property. The Code Official may issue a **STOP WORK ORDER** in the event that the Survey required by this section is not filed within the specified time.
- 8.7** **The Applicant and Owner agree that NO WORK shall be preformed on the Subject Property until all necessary and required permits have been obtained in accordance with the Ordinances of the Village of Bannockburn and that such work shall only be performed in accordance with the terms and provisions of such permits and all applicable law, ordinances, regulations, and orders.**
- 8.8** Anticipate an average of 20-25 working days for review and approval of building permit application. Approved plans must be picked up no later than 60 days after the date approved. Plans that have not been picked up will be recycled, and a new application will be required.
- 8.9** Applicant may request a receipt for permit submittals at time of drop off.
- 8.10** A Certificate of Occupancy/Compliance shall be issued within 15 working days of final approval of required inspections.

### **Permit Review Policy**

A. **Pre-Permit Inspection and Survey.** After receiving a building or related permit application and before the issuance of any building or related permit for a property pursuant to the Code, the code official or his or her designee will conduct an in person inspection to survey the current conditions of the property that is the subject of the application, including any existing structures and buildings. If an applicant for a building or related permit does not cooperate with the code official in the conduct of such inspection (including allowing reasonable access to the property, the taking of photographs, and providing any information and documentation reasonably requested by the code official), the code official will regard such lack of cooperation as a failure to provide such other information required pursuant to BOCA §107.4 and will decline to issue a building or related permit until such information is provided.

B. **Conflicts.** The code official is prohibited from reviewing, considering, or making any final determination regarding an application for a building or related permit or other request for approval under the Code that has been submitted by the code official or any member of the code official's immediate family residing with the code official, or in which the code official otherwise has an interest. In these circumstances, the Village President is authorized (i) to review, consider, and make final determinations regarding the application or other request for approval, and (ii) to designate and oversee any person or persons to undertake activities relating to the review, consideration, and the making of recommendations regarding the application or other request for approval.

**9.0 FEES.**

- 9.1 A non-refundable \$25.00 Application Fee is required upon application submittal.
- 9.2 A \$500 Permit Deposit is required upon application submittal. This amount will be applied toward your permit fee, escrow or deposit, if required. Any additional funds will be refunded within 45 days of permit issuance. If permit is not picked up or cancelled, fees for plan review and administrative costs will be deducted and the remaining balance will be refunded within 45 days after the 60 day “pick-up” period or notification of cancellation.
- 9.3 Building Permit fees are based upon the Building Fee Schedule (attached).
- 9.4 **Construction Security (ESCROW).** The applicant shall deliver to the Village a cash deposit as security for the completion of the permitted activity in accordance with all applicable Village Codes, ordinances, and regulations. The escrow will be applied to Legal, Publication, Engineer, Arborist, Fines, Charges, etc. that incur result from the review, issuance, and/or inspections of the permit. For projects whose estimated cost is less than \$5,000, the greater of the building permit fee or \$500 is required. The escrow amount for a new principal structure may be \$15,000 or the cost of the building permit, whichever is greater. For all other projects, the greater of the building permit fee or 10% of the estimated project cost, but in no event more than \$15,000. An *Escrow Agreement* is required. Any remaining funds will be refunded to the property owner for residential permits or tenant/property owner for non-residential permits.

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**BUILDING PERMIT INFORMATION SHEET – Please Print Clearly**

<b>CONTRACTOR</b>	<b>COMPANY NAME</b>	<b>ADDRESS, CITY, STATE</b>	<b>CONTACT NAME</b>	<b>PHONE OFFICE/ CELLULAR</b>	<b>LICENSE # (IF APPLICABLE) Please include copy of license</b>
Architect					
Carpentry					
Concrete					
Design Engineer					
Drywall					
Elevator					
Excavating					
General					
Glazing					
Heating					
Insulation					

**BUILDING PERMIT INFORMATION SHEET Page 2**

**Owners Name:** \_\_\_\_\_

<b>Contractor</b>	<b>Company</b>	<b>ADDRESS, CITY, STATE</b>	<b>CONTACT NAME</b>	<b>PHONE OFFICE/CELLULAR</b>	<b>LICENSE # (IF APPLICABLE)</b>
Masonry					
Roofing					<b>Include copy of license</b>
Sheet Metal					
Siding					
Steel					
Structural Engineer					
	<b>UTILITIES</b>				
Electrical					<b>Include copy of license</b>
Plumbing					<b>Include copy of license</b>
Natural Gas					
	<b>MISCELLANEOUS</b>				
Landscaping					
Fence					
Other - Please Specify _____					

**VILLAGE OF BANNOCKBURN**

**Attachment B**

**FLOOR AREA INFORMATION SHEET**

OWNER: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

<b><u>EXISTING</u></b>	<b><u>PERMITTED MAXIMUMS</u></b>	<b><u>PROPOSED</u></b>
<b>LOT AREA:</b> _____	<b>LOT AREA:<sup>i</sup></b> _____	<b>LOT AREA:</b> _____
<b>GROSS FLOOR AREA:</b>		<b>GROSS FLOOR AREA:</b>
First Floor: _____		First Floor: _____
Second Floor: _____		Second Floor: _____
Third Floor: _____		Third Floor: _____
If Floor is >14 feet in height, additional "volume area": _____		If Floor is >14 feet in height, additional "volume area": _____
Attic: _____		Attic: _____
Basement: _____		Basement: _____
Garage/Parking Structure: _____		Garage/Parking Structure: _____
Accessory Buildings: _____		Accessory Buildings: _____
Other: _____		Other: _____
<b>TOTAL GROSS FLOOR AREA:</b> _____	<b>TOTAL GROSS FLOOR AREA:</b> _____	<b>TOTAL GROSS FLOOR AREA:</b> _____
<b>FLOOR AREA RATIO:</b> _____	<b>FLOOR AREA RATIO:</b> _____	<b>FLOOR AREA RATIO:*</b> _____

**ARCHITECT/BUILDER CERTIFICATION:**

I, the architect/builder for the owner(s) listed above, have personally reviewed the plans submitted to the Village of Bannockburn, which plans were prepared by \_\_\_\_\_ and dated \_\_\_\_\_, and hereby certify that the calculations referenced above are truthful and accurate.

Architect/builder signature: \_\_\_\_\_

\* If the proposed Floor Area Ratio is within either three (3) percent or 250 square feet of the maximum permitted Floor Area Ratio for this property, the owner is required to submit to the Village system-compatible CAD data, in electronic format (or such other confirming materials as may be acceptable to the Village), for independent verification by the Village or its consultant, which verification shall be at the owner's expense.

## DEFINITIONS

**Gross Floor Area** is defined as “The sum of the gross horizontal areas of all floors of a building or of such area thereof devoted to a specific use, measured from the exterior face of exterior walls or from the center line of walls separating two buildings or uses. Gross floor area shall include areas such as basement floors; elevator shafts and stairwells at each floor; floor spaces and shafts used for mechanical, electrical, and plumbing equipment; penthouses; attic floors; interior balconies and mezzanines; atria; enclosed porches and floor space used for accessory uses. Gross floor area shall also include floor area devoted to parking garages and structures, but not parking lots. No floor area devoted to a public water storage facility shall be included in gross floor area. Where any space has a floor to ceiling height of more than 14 feet, each 14 feet of height or fraction thereof shall be treated as a separate floor; provided, however, that such ceiling height limitation of fourteen (14) feet shall not apply to warehousing or storage areas within a business headquarters planned unit development.” *See* 12-101F of the Bannockburn Zoning Code.

**Basement** is defined as “A portion of a structure located partly underground having an average ceiling height above grade of more than 2 feet but less than 6 feet.” *See* 12-101B of the Bannockburn Zoning Code.

**Lot Area** is defined as “The total land and water area included within lot lines, excluding, however, land areas subject to easements for public or private access or egress.” *See* 12-101L of the Bannockburn Zoning Code.

**Floor Area Ratio (FAR)** is defined as “The gross floor area of a building divided by the total lot area of the zoning lot on which it is located. For planned developments, the FAR shall be determined by dividing the gross floor area of all principal buildings by the net area of the site.” *See* 12-101F of the Bannockburn Zoning Code.

# BUILDING FEE SCHEDULE

## Commission Reviews

Pre-Application Meeting	.05% of Construction Value of Project (to be charged at time of Building Permit Issuance)
Plan Commission/Zoning Board of Appeals Application	\$250.00
Initial Architectural Review Commission Meeting (ARC) Application	\$ 75.00
Subsequent ARC Reviews	\$100.00

## Building Permit Fees

### PLAN REVIEW and INSPECTIONAL SERVICES

	<u>Fee</u>
Remodeling (construction value of \$2,000 to \$10,000)*	\$ 25.00
Remodeling (construction value of \$10,000 To \$40,000)*	\$ 50.00
Remodeling (construction value of \$40,000 to \$100,000)*	\$100.00
Remodeling (construction value of \$100,000 and over)*	\$175.00
New Single-Family Dwelling	\$150.00
New Multi-Unit Dwelling	\$100.00 + \$50.00/unit
New Commercial Building	\$500 + \$35/1,000 sq. ft.
Plan Review per Revision	\$25.00
Special Inspection	\$25.00/hour (1/4 hr. increments)

### BUILDING PERMIT FEES

Building Permit Application Deposit	\$500 (applied to permit/escrow or refunded)
Building Permit Application Fee	\$25.00 (non-refundable)
For the first \$250,000 of construction Value	1.00% of the construction value
For the portion between \$250,000 to \$1,000,000 Construction Value	0.75% of the construction value
For the portion between \$1,000,000 to \$2,000,000 Construction Value	0.50% of the construction value
For the portion over \$2,000,000 Construction Value	0.33 % of the construction value
Stop Work Order Fee	\$1,000 per occurrence

### CERTIFICATE of ZONING COMPLIANCE or OCCUPANCY

Full Certificate of Occupancy/Compliance	.1% of Construction Value (Minimum fee \$20.00)
Temporary Certificate of Occupancy/Compliance	.1% of Construction Value (Minimum fee \$20.00)

## Additional Fees

Additional Consultant fees (Forester, Attorney, Engineering, etc.) relating to the cost of processing and reviewing the Plan Commission/Zoning Board of Appeals Application, the Architectural Review Commission Application, and Building Permit Application are billed separately. Owner is responsible for all such costs plus all expenses relating to collection and possible lien proceedings, if such costs are not paid within 30 days after mailing of a demand for payment.

Construction Security Escrow. The applicant shall deliver to the Village a cash deposit as security for the completion of the permitted activity in accordance with all applicable Village Codes, ordinances, and regulations. The escrow will be applied to Legal, Publication, Engineer, Arborist, Fines, Charges, etc. that incur result from the review, issuance, and/or inspections of the permit. For projects whose estimated cost is less than \$5,000, the greater of the building permit fee or \$500 is required. The escrow amount for a new principal structure may be \$15,000 or the cost of the building permit, whichever is greater. For all other projects, the greater of the building permit fee or 10% of the estimated project cost, but in no event more than \$15,000. An **Escrow Agreement** is required. Any remaining funds will be refunded to the property owner for residential permits or tenant/property owner for non-residential permits.

\* Includes residential and non-residential remodeling as well as accessory buildings.



The costs incurred by the Village in processing an application (“Application Fee”) shall be deemed to consist of the following items of direct and indirect expense: legal publication; recording secretarial services; court reporter; document preparation and review; professional and technical consultant services; legal review, consultation, and advice; copy reproduction; document recordation; and inspection fees.

No application shall be considered complete unless and until all fees pursuant to this Section have been paid. Every approval granted and every permit issued pursuant to the Zoning Ordinance, whether or not expressly so conditioned, shall be deemed to be conditioned upon payment of fees as required by this Section.

**Section V** Village Responsibilities

The Village of Bannockburn shall:

1. record all escrow activity on a non-interest bearing basis;
2. reflect the initial and subsequent escrow deposits;
3. maintain an accurate record of the actual costs of processing and reviewing the application;
4. facilitate the inspection of written records pertaining to this Agreement during normal business hours following a reasonable prior notice request;
5. have the authority to draw from the escrow account established for such application to pay costs incurred in the processing and reviewing of the application; and
6. notify the applicant in writing that the escrow account established is, or is likely to become, insufficient to pay actual costs of processing the application and demand an additional deposit in an amount deemed sufficient to cover foreseeable additional costs.

**Section VI** Failure to Fully Pay

The failure of the Applicant to fully pay any such fee when due shall be grounds for the Village refusing to process an application and for denying or revoking any permit or approval sought or issued with respect to the land or development to which the unpaid fee relates.

**Section VII** Release of Remaining Escrow Funds

As soon as reasonably feasible following final action on an application, the Village shall cause a final accounting to be made of the escrow deposits made in connection with such application and the actual costs of processing such application and shall make a final charge of such costs against such escrow deposit. A copy of the accounting shall be provided to the Applicant. If the amount in the escrow account is insufficient to pay the total actual costs, a written demand for payment of the balance due shall be mailed to the Applicant. If any unused balance remains in the escrow account after paying the total actual costs, that amount shall be returned to the Applicant.

**Section VIII** Term of this Agreement

This Agreement shall commence upon receipt of the stipulated escrow deposit and signed acceptance of this Agreement by both the Village and Applicant. The Agreement shall remain in force until either terminated by the Village as specified under Section II or remaining funds are released to Applicant as specified under Section VII.

**Section IX**

Designated Contacts

Applicant

Village of Bannockburn

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name Maria Lasday

Title Village Manager

Street Address 2275 Telegraph Road

City State Zip Bannockburn, IL 60015

Telephone (847) 945-6080

Facsimile (847) 945-6538

**Section X**

Acceptance of Escrow Agreement

Section I through Section X, inclusive, constitute the entire Escrow Agreement between the Village and Applicant. Each Party hereby acknowledges the full content of each section and agrees to adhere to and comply with all provisions contained herein.

Accepted this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

Owner

Applicant

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date Signed

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date Signed

Village of Bannockburn

\_\_\_\_\_

Signature

Maria Lasday, Village Manager

\_\_\_\_\_

Date