VILLAGE OF
LINCOLNSHIRE
COMMUNITY & ECONOMIC DEVELOPMENT

STAMP HERE

BUILDING PERMIT APPLICATION

OFFICE USE ONLY
Permit #:

PROJECT INFORMATION		
Property Address (including lot / suite #):		
Project / Business Name:		
Applicant Name:		
Company:		
Email:		
Address:		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

RESIDENTIAL PROJECT TYPE (check all that apply)					
☐	Single Family	☐	Multi-Family	☐	New Construction
☐	Demolition	☐	Addition	☐	Remodel
☐	Electrical Repair / Alteration	☐	Plumbing Repair / Alteration	☐	HVAC Repair / Alteration
☐	Deck / Patio / Stoop	☐	Fence / Screen	☐	Pool / Hot Tub / Spa
☐	Lawn Irrigation System	☐	Other:		

NON RESIDENTIAL PROJECT TYPE (check all that apply)			
☐	New Office Building	☐	Office Building Alteration
☐	New Office / Warehouse Building	☐	Office / Warehouse Alteration
☐	New Commercial Building	☐	Commercial Building Alteration
☐	Electrical Repair / Alteration	☐	Fire Alarm / Sprinkler System
☐	Plumbing Repair / Alteration	☐	Other:

DESCRIPTION OF WORK
Will the proposed improvements require modification, addition, or alteration to any of the specific systems listed below? If so, please indicate and provide cost/quantity.

☐	HVAC	# of Units:	☐	Electric Service:	Amps	
☐	Plumbing	# of Fixtures:			# Circuits	

# of Bedrooms		# of Full Bathrooms		# of Half Bathrooms	

(4a) **Electrical Cost**	$		Total Area of Improvement		sq. ft.
(4b) **Plumbing Cost**	$		Building Height		ft.
(4c) **HVAC Cost**	$		**Must include the value of Footing and Foundation, irrespective of issuance of a separate permit. Exclude land cost and site improvements. Total should equal sum of 4a, 4b, 4c, and 4d.*		
(4d) **Balance Cost**	$				
TOTAL COST*	$				

Tenant Information (if applicable)		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Owner Information (if different than applicant)		
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Contractor Information	***Type of Contractor:***	
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

SUBMITTAL STATEMENT

I, _____, certify that the information contained in this application, attached plans, and specifications, and other attached documentation is true to the best of my knowledge. I also recognize that as the permit applicant, all fees and requirements associated with the review and future approval of the work described herein are my responsibility.

Signature: _____ Date: _____

HOA-GOVERNED PROPERTIES

I, _____, _____ (state title) of the _____ (state the name) homeowner's association, certify that the information contained in this application, attached plans, and specifications, and other attached documentation complies with the Association's bylaws, covenants, and/or other private regulations.

Signature: _____ Date:_____

ADDITIONAL CONTRACTOR INFORMATION (if applicable)		
Contractor Information	***Type of Contractor:***	
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Contractor Information	***Type of Contractor:***	
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Contractor Information	***Type of Contractor:***	
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Contractor Information	***Type of Contractor:***	
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

Contractor Information	***Type of Contractor:***	
Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:

IMPERVIOUS SURFACE CALCULATION SHEET

The Village of Lincolnshire regulates the amount of impervious surfaces covering lots. Impervious surface is defined as "any man-made area that alters the natural surface course for or does not allow for the natural rate of absorption or retention of storm water. Such areas may include but are not limited by reason of exclusion from the following list of examples, roofs, parking and driveway areas, graveled areas, sidewalks and bike paths, paved recreational areas, swimming pools, porches, decks and patios" (Section 6-2-2 of the Lincolnshire Village Code). *Please complete the following calculations to determine the total impervious surface area for the property.*

The Village's storm sewer utility fee is based on a property's impervious surface area. Changes to impervious surface area may result in a change to the monthly storm sewer utility fee. See Section 1-15-8 of the Village Code for the fee rate based on impervious surface area.

IMPERVIOUS SURFACE TYPE	IMPERVIOUS SURFACE AREA (sq. ft.)	
	Existing	Proposed
Building Footprint (including garage)		
Driveway		
Walks		
Decks		
Porches		
Patios		
Swimming Pools		
Detached Storage Structure (shed)		
Gazebo		
Recreational Structure		
Other (list)		
TOTAL	**(a)** _____ **sq. ft.**	**(b)** _____ **sq. ft.**

IMPERVIOUS SURFACE RATIO

(a + b) _____ ÷ _____ = _____ %

Total Impervious Surface | Lot Area (sq. ft.) | Impervious Surface Ratio

ARCHITECT / DESIGN PROFESSIONAL INFORMATION (if required by Building Official)

Name:		
Company:		
Email:		
Address (including suite #):		
City:	State:	Zip Code:
Phone:	Cell:	Fax:
License #:		

I,_____, declare that I have reviewed and/or designed the documents associated with this application, and therefore, take responsibility for the design work on behalf of a registered design firm. In addition, I certify that the information contained on the attached plans and specifications, and other attached documentation is true to the best of my knowledge, and accurately depicts the subject site on the date these documents were prepared.

Signature: _____ Date: _____

FLOOR AREA RATIO

	Existing	Proposed
1st Floor Area		
2nd Floor Area		
English Basement Area		
Finished Attic Area (height of 5' or more)		
Unfinished Garage Attic Area (height of 5' or more)		
Open 2-Story Element Area (height of 16' or more x 2)		
Total Floor Area (minus 400 square foot garage area bonus):		

Floor Area Ratio*:

_____ ÷ _____ = _____ %
Total Floor Area Lot Area Floor Area Ratio

*NOTE: The maximum FAR in all single-family residential zoning districts is 0.25 (25%) of the lot area.

Village Code Definitions (Section 6-2-2):

Floor Area is defined as **"**the sum of the gross horizontal areas of the several floors of a building, including the English Basement floor, but not including a basement floor, measured from the exterior faces of the exterior walls. The "floor area" of a building shall also include elevator shafts and stairwells at each floor; floor space used for mechanical equipment, except equipment, open or enclosed, located on the roof; penthouses; finished attic space having headroom of five feet (5') or more; unfinished garage attic space, with or without flooring, having headroom of five feet (5') or more from the top of the lowest garage ceiling rafters; provided however that porches and any space devoted to accessory uses off-street parking or loading shall not be included in "floor area, and, in residential zoning districts, the area of a garage shall be included, with the exception that the first 400 square feet of the total garage area shall be excluded. Further, that portion of any open two-story element, which consists of an interior space which has a clear height of sixteen feet (16') or more from the floor elevation, that floor area shall be counted twice in calculating the floor area ratio."

English Basement is defined as "the portion of a building located partly underground, but having less than half its clear floor-to-ceiling height below the average grade of the adjoining ground and which is finished for living space."