



APPLICATION FOR BUILDING PERMIT

VILLAGE OF ROUND LAKE BEACH

1937 Municipal Way, Round Lake Beach, IL 60073

(T) 847/546-2351 (F) 847/201-7229 (E) EDCLERKS@rlbeach.org (W) roundlakebeachil.gov

HOW TO COMPLETE THIS APPLICATION: *Your application must break out each portion of the scope of work by job type (roof, siding, patio, etc.). Estimated cost for each job type is required. If using the same contractor for multiple job types, simply re-enter the Business Name (you do not need to re-enter the address, phone and email).*

Project Site Address: _____

Property Owner: _____

Address, City, Zip: _____

Cell Phone: _____ Email: _____

Applicant (if not the owner): _____

Address, City, Zip: _____

Cell Phone: _____ Email: _____

Occupant (if not the owner): _____ Cell Phone: _____

SCOPE OF WORK, PART 1

Job Type: _____

Type of Contractor: General Roof Siding HVAC Plumbing Electrical Sign

Business Name: _____

Address, City, Zip: _____

Cell Phone: _____ Email: _____

Estimated Cost: \$ _____ *(specifically for this portion of the scope of work)*

SCOPE OF WORK, PART 2

Job Type: _____

Type of Contractor: General Roof Siding HVAC Plumbing Electrical Sign

Business Name: _____

Address, City, Zip: _____

Cell Phone: _____ Email: _____

Estimated Cost: \$ _____ *(specifically for this portion of the scope of work)*

CONTINUED ON BACK

SCOPE OF WORK, PART 3

Job Type: _____

Type of Contractor: ___ General ___ Roof ___ Siding ___ HVAC ___ Plumbing ___ Electrical ___ Sign

Business Name: _____

Address, City, Zip: _____

Cell Phone: _____ Email: _____

Estimated Cost: \$ _____ (specifically for this portion of the scope of work)

SCOPE OF WORK, PART 4

Job Type: _____

Type of Contractor: ___ General ___ Roof ___ Siding ___ HVAC ___ Plumbing ___ Electrical ___ Sign

Business Name: _____

Address, City, Zip: _____

Cell Phone: _____ Email: _____

Estimated Cost: \$ _____ (specifically for this portion of the scope of work)

TOTAL ESTIMATED PROJECT COST: \$ _____

IMPORTANT NOTIFICATIONS FOR OWNER & APPLICANT

1. **Contractor Registration Required:** Complete information on ALL contractors is required prior to permit approval—see back of this page. The Village will verify that all contractors are currently registered with VRLB (see our website for requirements).
2. **Attention Owners with HOAs:** The Village will evaluate this application based on compliance with the Village’s codes and ordinances. It is the Property Owner’s responsibility to verify the proposed improvements meet the guidelines of your local homeowner’s association.
3. **Owner’s Representative Legal Statement:** By signing below, the Applicant hereby certifies that all information provided herein is true and correct; that all provisions of the ordinances of VRLB shall be complied with; that the proposed work is authorized by the owner of record; and that I have been authorized to submit this application as his or her agent.

Signature of Homeowner: _____ Date: _____

Signature of Contractor: _____ Date: _____

Return with ALL REQUIRED ATTACHMENTS to the Village Hall or by email to EDCLERKS@rlbeach.org. Your application will be processed within 10 days.

FOR OFFICE USE ONLY

Date Received: _____

Date Approved: _____

Permit Fee: _____

Conditions: _____

Permit No.: _____

Received By: _____

Approved By: _____

Invoice No.: _____