



## COMMUNITY DEVELOPMENT PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

*\*Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be place on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

### **WATER HEATERS:** (ALL listed are REQUIRED, unless not applicable)

- ☐ Building Permit Application, all information needs to be complete.
- ☐ Permit Addendum – Water Heater, signed. (2 pages)
- ☐ Contractor's Registration with bond, for those not already **licensed** and **bonded** with the Village.
- ☐ Manufacturer's specification sheet on water heater.
- ☐ Letter of Intent from Plumber, if plumber performing the work.  
**\*If this is a rental property, a licensed plumber must perform the work, not the owner of the property.**
- ☐ Deposit required, when applicable.

I attest that I have submitted all information as required above regarding the permit applied for at:

\_\_\_\_\_ Glendale Heights, IL 60139

\_\_\_\_\_ Name (Printed)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



VILLAGE OF GLENDALE HEIGHTS  
300 Civic Center Plaza  
Glendale Heights, Illinois 60139  
Community Development Department  
(630) 260-6030

## BUILDING PERMIT APPLICATION

(Please Print CLEARLY)

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

PROPERTY ADDRESS: \_\_\_\_\_, GLENDALE HEIGHTS, IL 60139

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT PHONE NUMBER: \_\_\_\_\_

APPLICANT EMAIL ADDRESS: \_\_\_\_\_

IS THIS A: ☐ SINGLE FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ MULTI-FAMILY

EST. CONST. COST: \$ \_\_\_\_\_ HOMEOWNERS ASSOC. ☐ YES ☐ NO

### CHECK ONE:

- |                                      |                                  |                                   |   |                                |
|--------------------------------------|----------------------------------|-----------------------------------|---|--------------------------------|
| <input type="checkbox"/> NEW CONST.  | <input type="checkbox"/> ROOFING | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> PATIO          | <input type="checkbox"/> FENCE |
| <input type="checkbox"/> ADDITION    | <input type="checkbox"/> SIDING  | <input type="checkbox"/> HVAC     | <input type="checkbox"/> SIDEWALK       | <input type="checkbox"/> SHED  |
| <input type="checkbox"/> REMODEL     | <input type="checkbox"/> WINDOWS | <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> DRIVEWAY       | <input type="checkbox"/> DECK  |
| <input type="checkbox"/> DEMOLITION  | <input type="checkbox"/> DOORS   |                                   | <input type="checkbox"/> DRIVEWAY APRON |                                |
| <input type="checkbox"/> OTHER _____ |                                  |                                   | <input type="checkbox"/> OTHER PAVEMENT |                                |

SCOPE OF WORK/DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### \*\* ATTACH PLANS, DIAGRAMS, PHOTOS AND ADDITIONAL NARRATIVE AS REQUIRED

	Name	Address	Phone Number
OWNER:	_____	_____	_____
OCCUPANT:	_____	_____	_____
ARCHITECT:	_____	_____	_____
ENGINEER:	_____	_____	_____
GEN. CONT.:	_____	_____	_____
PLUMBING:	_____	_____	_____
ELECTRIC:	_____	_____	_____
OTHER:	_____	_____	_____

☐ SHEET ATTACHED WITH ADDITIONAL CONTRACTORS

This application must be signed by the Owner of the property or his/her duly authorized agent. UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct such improvements in compliance with all regulation of applicable codes of the Village of Glendale Heights. Issuance of the permit herein applied for and approval of all supporting plans and documents in connection therewith shall not be construed to permit any construction on said premises or use thereof in violation of any applicable codes or regulations of the Village of Glendale Heights or to excuse the owner or his/her successors in title from complying therewith. Applicant further agrees to pay the cost incurred by the Village for review of all supporting plans and documents by the Administrative Staff, Village Engineer, Village Attorney, and any outside consultants as may be required to fulfill the provisions of Village Ordinances. This permit may be revoked at any time upon determination that a violation exists.

NAME/TITLE (Print): \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DIR. OF COMM. DEVELOPMENT: \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

DO NOT WRITE IN THIS SPACE

Permit No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Permit Expires: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Initial Deposit: \_\_\_\_\_

Construction: \_\_\_\_\_

Fire Protection: \_\_\_\_\_

Site Improvement: \_\_\_\_\_

Sewer Connection: \_\_\_\_\_

Water Connection: \_\_\_\_\_

Water Meter: \_\_\_\_\_

Penalty: \_\_\_\_\_

Building Deposit: \_\_\_\_\_

Engineering Deposit: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Required Deposit: \_\_\_\_\_

**TOTAL FEE:** \_\_\_\_\_





## PERMIT ADDENDUM – WATER HEATER

PERMIT \_\_\_\_\_ DATE \_\_\_\_\_ ADDRESS \_\_\_\_\_

1. All construction work involving replacement of water heaters shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.
  - 2006 International Residential Code
  - 2014 Illinois Plumbing Code
  - 2008 National Electric Code
  - 2018 International Energy Conservation Code
  - 2006 International Property Maintenance Code
2. Any water heater installation/replacement must be performed by a licensed plumber, or by the owner/occupant. Landlords may not perform any plumbing work.
3. Any increase in the size of the equipment (BTU input, gallons, etc.) must be clearly specified in the work scope prior to issuance of the permit.
4. Alteration of any of the existing materials and equipment identified below (beyond transition material) must be clearly specified in the work scope prior to issuance of the permit.
  - a) Water piping, drain, waste and/or vent piping, gas piping, flue piping, insulation, and/or electrical work.
  - b) Accessory equipment such as expansion tanks, etc.
5. The following restrictions apply to water heater location:
  - a) No fuel burning equipment (water heater, etc.) shall open directly to any bedroom, bathroom, or toilet room.
  - b) Any fuel burning equipment (water heater, etc.) that is located in a garage shall be protected by the following methods:
    - i. The equipment shall be enclosed by walls that run from floor to ceiling.
    - ii. The doors to the room shall be gasketed on all sides, including the threshold or sweep.
    - iii. The combustion chamber shall be elevated to 18" above the floor.
    - iv. Combustion air shall be provided directly from outdoors.
    - v. No duct openings shall be allowed into the garage area.
  - c) Utility room or closet – Minimum working area shall be 30" wide by full height of equipment, with minimum 24" passage providing access.
  - d) Unconditioned space (attic, crawl space, etc.) – Minimum working area shall be 30" wide x 30" deep by full height of equipment on side where access is required, with minimum 24" wide by maximum 20' long solid floor passageway providing access.
  - e) Working clearances shall be provided and maintained as required by code and the manufacturer's specifications.
6. Dielectric unions are required on the cold (inlet) and hot (outlet) water connections to the heater.
7. Vent connectors shall be installed with a slope of not less than ¼" rise per foot run, and be of galvanized steel, single wall, 19 gauge, with a minimum of three sheet metal screws per joint. Direct venting of high efficiency equipment shall be PVC material and comply with manufacturer's instructions.

8. A readily accessible, full-open valve shall be installed in the cold-water supply pipe to each water heater. Cold water supply should be on the right hand side of the water heater. Flexible water piping connections must be braided stainless steel.
9. A combination temperature/pressure relief valve (labeled by an approved agency) is required, and have a temperature setting of not more than 210 F (99C) and a pressure setting not to exceed the tank's rated working pressure or 150 psi, whichever is less. Water temperature shall be set to a maximum of 120° F.
10. The relief valve must be connected to a ¾" discharge pipe. The pipe shall be of a metallic material, be installed so as to drain by gravity flow and shall terminate not more than 6 inches above the floor. A floor drain is required to receive the discharge of water if the relief valve should open. The end of the discharge pipe shall not be threaded.
11. When a water heater is installed on any floor higher than the basement; a safety pan is required to be installed underneath the water heater unit. The pan shall be not less than 1.5 inches deep and shall be of sufficient size and shape to receive all dripping or condensation from the tank or heater. The pan shall be drained by an indirect waste pipe having a minimum diameter of ¾ inches.
12. Water heaters with bottom inlets, water heaters installed on a shelf or in an elevated manner, and commercial water heaters are required to be supplied with a Vacuum Relief Valve.
13. When a backflow preventer is installed on the water main, an expansion tank is required to be installed on the cold water supply with no shut-off valve between the heater and the expansion tank.
14. All new or replacement gas piping shall be tested and purged in accordance with 2006 IFGC section 406. Flexible gas piping connectors must be CSST, and cannot penetrate walls.
15. Installation of appliances shall conform to the conditions of their listing and label and the manufacturer's installation instructions. The manufacturer's operating and installation instructions shall remain attached to the appliance. (IMC M1307.1)

**Please note the following additional requirements:**

- All contractors must have a current Village of Glendale Heights registration on file. Please visit the Community Development Department at Village Hall to complete the registration process.
- If any changes occur during construction that deviate from the Village approved drawings, the changes must be submitted immediately in writing to the Village of Glendale Heights for review and approval.
- A final inspection is required for all water heater, furnace and/or A/C installations. All inspections involve equipment inside the residence. Someone over the age of 18 must be present.

**I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## Community Development Department

300 Civic Center Plaza, Glendale Heights, Illinois 60139

Main: 630-260-6030, FAX: 630-260-1317

Email: [permits@glendaleheights.org](mailto:permits@glendaleheights.org)

### CONTRACTOR REGISTRATION APPLICATION

#### REGISTRATION INFORMATION

REGISTRATION TYPE:

☐ NEW REGISTRATION

☐ RENEW REGISTRATION

TRADE(S):

- ☐ ASPHALT ☐ CARPENTRY ☐ CONCRETE ☐ ELECTRIC ☐ FENCE  
☐ FIRE PROTECTION ☐ GENERAL CONTRACTOR ☐ HVAC / MECHANICAL  
☐ LANDSCAPE ☐ PLUMBING ☐ ROOFING ☐ SIGN ☐ SOLAR ☐ UTILITY  
☐ WINDOW ☐ OTHER / SPECIALTY \_\_\_\_\_

#### COMPANY AND APPLICANT INFORMATION

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

APPLICANT ROLE:

☐ OWNER

☐ EMPLOYEE

☐ AGENT

EMAIL: \_\_\_\_\_

#### ADDITIONAL APPLICATION REQUIREMENTS

1. Provide a \$20,000 surety bond for every contractor registration application. \*Plumbing exempt.
2. Payment of fee. Contractors = \$75.
3. For Plumbers, Roofers and Fire Protection contractors, provide a copy of active and up-to-date State of Illinois license. For Electricians, provide a copy of active and up-to-date license issued by approved municipal corporation.
4. The above listed contractors shall have registration fee waived.

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*I do hereby attest that the information provided is true and accurate to the best of my knowledge.*

APPLICANT SIGNATURE: \_\_\_\_\_

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