

Village of South Elgin  
Community Development Department

10 N. Water Street  
847-741-3894  
847-741-3959 FAX

Monday – Friday  
8:30 a.m. – 5:00 p.m.  
www.southelgin.com

# SIDING PERMIT APPLICATION

## PROPERTY INFORMATION

Address: \_\_\_\_\_ **South Elgin, IL 60177**

## PROPERTY OWNER INFORMATION

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

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

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## CONTRACTOR INFORMATION (If applicable)

Contractor Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## OTHER CONTACT INFORMATION (If applicable)

Contact Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## ADDITIONAL INFORMATION

Estimated Value of Work: \_\_\_\_\_ Applicant (check):  Property Owner  Contractor  Tenant  
 Other: \_\_\_\_\_

I have read & understand the attached fact sheet. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name & Title (please print): \_\_\_\_\_

**(OVER – Go to Page 2)**

### For Office Use Only

Submittal Checklist:  Application Complete  Plat of Survey  Submittal Worksheet

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ PIN: \_\_\_\_\_

# SIDING PERMIT WORKSHEET

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## DESCRIPTION

Is this a structural change?:  Yes  No If yes, explain: \_\_\_\_\_

Type of siding:  Vinyl  Aluminum  Brick  Hardboard  Wood  Fiber Cement

Other: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_

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## SUBMITTAL CHECKLIST

Provide a full description of all work including any related repair or alteration work.

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Village of South Elgin  
**Siding Permit Fact Sheet**



**MINIMUM REQUIREMENTS:**

1. Address numbers must remain visible from the front street during construction. *R319*
2. Address numbers and light fixtures must be permanently installed on the house before the final inspection; letters must be at least 4" tall and ½" wide. *R319*
3. Either the manufacturer's installation instructions or the current Vinyl Siding Institutes Installation Manual must be on site at all times. *R703.11.1*
4. Existing flashing that is rusted or deteriorated shall be replaced. *R703.8*
5. All flashing must be installed per code including, but not limited to, windows, doors, inside corners and between dissimilar materials. *R703.8*
6. Damaged sheathing must be repaired and/or replaced with code compliant materials (e.g. ½" plywood at corners and every 24 ft). *R602.10*
7. A separate Residential Permit is required for any structural changes, such windows.
8. The installer is responsible for following manufacturer's specifications.

*Requirements listed are general requirements only; additional code requirements may apply to your project. Covenants are regulated by your Homeowners Association; covenants are not enforced by the Village.*

**PERMIT FEE:**

1. \$60, which includes the progress and final inspections. Payable when permit is issued. (A \$30 fee is required for any additional inspections.)
2. \$75 fee, if a reinspection becomes necessary.

**INSPECTION REQUIREMENTS:**

1. A progress inspection is required before wrapping the house and before installation of new siding.
2. A final inspection is required upon completion of siding installation.

Failure to schedule an inspection will result in penalties.

**SUBMITTAL REQUIREMENTS:**

1. Complete, sign and date the permit application.
2. Provide a full description of all work including any related repair or alteration work.

Permit applications **will not** be processed without complete information. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.