

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): _____

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For Office Use Only

Submittal Checklist: Application Complete Plat of Survey Submittal Worksheet

Permit #: _____ Date Received: _____ Received By: _____ PIN: _____

SIDING PERMIT WORKSHEET

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: _____

SUBMITTAL CHECKLIST

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

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.