



# RESIDENTIAL PLUMBING APPLICATION

## Residential Permit Application & Review Guidelines

Village of Round Lake Beach 1937 Municipal Way, Round Lake Beach, IL 60073  
 847-546-2351 | ResidentialPermitting@RoundLakeBeachIL.gov | roundlakebeachil.gov

PROPERTY INFORMATION		PERMIT #
Project Site Address:		
CONTACT INFORMATION		
Owner	Contractor	
Name:	Name:	
Address:	Address:	
	State Lic. # _____	
Phone:	Phone:	
Email:	Email:	

Project to be completed by: Owner _____ Contractor _____
Estimated Cost \$ _____

Use this checklist to help you expedite the plan review process.

**Plans with missing information will be rejected.**

PLAN/DRAWINGS SUBMITTAL REQUIREMENTS (2 COPIES) All drawings must be neatly drawn with clean, crisp lettering.	OFFICE USE ONLY	
	Y	N
<b>SHOW ON PLAN/DRAWING:</b>		
<input type="checkbox"/> Sewer _____ Drain Tile _____ Sump Pump _____ Other _____		
<input type="checkbox"/> Discharge location clearly marked on a current Plat of Survey		
<input type="checkbox"/> Clearly mark or highlight exterior location(s) on the Plat of Survey/Drawing		
<input type="checkbox"/> Indicate type and depth of base materials: _____		
<input type="checkbox"/> Indicate pipe type and size		
<input type="checkbox"/> Letter of Intent if applicable		
<input type="checkbox"/> Contract with homeowner or owner signature on this application		
Inspectors Comments:		

Approved by Plan Reviewer: _____	_____
Approved by Planning/Zoning _____	_____
Signature	Date

**INSPECTION REQUIREMENTS**

Schedule all inspections 48 hrs. in advance by calling 847-546-2351

**BEFORE THE INSPECTION**

**Call JULIE before you dig at 811**

**Base Inspection, to occur prior to pouring concrete or setting pavers**

Underground Plumbing

Rough Plumbing

**Final Inspection, at completion of all work**

Final Plumbing

Final Grading (Restoration)

**IMPORTANT NOTIFICATIONS FOR OWNER & APPLICANT**

1. **Contractor Registration Required:** Complete information on ALL contractors is required prior to permit issuance. 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 by email or in person to the Village Hall.  
Your application will be processed within 10 business days.***