



MISCELLANEOUS PERMIT APPLICATION

Permit #: _____

Site Information:

Property Address: _____
Description of Work: _____
Estimated Value of Construction: \$ _____

Applicant Information:

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: _____ Email Address: _____

Homeowner Information:

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: _____ Email Address: _____

PROJECT INFORMATION (please provide applicable details and see attached sheet for additional information and requirements):

Air Conditioning Unit/Furnace/Water Heater (*circle one*):
_____ Direct Replacement **OR** _____ Upgrade to High Efficiency Unit

Deck/Porch (Uncovered):
Length: _____ Width: _____ Total Square Feet: _____

Driveway: Material (Asphalt or Concrete): _____ Length: _____ Width: _____

Electrical Service Upgrade: Type (Underground *or* Overhead): _____

Fence: Height: _____ Material: _____

Generator / Electric Car Charger / Garage Heating Unit (*circle one*)

Radon Mitigation System

Shed/Accessory Building (maximum 180 square feet) or Playhouse (over 100 square feet)

Length: _____ Width: _____ Height: _____
Setback from Side Property Line: _____ Setback from Rear Property Line: _____
Distance from Shed/Accessory Building/Playhouse to House: _____

Work to be completed by:

Property Owner: _____
OR

Contractor: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: _____ Contractor Registration #: _____
Email Address: _____

I hereby certify that I have read, understand and agree to conform to all governing information and regulations set forth by the New Lenox Village Board.

Signature of Applicant: _____ Date: _____

Miscellaneous Permit Information

The following information must be submitted along with the Permit Application
See the Miscellaneous Permits Guide for more detailed information and requirements

Air Conditioning Unit / Furnace / Water Heater:

1. Submit the manufacturer's specifications for the air conditioning unit/furnace/water heater.
2. Indicate whether the replacement unit is a direct replacement or upgrade to a high efficiency unit.

Decks and Porches (uncovered)*:

1. Submit a Plat of Survey depicting where the uncovered deck or porch will be placed.
2. Indicate the dimensions of the proposed uncovered deck or porch.
3. Submit complete construction details, drawn to scale and labeled with dimensions, indicating ALL of the following: Footings, Posts, Beams, Ledgers, Joists, Decking, Guardrails, Stairs and Handrails.
4. Uncovered decks and porches shall not be permitted in any easement.

*Covered decks and porches require a Remodeling Permit.

Driveways:

1. Submit a Plat of Survey depicting the proposed location of the new or replacement driveway.
2. Indicate the material to be used for the driveway (*asphalt or concrete*).
3. Submit the concrete or asphalt specifications (refer to the Miscellaneous Permits Guide for specifications).

Electrical Service Upgrades:

1. Indicate the service size.
2. Indicate whether the electrical service is underground or overhead.
3. On overhead services, indicate the point of entry and the proximity to windows and doors.

Fences:

1. Submit a Plat of Survey depicting the proposed location of the fence and labeling the height of the fence (*the contractor's proposal **will not** be accepted as a plat of survey*).
2. Indicate that the supporting posts will be exposed to the interior of the lot and not facing the adjoining properties.

Generators / Electric Car Chargers / Garage Heating Unit:

1. Submit the manufacturer's specifications for the generator / electric car charger / garage heating unit.
2. Submit a Plat of Survey indicating the proposed location of the generator.

Radon Mitigation Systems:

1. Submit the manufacturer's specifications for the proposed radon mitigation system.
2. Submit the scope of work or copy of the contractor's proposal, including details about the radon vent pipe material and installation, vent stack discharge point, radon vent fan installation (for active systems only), sump pit, soil gas retarder (required for crawl spaces without a concrete floor), electric, monitors and labels.

Sheds / Accessory Buildings (up to a maximum 180 square feet):**

Playhouses (larger than 100 square feet):

1. Submit a Plat of Survey depicting the proposed shed, accessory building or playhouse location.
2. Indicate the dimensions of the shed / accessory building (*maximum 180 square feet*) or playhouse and the height of the shed, accessory building or playhouse (*maximum 15 feet*).
3. Indicate side yard setback (*5 feet minimum*) and rear yard setback (*5 feet minimum*) from the shed, accessory building or playhouse to the property lines.
4. Indicate the distance from the shed, accessory building or playhouse to the house (*10 feet minimum*).
5. Sheds / Accessory Buildings / Playhouses shall not be permitted in any easement.

**Accessory buildings larger than 180 square feet are considered detached garages and require a Remodeling Permit.