

PLAN REVIEW SUBMITTAL REQUIREMENTS

The Village uses the services of the James Anderson Company for issuance of building permits. Please contact Yamin at (847) 295-3322 with any questions regarding an application submittal.

RESIDENTIAL PROJECTS

<u>Recd</u>	<u>New Residential Construction</u>	<u>Copies</u>
	Application - Complete Plan Review	1
	Architect Drawings with Stamp (folded)	4
	Engineering plans	3
	Plan Review Fee - Payable to Village of Mettawa	1
	Plats of Survey (building location indicated)	3
	Title Insurance policy AND Affidavit of Title	1
	Septic Plans	1
	Well or Septic Permits from Lake County Health Department	1

<u>Recd</u>	<u>Barns, Garages, Sheds, Stables</u>	<u>Copies</u>
	Application - Complete Plan Review	1
	Architect Drawings with Stamp (folded)	4
	Engineering plans	3
	Plan Review Fee - Payable to Village of Mettawa	1
	Plats of Survey (building location indicated)	2
	Title Insurance policy AND Affidavit of Title	1

<u>Recd</u>	<u>Residential Alterations</u>	<u>Copies</u>
	Application - Complete Plan Review	1
	Architect Drawings with Stamp (folded)	4
	Plan Review Fee - Payable to Village of Mettawa	1
	Plats of Survey (building location indicated)	2
	Title Insurance policy AND Affidavit of Title	1
	**No permit required for residential repair or replacement within the existing footprint	

<u>Recd</u>	<u>Driveway Approaches</u>	<u>Copies</u>
	Application - Complete Plan Review	1
	Engineering plans **	3
	Plan Review Fee - Payable to Village of Mettawa	1
	Plats of Survey (driveway location indicated)	2
	Title Insurance policy AND Affidavit of Title	1
	** Plans need to include Grade and location of the proposed drive approach	

<u>Recd</u>	<u>Installing a Fence</u>	<u>Copies</u>
	Application - Complete Plan Review	1
	Drawings or Sketches of Fence	4
	Plan Review Fee - Payable to Village of Mettawa	1
	Plats of Survey (fence location indicated)	2
	Title Insurance policy AND Affidavit of Title	1

NON-RESIDENTIAL PROJECTS

<u>Recd</u>	<u>New Non-Residential Construction</u>	<u>Copies</u>
	Application - Complete Plan Review	1
	Architect Drawings with Stamp (folded)	5
	Engineering plans	3
	Plan Review Fee - Payable to Village of Mettawa	1
	Plats of Survey (building location indicated)	2
	Title Insurance policy AND Affidavit of Title	1
	Alarm or Sprinkler Plans Directly to Libertyville Fire Department	2

<u>Recd</u>	<u>Non-Residential Alterations</u>	<u>Copies</u>
	Application - Complete Plan Review	1
	Architect Drawings with Stamp (folded)	5
	Engineering plans	0
	Plan Review Fee - Payable to Village of Mettawa	1
	Plats of Survey (building location indicated)	3
	Title Insurance policy AND Affidavit of Title	1
	Alarm or Sprinkler Plans Directly to Libertyville Fire Department	2

<u>Recd</u>	<u>Signs</u>	<u>Copies</u>
	Application - Complete Plan Review	1
	Sign Drawings**	4
	Plan Review Fee - Payable to Village of Mettawa	1
	Plats of Survey (include setbacks)	3
	Title Insurance policy AND Affidavit of Title	1
	** Drawings should include elevations and electric plans	

<u>Recd</u>	<u>Swimming Pools</u>	<u>Copies</u>
	Application - Complete Plan Review	1
	Pool Drawings**	4
	Engineering plans	3
	Plan Review Fee - Payable to Village of Mettawa	1
	Plats of Survey (building location indicated)	2
	Title Insurance policy AND Affidavit of Title	1
	** Drawing should include plumbing, electrical, walk, deck, fence, etc.	