

City of Crystal Lake

Community Development Department

100 W. Woodstock Street
Crystal Lake, IL 60014
www.crystallake.org



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NEW RESIDENTIAL PERMIT SUBMITTAL CHECKLIST

Forms and applications are available at City Hall or at www.crystallake.org. Payment is not required until permit issuance.

For Permit Review

- Apply online using [City of Crystal Lake ez App](#) **OR** [Building Permit Application](#).
- One [Contractors list](#).
- Four copies of **Plat of survey**. The site plan shall include: Dimension from structures to property lines, building setbacks, easements, proposed grades, grading/drainage, soil erosion/sedimentation control, driveways, drives, sidewalks, utility locations, parkway trees, etc. **All plans to be signed and sealed by an Illinois licensed Professional Engineer.**
- Two copies of [REScheck](#), if choosing to follow the Total UA Alternative for the International Energy Conservation Code, available at www.energycodes.gov
- Two copies of all **mechanical specifications** for furnace, water heater, prefabricated fireplace and hydro-massage tubs.
- Four sets of **building plans**, plans shall include: building code design data, foundation, floor plans (with electrical, mechanical, plumbing), mechanical equipment, wall sections, exterior elevations, light/ventilation schedules and additional information as required for code compliance review. Plans shall be signed and sealed by Illinois licensed design professional: Architect, Structural Engineer, or Professional Engineer.
- One copy of **State contractor Licenses/Registrations**: Illinois or City of Chicago Plumbing License, Illinois Plumbing Contractor Registration, Illinois Roofing License.
- One **plumber's Letter of Intent**: It must be the **original**, on company letterhead, signed by licensed plumber and with corporate seal or notarized.

Notes:

- Additional items or more detailed information may be required, based on the unique aspects of each project, for a complete code compliance review.
- **Separate building permit and temporary use permit required for:** contractor trailers, storage trailers, storage containers and sales trailers.