

MEMORANDUM

April 3, 2020

TO: PERMIT APPLICANTS

SUBJECT: PERMIT ISSUANCE PROCEDURE DURING CORONAVIRUS PANDEMIC

The Illinois Governor's Executive Order to "Shelter in Place" in response to the COVID-19 virus has many municipalities implementing alternative methods to continue business. In an effort to provide safeguards for both community members and village staff while maintaining efficiency during this time, Elk Grove Village Community Development Department will be modifying our typical permitting procedures.

In order to minimize person to person contact, we will now be offering two (2) options for obtaining permits.

If you are submitting hard copies of plans:

- *Plans, applications and supplemental information can be dropped off at the Police IC area in the Village Hall located at 901 Wellington Avenue, Elk Grove Village, IL 60007*
- *The plan reviewer will notify you via email or phone when the permit review process has been completed and approved. Plans will then be delivered to the Community Development Front Counter.*
- *Front Counter Staff will contact you via phone to inform you of the total permit fees and the date your permit will be ready for pick-up. You will be asked how you plan to make your payment (over the phone or with a check)*
 - *If by phone, you can make the payment to our Finance Department.*
 - *If by check, you may place it in the drop-box outside of the Village Hall or send by US Mail to:*

Community Development Department
901 Wellington Ave.
Elk Grove Village, IL 60007
 - *If you have larger plans, provide Front Counter Staff with a FedEx, UPS, or other method so that approved permits, supplemental materials and your plans can be delivered to you.*
- *Once we have received payment, either by check or phone, staff will send out all approved documents including permit placard, permit application, supplemental documents, and plans via the delivery method you have provided.*

If you are submitting your plans electronically:

- *Electronic submittals are restricted by permit type and size, please utilize the below link to verify if your permit type is available for electronic submittal. If not, you must utilize the hard copy procedure noted above.*
 - <http://engpramo1.elkgrove.org/CitizenAccess/>
- *The plan reviewer will notify you via email when the permit review process has been completed and approved.*
- *Front Counter Staff will contact you via email or phone to inform you of the total permit fees and provide details on how you can make your payment.*
 - *If by phone, you can make the payment to our Finance Department.*
 - *If by check, you may place it in the drop-box outside of the Village Hall or send by US Mail to:*

Community Development Department
901 Wellington Ave.
Elk Grove Village, IL 60007
- *Once we have received payment, either by check or phone, staff will email all approved documents to you including permit placard, permit application, supplemental documents, and plans.*

If you have any questions regarding the permitting or inspection process, please contact our Department at (847) 357-4220.