



VILLAGE OF SOUTH BARRINGTON
30 S. Barrington Road
South Barrington, IL 60010
Phone (847) 381-7510 | southbarrington.org

ELEVATORS and LIFTS PERMIT (RETROFIT RESIDENTIAL)

SCOPE: For the retrofit installation of an elevator or lift within an existing house. (*See information below for commercial only structure.)

REQUIRED APPLICATION MATERIALS FOR RESIDENTIAL ONLY:

- Complete unrestricted PDF submittal of all documents to permits@southbarrington.org
- Hard copy permit submittal of all documents to include:
 - Permit Application Form (www.southbarrington.org, Government, Building & Engineering)
 - Subdivision approval only if work involves any exterior changes to the house.
 - Two (2) signed & sealed sets of full size architectural plans/construction documents for alterations and remodeling work necessary to construct the hoistway and any appurtenances necessary for the installation of the elevator. Plans need to be signed/sealed by an Illinois licensed architect or structural engineer.
 - Two (2) sets of Elevator/Lift Shop Drawings stamped FINAL prepared by the elevator manufacturer.
 - Copy of Contract/Proposal for alterations and remodeling work.
 - Copy of Contract/Proposal for the elevator.
 - \$ 150.00 Application Fee (cash or check only)
 - \$ 500.00 Deposit toward Plan Review Fee (cash or check only)

***COMMERCIAL ONLY:**

Commercial elevators are regulated by the Office of the Illinois State Fire Marshal, Division of Elevator Safety (OSFM) rather than by the Village of South Barrington. A separate Conveyance Permit shall be obtained from the OSFM prior to installation of the elevator. An “Application for Conveyance Permit” along with plans and specifications for the proposed elevator and appurtenances shall be submitted directly to the OSFM by an Illinois licensed conveyance contractor. Your selected elevator contractor will likely be very familiar with the OSFM conveyance permit application process and requirements for inspection of the elevator installation. A copy of the Conveyance Permit as issued by the OSFM must be provided to the Village of South Barrington for our records *prior* to installation of the elevator. A copy of the final inspection report from the OSFM or their designee shall also be provided to the Village of South Barrington for our records *prior* to issuance of a Certificate of Occupancy.

PERFORMANCE BOND DEPOSIT:

Performance bond deposits (cash or check) are required from both the general contractor and the property owner at the time the permit is issued. In the event that damage occurs to village streets, easements, etc. from any construction work, the deposit will be retained until the problem is resolved to the satisfaction of the Village Building Department. “Request for Release of Performance Bond Deposit” forms are available on line at www.southbarrington.org.

(Note: The Village of South Barrington utilizes the services of Thompson Elevator for all plan reviews and required inspections. If inspection fails, all re-inspection costs will be billed back to the property owner.)