



- [Review Checklist](#)
- [Fill out and submit Application Form](#)
- If the original size of documents submitted for Permit are larger than 11" X 17", please submit hard copies
- Submit online or place in the drop box outside of the Ganek Municipal Center or by email at [permits@algonquin.org](mailto:permits@algonquin.org)

- Plans and applications are reviewed for Code Conformance
- Permits for Historic District area require Historic Commission Approval prior to Plan Review (except Roof and Interior permits)

- Once the application is approved, we will notify you
- Paying by credit card? Contact us by phone 847-658-2700, press 3, for instructions
- Check (made out to "Village of Algonquin") may be mailed to us or replaced in the drop box at the Ganek Municipal Center

- After payment is received, permit will be issued
- We will mail you the permit or we can send it by e-mail
- We will provide a list of required inspections
- Applying for a permit does not allow you to start working. Please do not begin until the permit has been issued
- Permit needs to be clearly posted in a front window

- It is the responsibility of the owner/contractor to ensure that all inspections are completed
- You may [request inspections online](#) or email at [permits@algonquin.org](mailto:permits@algonquin.org) or call 847-658-2700, press 3