



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

- 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
- [Pay Online - https://css.algonquin.org](https://css.algonquin.org)
- By 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 notify you when permit is issued.
- [Applying for a permit](#) does not allow you to start working.
- Please do not begin until the permit has been issued
- Keep Permit in the Job Site

- 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 or call 847-658-2700, press 3
- [Available Self-inspections](#)
 - Window/Door
 - Driveway Final
 - Fence Final
 - Roof (Ice and Water Shield)