

Village of Mettawa

Plan Review Submittal Requirements

New Residential Construction

- ___ Complete Plan Review Application.
- ___ Plan Review fee made payable to "Village of Mettawa".
- ___ Provide 4 sets of drawings with architect's stamp (folded).
- ___ Provide 3 Plats of Survey with building location indicated.
- ___ Provide copy of title insurance policy and Affidavit of Title form.
- ___ Provide 3 sets of Engineering plans.
- ___ Well and Septic Permits from Lake Co. Health Dept.
- ___ Septic Plans

Garages, Sheds, Barns and Stables

- ___ Complete Plan Review Application.
- ___ Plan Review fee made payable to "Village of Mettawa".
- ___ Provide 2 Plats of Survey: Indicate location and setbacks on each.
- ___ Provide copy of title insurance policy and Affidavit of Title form.
- ___ Provide 4 sets of drawings with architect's stamp (folded).
- ___ Provide 3 sets of Engineering plans.

Residential Alterations

*No permit required for residential repair or replacement (within existing footprint).

- ___ Complete Plan Review Application.
- ___ Plan Review fee made payable to "Village of Mettawa".
- ___ Provide 2 Plats of Survey.
- ___ Provide copy of title insurance policy and Affidavit of Title form.
- ___ Provide 4 sets of drawings with architect's stamp (folded).

Residential Driveway Approaches

- ___ Complete Plan Review Application.
- ___ Plan Review fee made payable to "Village of Mettawa".
- ___ Provide 2 Plats of Survey with driveway approach marked.
- ___ Provide copy of title insurance policy and Affidavit of Title form.
- ___ Provide 3 drawings showing grade and location of the proposed drive approach.

Fence Construction

- ___ Complete Plan Review Application.
- ___ Plan Review fee made payable to "Village of Mettawa".

- ___ Provide 2 Plats of Survey w/ fence marked.
- ___ Provide copy of title insurance policy and Affidavit of Title form.
- ___ Provide 4 sketches or drawings of fence.

New Non-Residential Construction

- ___ Complete Plan Review Application
- ___ Plan Review fee made payable to "Village of Mettawa".
- ___ Provide 5 sets of drawings with architect's stamp (folded)
- ___ Provide 2 Plats of Survey
- ___ Provide copy of title insurance policy and Affidavit of Title form.
- ___ Provide 3 sets of Engineering plans
- ___ Provide 2 sets alarm/sprinkler plans directly to Libertyville FD

Non Residential Alterations

- ___ Complete Plan Review Application.
- ___ Plan Review fee made payable to "Village of Mettawa".
- ___ Provide 5 sets of drawings with architect's stamp.
- ___ Provide 3 Plats of Survey
- ___ Provide copy of title insurance policy and Affidavit of Title form.
- ___ Provide 2 sets alarm/sprinkler plans directly to Libertyville FD.

Signs

- ___ Complete Plan Review Application.
- ___ Plan Review fee made payable to "Village of Mettawa".
- ___ Provide 4 sets of drawings including elevations and electrical plans.
- ___ Provide 3 Plats of Survey incl. Setbacks
- ___ Provide copy of title insurance policy and Affidavit of Title form.

Swimming Pools

- ___ Complete Plan Review Application.
- ___ Plan Review fee made payable to "Village of Mettawa".
- ___ Provide 4 sets of drawings including plumbing, electrical, walk, deck, fence, etc.
- ___ Provide 2 Plats of survey: Indicate location of pool and fence.
- ___ Provide copy of title insurance policy and Affidavit of Title form.
- ___ Provide 3 sets of Engineering Plans.