**Village of Mettawa**

**Plan Review Submittal Requirements**

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### 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).
- Provide 3 sets of Engineering plans.

### 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.

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**James Anderson Company**

PHONE 847-295-3322, FAX 847-295-0734

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