



**VILLAGE OF ELM GROVE
BUILDING BOARD
SUBMITTAL CHECKLIST**

ALTERATION

(Required for all permits where a minor exterior change does not extend an existing building beyond its current footprint)

The following items must be received at Village Hall by 4:30 PM, at least fourteen (14) days prior to the desired Building Board meeting. The Village will not schedule an item for Building Board unless all items are received by this deadline.

Please note, the applicant or a representative of the applicant must attend the Building Board meeting to present the plans and respond to questions from the Building Board. If no one is present to speak on behalf of or make decisions related to an agenda item, board action may be deferred until the next regularly scheduled meeting.

1. Building Plan

- Scaled elevations from all sides, noting all exterior materials, lighting, and colors - required only for exterior alterations.
- Cut sheets of windows, doors, siding, decking, etc. - required for exterior alterations.
- Material and color samples must be brought to the Building Board meeting - required only for exterior alterations.
- Interior floor plans for impacted areas.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

2. Building Board Worksheet – Submit 1 Copy.

3. Building Permit Application – Submit 1 Copy.

4. Building Permit Addendum – Submit 1 Copy.

5. Building Board Submission Fee – \$50.00 to be paid at the time of submission.

6. Digital copy of all documents – Email to Zoning & Planning Administrator.

7. Sample of all materials and colors – To be brought to Building Board Meeting.