



**Community Development Department**  
 4501 North 25th Avenue, Schiller Park, IL 60176  
 Phone: 847.671.8555 Fax: 847.671.9783  
 Email: [cd@schillerparkil.us](mailto:cd@schillerparkil.us)

Zoning: _____
Permit No.: _____
Assessor No.: _____

## BUILDING PERMIT APPLICATION

Project Address: \_\_\_\_\_ P.I.N: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone/Cell: Fax: Email: \_\_\_\_\_

Type of Work Proposed: \_\_\_\_\_

Construction Cost: \_\_\_\_\_ HVAC Cost: \_\_\_\_\_ Addendum Construction Cost: \_\_\_\_\_

Contractor Information: Provide all that will work on the site.

	Company Name	Complete Address	Phone/Fax
Asphalt			
Carpenter			
Concrete			
Electrician			
Excavator			
Fence			
Fire Alarm			
Fire Sprinkler			
General			
HVAC			
Mason			
Plumber			
Roofer			
Other			

I do hereby certify that all of the figures and statements above are correct. I will submit a *change of contractor* form if any contractors are changed. By signing as a contractor I will be responsible to build off property line and for proper drainage for the address above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Note: If you are not the owner of this property, the owner must sign the following:  
 As the owner, I approve the issuance of the construction permit for the work stated above, at the location above and my contractor is responsible for building off the property line and for proper drainage.**

Owner Signature: Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone/Cell: Email: \_\_\_\_\_

\*\*\*\*\* OFFICE USE ONLY\*\*\*\*\*

Flood Plain? \_\_\_\_ Yes \_\_\_\_ No

Floodway? \_\_\_\_ Yes \_\_\_\_ No

## **BUILDING PERMIT APPLICATION CHECKLIST**

Before you submit your application to the Building & Safety Division at the Community Development Department, please make sure you have satisfied the following items on the checklist:

- Fill-out *Building Permit Application* with: (1) homeowner/contractor contact information, (2) pertinent information pertaining to the cost and type of project, and (3) all appropriate signatures.
- If any electrical, plumbing, mechanical, or HVAC work is involved, you must fill out a supplement for each and submit all plans that explain in detail the work being executed.
- All contractors must be licensed with the Village before performing any work. To become licensed with the Village, contractors must fill-out a *Contractor License Application* and pay a fee. Based on the type of service, contractors may be required to provide documentation such as a copy of a State license. All contractor licenses are valid for one (1) year and must be renewed annually.

For the following conditions, a contractor must be hired to execute the project as well as drawings from an Illinois licensed architect or structural engineer:

- If an addition or remodeling is greater than 500 square feet or costs more than \$10,000.
- All kitchens remodels need a complete plan in order to complete plumbing, electrical, and mechanical work.
- If the homeowner is planning to do the work himself/herself, he/she **MUST** sign and submit a *Certificate of Responsibility*. This certification stipulates that the homeowner must abide by the Building Codes and Ordinances adopted by the Village and adhere to the required inspections, drawings are still required.
- Submit all drawings and documentation that indicates dimensions and other pertinent information pertaining to the construction of the project.
  - Submit a copy of the proposal contract between contractor and applicant explaining in detail the proposed work.
  - For all exterior projects, applicants are required to submit two (2) updated *Plats of Survey*. If the applicant has the original plat of survey, the office can make copies and return the originals back to the applicant. On the plats of survey, the proposed project area must be highlighted on both copies.
  - All drawing plans cannot be larger than 24" x 36" and must be submitted in the following way:
    - Two (2) sets for smaller projects (example: decks, patios, garages, signs)
    - Four (4) sets for commercial build-out; one goes to Fire Department.
    - Four (4) sets for residential additions.
    - Four (4) sets for single-family residences.
    - Five (5) sets for commercial projects (4 copies if a digital copy is submitted) with civil engineering/grade changes; one goes to the Fire Department and another goes to Engineering (Gewalt Hamilton Associates, Inc.).
- **For any Commercial work or New single family home please submit a \*.pdf formatted file along with the printed plans.**