Date Received:

THE VILLAGE OF
FRANKLIN PARK

9500 Belmont Avenue · Franklin Park, Illinois 60131 (847) 671-8245, FAX # (847) 671-8790

BUILDING PERMIT APPLICATION

(COMPLETE ALL SHADED AREAS)

DATE APPLICATION SUBMITTED: _____ PERMIT NUMBER: 13BP-

REAL ESTATE TAX NUMBER: 12- - - -0000 PLANS ATTACHED: ☐ YES ☐ NO

ADDRESS OF PROPERTY: _____

PROP. OWNERS NAME: _____ PHONE NUMBER: _____

PROPERTY OWNER'S ADDRESS: (IF NOT SAME AS ABOVE) _____

DESCRIPTION OF WORK: _____

_____

_____

JOB COST: _____ FLOOD ZONE: ☐ YES ☐ NO CHECK ONE (SEE NOTE BELOW)

NOTE: If it's determined you're in a flood plain, additional engineering fees may be assessed & additional review time for permit may be necessary for flood zone properties Permits for second floor additions on pre-existing slab or crawl space construction require engineering specifications for foundations / footings.

IF DEMOLITION WORK IS TO BE CONDUCTED, A COOK COUNTY DEMOLITION PERMIT MUST FIRST BE OBTAINED. ALL DEMOLITION PERMITS REQUIRE $50,000.00 BOND TO BE PROVIDED.

_____(PLEASE INITIAL TO ACKNOWLEDGE IN THE EVENT THAT SUCH OCCURS)

IF RESIDENTIAL, WORK PERFORMED AT: ☐ HOUSE ☐ GARAGE ☐ BOTH ☐ YARD

☐ #OF AREAS & USE: Room # 1 _____ Room # 2 _____ Room # 3 _____

Room # 4 _____ Room # 5 _____ Room # 6 _____

☐ SEE PLANS SUBMITTED _____

USE GROUP _____ TYPE OF CONSTRUCTION _____

STRUCTURE: (MUST CHECK ONE BELOW)

☐ Residential # of UNITS _____ Number of Occupants _____ ☐ Industrial ☐ Commercial

SQ. FT. TOTAL BUILDING: _____ SQ. FT. SPECIFIED REMODELING: _____

APPLICANT SIGNATURE: _____ DATE _____

PRINT NAME: _____ PHONE NUMBER TO CALL WHEN PERMIT IS READY _____

PLEASE COMPLETE PAGE TWO OF APPLICATION

IMPORTANT ! INSPECTIONS ARE REQUIRED FOR ALL WORK BEING DONE, 24HOUR NOTICE REQUIRED TO SCHEDULE AN INSPECTION. HAVE PERMIT NUMBER READY

❋FOR OFFICE USE ONLY ❋

BUILDING: _____

MECHANICAL: _____

PLUMBING/SEWER: _____

FIRE: _____

HEALTH: _____

ENGINEERING FEE: _____

PENALTY FEE: _____

TOTAL PERMIT COST: _____

DATE & TIME CALLED/PICKUP

ZONING STAMP:

_____ CHIEF INSPECTOR INIT.

_____ BUILDING DIRECTOR INIT.

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CONTRACTOR INFORMATION

INSTRUCTIONS: ALL CONTRACTORS & SUB-CONTRACTORS MUST BE LICENSED & BONDED WITHIN THE VILLAGE OF FRANKLIN PARK TO PERFORM ANY WORK. (A SEPARATE APPLICATION MUST BE FILLED OUT FOR CONTRACTOR LICENSING) FOR WORK BEING DONE BY CONTRACTOR(S), PLEASE FILL IN THE APPROPRIATE LINE & SUPPLY FOLLOWING INFO(OR SEE BOTTOM OF PAGE FOR PROPERTY OWNER SIGN OFF) PLEASE INCLUDE NAME, ADDRESS AND PHONE NUMBER. ALL DEMOLITION PERMITS REQUIRE $50,000.00 BOND. IF ADDITIONAL SPACE IS NEEDED ATTACH SEPARATE LIST FOR CONTRACTORS

CARPENTER:_____

AWNINGS/DOORS: _____

ASPHALT/PAVING: _____

CONCRETE/CEMENT:_____

DEMO/WRECKER:_____

ELECTRICAL:_____ **MUST BE OBTAINED ON A SEPARATE APPLICATION** _____

ROOFER*: _____

EXCAVATOR:_____

GLAZIER: _____

MASON/TUCK POINTING:_____

PLUMBER*: _____

SEWER/DRAIN LAYER:_____

SHEET METAL/HVAC:_____

SPRINKLER: _____

STEEL ERECTOR:_____

OTHER:_____

IF WORK IS TO BE DONE BY THE PROPERTY OWNER:

I FULLY UNDERSTAND WHEN I ACT AS GENERAL CONTRACTOR, ON MY OWN PROPERTY, FOR THIS PROJECT, I ASSUME FULL RESPONSIBILITY FOR VIOLATIONS OF ANY OF THE VILLAGE OF FRANKLIN PARK CODES AND ORDINANCES AND THOSE LAWS OF THE STATE OF ILLINOIS AND ANY APPLICABLE FEDERAL LAW, AS WELL AS ANY REGULATIONS WHICH ARE DERIVATIVES THEREOF.

RESIDENTIAL PLUMBING & ELECTRICAL PERMITS REQUESTED TO BE DONE "BY OWNER", MUST BE ACCOMPANIED BY DETAILED DRAWINGS WITH SPECIFICATIONS, DIMENSIONS & PROPER LABELING. THESE PLANS WILL BE REVIEWED BY THE PLUMBING OR ELECTRICAL INSPECTORS BEFORE ANY PERMITS ARE RELEASED.

IT IS MY RESPONSIBILITY TO HAVE ALL VIOLATIONS CORRECTED BEFORE THE DEPARTMENT OF INSPECTIONAL SERVICES WILL APPROVE THE APPROPRIATE INSPECTIONS.

_____ _____

OWNER'S SIGNATURE DATE

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BUILDING PERMIT PROCEDURES/GUIDELINES

APPLICATION FOR BUILDING PERMIT:

- Property Owner's address, phone number and name printed.
- Description of work.
- Real Estate Index Number (on tax bill) / it starts with a 12 and ends with 0000.
- If owner is doing the work, back of application must signed.
- Contractors need to be listed with name, address and phone number.
- Total cost of job is required.
- Signature and applicant name to be printed at bottom of application with phone number.
- Permit applications take require five days for us to process and approve; you **will be called** when **permit is ready** for pick-up
- Permits cannot be faxed nor can they be accepted via fax for review.
- **Permits for second floor additions on pre-existing slab or crawl space construction require engineering specifications for foundations / footings.**

TWO (2) COPIES OF AN UPDATED PLAT OF SURVEY IS REQUIRED FOR:

Antennas	Central Air Units	Fences	Porches/Stairs	Stoops
Aprons	Concrete Pads	Garages	Room Additions	Towers
Awnings	Curbs	Handicap Ramps	Sheds	Walkways
Canopies	Decks	Patios	Signs	
Windows: (Bay, Bow, Garden)	Driveways	Pools	Sidewalks	

- Sizes are needed: Height, Width, Length
- 4 sets of detailed drawings are required for construction.(i.e. decks, porches, new construction or building alteration)

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ALL CONTRACTORS ARE REQUIRED TO APPLY FOR A VILLAGE LICENSE FOR ANY WORK DONE IN THE FRANKLIN PARK.

- Complete an "Application of Business License" form.
- Certificate of Liability insurance with The Village of Franklin Park as the holder.
- Need a **"Bond for $10,000.00" ($50,000 for demo contractor)**with the certificate holder being: **VILLAGE OF FRANKLIN PARK, 9500 WEST BELMONT AVENUE, FRANKLIN PARK, IL 60131**
- Copy can be faxed to: Department of Inspectional Services at **(847) 671-8790.**
- Original (hard copy) needs to be mailed to this office.
- Fee for license is $100.00 for fiscal year starting May 1st to April 30th.
- General Contractor fee is $250.00.
- Plumbers need to supply a copy of their $20,000 State Bond or State License.
- Electricians need a copy of their "Certificate of Registration".
- Roofers need a copy of their "State Roofing License". Page 1
- Sewer/Drain Layer needs a copy of a "City License". Page 2

Building Division phone number is: (847) 671-8245.

Residential Plumbing & Electrical permits requested to be done "By Owner", must be accompanied by detailed drawings with specifications, dimensions & proper labeling. These plans will be reviewed by the plumbing or electrical inspectors before any permits are released.

CODES ADOPTED:

IBC 2006; IL Plumbing Code; NEC 2005