

THE VILLAGE OF  
**FRANKLIN PARK**

Date Received:

9500 Belmont Avenue · Franklin Park, Illinois 60131 (847) 671-8245, FAX # (847) 671-8790 – [inspections@vofp.com](mailto:inspections@vofp.com)

**BUILDING PERMIT APPLICATION**

(COMPLETE ALL SHADED AREAS)

**DATE APPLICATION SUBMITTED:** \_\_\_\_\_ **PERMIT NUMBER:** 18BP- \_\_\_\_\_

**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) \_\_\_\_\_

**PROPERTY OWNER'S EMAIL ADDRESS:** \_\_\_\_\_

**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.

**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**

<b>*FOR OFFICE USE ONLY *</b>		<b>DATE &amp; TIME CALLED/PICKUP</b>
<b>BUILDING:</b> _____		
<b>MECHANICAL:</b> _____		<b>ZONING STAMP:</b>
<b>PLUMBING/SEWER:</b> _____		
<b>FIRE:</b> _____		
<b>HEALTH:</b> _____		
<b>ENGINEERING FEE:</b> _____		
<b>PENALTY FEE:</b> _____		
<b>TOTAL PERMIT COST:</b> _____	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. (MAY REQUIRE PLANS FROM A CERTIFIED DESIGN PROFESSIONAL) THESE PLANS WILL BE REVIEWED BY THE PLUMBING OR ELECTRICAL INSPECTORS BEFORE ANY PERMITS ARE RELEASED. A QUIZ WILL BE TAKEN BY OWNER TO SHOW QUALIFICATIONS FOR SUCH WORK.

\_\_\_\_\_  
**OWNER'S SIGNATURE**

\_\_\_\_\_  
**DATE**

## BUILDING PERMIT PROCEDURES/GUIDELINES



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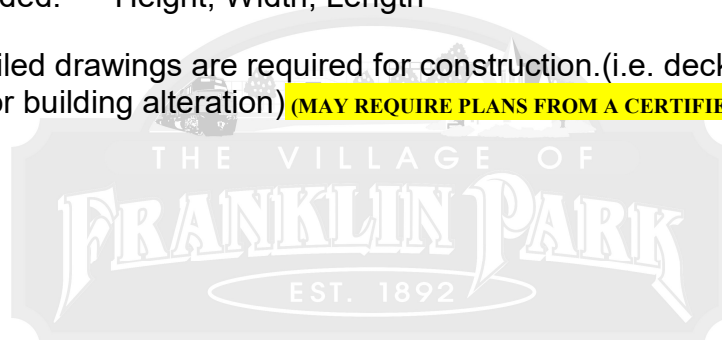
**APPLICATION FOR BUILDING PERMIT:**

- 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) **(MAY REQUIRE PLANS FROM A CERTIFIED DESIGN PROFESSIONAL)**





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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 1<sup>st</sup> to April 30<sup>th</sup>.
- General Contractor fee is \$250.00.
- Plumbers need to supply a copy of their \$20,000 State Bond or State License. Also require a letter of intent with the location of job, a scope of work and stamped with a corporate seal.
- 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.**

**(MAY REQUIRE PLANS FROM A CERTIFIED DESIGN PROFESSIONAL)**

**CODES ADOPTED:**

**IBC 2006; IL Plumbing Code; NEC 2005**

