



# Application for Building Permit Work within the Public Right of Way

Date: \_\_\_\_\_

P. I. N: \_\_\_\_\_

Project Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
(Including house number, street name, and unit number, where applicable)

Project Description: \_\_\_\_\_  
\_\_\_\_\_

Utility / Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Utility / Contractor Address: \_\_\_\_\_

Total Construction Value: \$ \_\_\_\_\_ Total Number of Openings \_\_\_\_\_

Time limits: \_\_\_\_\_ Date Work Starts - \_\_\_\_\_ Date restoration complete

Type of ROW: Street/Driveway Grass/Unimproved

Type of Opening: Directional Bore Trench – Size: \_\_\_\_\_ Wide x \_\_\_\_\_ Deep

**Required documentation checklist:**

*(Failure to provide any documentation may result in denial of permit or delay in issuance of permit)*

- |   |  |
|---|--|
| <input type="checkbox"/> Description of Work                  | <input type="checkbox"/> Contractor Listed and Registered with the City        |
| <input type="checkbox"/> Aerial Overview of site              | <input type="checkbox"/> Bond Release form (if required - \$500 up to \$7,500) |
| <input type="checkbox"/> Excavation or Tunnel Size            | <input type="checkbox"/> Site Safety Plan (barricades, sidewalks, restoration) |
| <input type="checkbox"/> Written Agreement of Indemnification | <input type="checkbox"/> Vegetation Protection Plan                            |

I hereby certify that I have the legal authority to make this application, and all information provided in this application and any other information provided by me in support of this application, is true, complete and accurate to the best of my knowledge. I have read and shall comply with all applicable terms and conditions required for this application, **INCLUDING INSPECTIONS**.

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

Printed Name: \_\_\_\_\_ Company Represented: \_\_\_\_\_

Check preferred  Phone: \_\_\_\_\_ Fax:  \_\_\_\_\_ E-mail:  \_\_\_\_\_

24 Hour Emergency Construction Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Office Use Only**

Permit Number \_\_\_\_\_

Permit cost \_\_\_\_\_

Plan Reviews cost \_\_\_\_\_

Bond amount / number \_\_\_\_\_

Total Amount \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_ Total Fees \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

Check preferred  Phone: \_\_\_\_\_  Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Contractor must provide the following information and documentation:**

State License #	Bond	Insur	Contractor Name	Trade Description	Business Name Address / City / Zip	Phone

Requirements for each Contractors:		License Type	Annual License	After July 1	Bond	Liability Insurance
Homeowner in a single-family, detached residence. The "Homeowner"- someone with a vested interest in the property, or that person's immediate family- will be doing the actual labor, not just applying for the permits.	Resident of countryside If the work involves Plumbing, State law requires the Homeowner-occupant to reside in the home for a minimum of six months after the completion of the work. (Notarized Affidavit Required)	If the work involves Electrical or Plumbing, the applicant must be a "Homeowner-occupant", whose primary residence is at this address.	No one will be paid wages, salary or other employment compensation for any work at the jobsite.			
Contractors who are required to be licensed by the state of Illinois shall provide the following:	Plumber – 055 & 058 Lawn sprinkler – review upon submittal Fire sprinkler – review upon submittal Fire alarm – review upon submittal Burglar alarm – 127 & electrical Roofer – 104 & 105	IL (state license or registration type)	\$ 0.00	\$ 0.00	\$ 0.00	Copy of insurance provided to state (showing current coverage)
Demolition/house wrecker		Demolition	50.00	25.00	40,000.00	\$1,000,000.00
Electricians who are tested and licensed by an Illinois municipality shall provide the city of Countryside a copy of their valid municipal license, and the following:	Copy of Illinois license where tested	Electrician	0.00	0.00	20,000.00	1,000,000.00
Any and all other contractors or subcontractors doing work for which a permit is or is not required		Contractor	50.00	25.00	20,000.00	1,000,000.00
Any and all other contractors or subcontractors doing only work for which a permit is not required	Swing sets and Seal coating, Painting, Floor covering, Landscape maintenance, Gutter cleaning, Window washing, Rubbish removal and Snow plowing are typical examples of work allowed under the Limited Contractor License.	Limited Contractor	50.00	25.00	0.00	1,000,000.00

**Note:**

**License Required:** In addition to the license requirement, a bond and evidence of public liability insurance is required.

**Term of License, Proration of Fee:** All such licenses shall be due on January 1 of each year and shall expire on December 31 following the date of issuance; and when issued after July 1, the fee to be paid shall be one-half (1/2) of fifty dollars.

**Fees and Fines for Violations of the City Codes**

**Work started without a permit:** For any and all work which is started without first obtaining the proper or required permits, the following fees shall be assessed:

One and Two Family Residential properties shall be assessed a fine (in addition to the regular permit fee) of an amount equal to two times the permit fee or \$150.00 whichever is greater.

Commercial, Industrial and Multi-Family properties shall be assessed a fine (in addition to the regular permit fee) of an amount equal to two times the permit fee or \$250.00 whichever is greater.

Any person or company in violation of this section a two or more times shall be issued a citation to appear before the City of Countryside Adjudications where a fine up to \$750.00 per day may be ordered.

**Suspension of License:** In addition to other remedies permitted by this code including, but not limited to, citation and prosecution, the building official may suspend the license of a contractor for up to sixty (60) days.

**Licenses may be suspended due to:**

Factual errors, discrepancies, or falsification on license application, insurance, bond, building permit or construction documents

Probable cause to believe that work performed by this contractor

is not, or will not be compliant with the adopted codes, ordinances, and regulations of the city of Countryside, as evidenced by investigation, inspection, and/or previous convictions within the past three (3) years for violations of applicable codes, ordinances, or regulations within the city of Countryside.

**Revocation of License:** Licenses not reinstated within sixty (60) days of suspension shall be revoked. No revoked license shall be reissued within one year of the suspension date. Any license revoked more than once within a three (3) year period shall not be reissued within three (3) years of the latest suspension date.

I hereby certify that I have the legal authority to make this application, and all information provided in this application and any other information provided by me in support of this application, is true, complete and accurate to the best of my knowledge. I have read, do understand, and shall comply with all applicable terms and conditions required for this application. I also understand that I am responsible for all plan review and engineering fees.