

Fee Structure

One and Two-Family Dwellings Residential				
Activity	Permit Cost		Minimum	Completion Bond
New Construction	\$1/ SF OF FLOOR AREA		\$50	\$7,500 If Excavation Disturbs the Public Pavement
				\$5,000 All Other
Remodeling and Alterations	Minimum fee (\$50) and base fee of \$25 or \$0.20 per square foot of floor area plus \$0.10 per square foot of floor area for each electrical, plumbing and mechanical included in the project. *Verification Required*		\$50	\$7,500 If Excavation Disturbs the Public Pavement
				\$5,000 All Other
Demolition of Primary Structure	\$0.50/ SF OF BUILDING FOOTPRINT		\$25	\$5,000 If Excavation Disturbs the Public Pavement
				\$5,000 All Other
Demolition of Detached Accessory Structure	Demolition Only	With accompanying building permit for replacement in kind	\$25	\$5,000 If Excavation Disturbs the Public Pavement
	\$0.50/ SF of Bldg Footprint	\$50		\$5,000 All Other
Multi-family, Commercial, Industrial, and Office Buildings				
Construction, Alterations, Demolition	\$20/ \$1,000 of Construction cost Verification Required		\$50	\$5,000 If Excavation Disturbs the Public Pavement \$5,000 All Other
Mobile Home				
Set Up	Each		\$100	

Note:

The timeframe from permit application to issuance is directly related to the clarity, accuracy, completeness, and overall quality of the submitted information.

Initial review* timeframe typically 1-5 working days for small projects, such as:

Air Conditioning Unit, Alarm Fire Burglar, Asphalt, Install ATM, Awning, Balloon, Banner, Blacktop, Brick Paving, Canopy, Cement, Fence, Reach In Walk In Coolers, Doors, Drain, Repair Driveway, Electrical Service, Façade, Fireplace, Furnace, Gazebo, Green House, Gutters, Hand Sinks, Lawn Sprinkler, Tuck Pointing, Patio, Pool AG (Above Ground), Roof, Sidewalk, Siding, Soffit, Windows, Mobil Home Set Up.

Initial review* timeframe, typically 1-10 working days for medium sized - Larger projects:

Hood & Duct Protection, Sprinkler, Garage, Pool UG (Under Ground), Excavating Or Grading Projects, New Single Family Construction, Additions, Finish Basement, Bathroom or Kitchen Remodel, Balcony, Cell Tower / Wireless Site, Deck or Patio, Elevator, Green House, Hot Tub, Kitchen Equipment, Interior Build out, Light Pole, Porch, Sidewalk Sign Permanent Ground/ Wall, Sunroom, Tank Removal / Upgrade

Fees and Fines for Violations of the City Building 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.

Failed Inspections: A \$75.00 re-inspection fee shall be assessed for each failed inspection on work covered under the scope of an issued permit. The re-inspection fee must be paid prior to scheduling the next inspection.

Work Not Ready For Inspection: An additional \$150.00 fee shall be assessed for each scheduled inspection for which the work is not complete or access is not provided to the job site by the contractor, owner or agent.

Improper Display of Permit Placard: A \$25.00 fine shall be assessed for any work being completed without properly displaying the permit placard. The permit placard shall be displayed on the front of the building and be clearly visible from the public way.

Set up Inspections

Please speak with a person in the building department to set up inspections. Please have the permit number and address ready when calling for inspections. Please DO NOT leave inspection request on voicemail. All inspections must be called in before 3pm the day before an inspection. We are unable to do same day inspections. An Authorized agent must be present for the inspection.

Contractor Listing for Permit Application

Community Development Department

Property Owner: _____ Owner Address: _____ Project Address: _____
(Including street number, street name, and unit number, where applicable)

GENERAL CONTRACTOR: _____ Address: _____
(Including street number, street name, and unit number, where applicable)

Phone: (____) _____ Fax: (____) _____ E-mail: _____

LICENSE#	\$50 \$25 BOND	INS	CONTRACTOR	BUSINESS NAME ADDRESS / CITY / ZIP	PHONE
	X	X	X	ARCHITECT <small>(doesn't require a Countryside License)</small>	
	X	X	X	ENGINEER <small>(doesn't require a Countryside License)</small>	
(OFFICE USE ONLY ↓)					
CONTRACTORS THAT REQUIRE LICENSE FEE – BOND – INSURANCE					
				ASBESTOS ABATEMENT	
				ASPHALT / CONCRETE	
				BRICK MASON	
				CARPENTER	
				DEMOLITION	
				EXCAVATOR	
				FENCE INSTALLER	
				EXCAVATOR	
				HVAC	
				LANDSCAPE	
(OFFICE USE ONLY ↓)					
ELECTRICIANS TESTED AND LICENSED BY AN ILLINOIS MUNICIPALITY					
				ELECTRICIAN	
(OFFICE USE ONLY ↓)					
ILLINOIS STATE LICENSED CONTRACTORS					
	X			ELEVATOR	
	X			ROOFER	
	X			PLUMBER	
	X			SEWER BUILDER	
	X			ALARM / BURGLAR	
	X			ALARM / FIRE	
	X			ALARM / SPRINKLER	
	X			IRRIGATION/SPRINKLER	

Office Use Only

Permit Number _____

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

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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.

Applicant Signature: _____ **Date** _____

Printed Name: _____ **Company Represented:** _____

E-mail: _____

***FAXES OR COPIES OF BONDS ARE NOT ACCEPTED**

*** LIABILITY INSURANCE - CITY OF COUNTRYSIDE AS "CERTIFICATE HOLDER"**

***AND 30 DAY WRITTEN NOTICE OF CANCELLATION ON COI**