



# Permit Application

## Community Development Department

OFFICIAL USE ONLY	
FILE #:	_____
ISSUE DATE:	_____
EXPIRATION DATE:	_____

This application may be used to apply for **ANY PERMIT** issued by the Community Development Department. For your convenience, the current codes are listed below. **A \$5000 bond is required for all permits that need engineering reviews.**

City of Countryside Zoning Ordinance  
State of Illinois Plumbing Code  
International Mechanical Code 2015  
International Residential Code 2015  
International Building Code 2015

International Fuel Gas Code 2015  
International Fire Code 2015  
National Electrical Code 2014  
International Energy Conservation Code 2015  
Illinois Accessibility Code

Date Submitted: \_\_\_\_\_ Commercial Multi-Family Single-Family Condominium

Property Identification Number (PIN) \_\_\_\_\_

Property Owner: \_\_\_\_\_ Owner Address: \_\_\_\_\_  
(Including street number, street name, and unit number, where applicable)

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

Identify & Describe Work: \_\_\_\_\_

(Please Provide All Dimensions, Material Used, and Height and Widths) \*Example: wooden shed, 10ft L x 10ft w x 15ft h\*

"know your rights must be submitted with all permits"

Sq Ft Improvement \_\_\_\_\_

Letter of Intent / Project scope of work required for all hired projects

Copy Tax Bill \_\_\_\_\_

Fence Height \_\_\_\_\_

Const. Cost: \$ \_\_\_\_\_

**All documents are required upon submitting to the bldg dept., incomplete submittals are rejected.**

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: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Office Use Only

Permit Cost \$ \_\_\_\_\_

State Id # verification \_\_\_\_\_  
**(Roofer/Plumber/G-C) projects only**

Admin Cost \$ \_\_\_\_\_

State License #: \_\_\_\_\_  
**(Roofer/Plumber) projects only**

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

**RECEIPT HEREBY ACKNOWLEDGED AND PERMIT HEREBY AUTHORIZED**

Engineering Approval Required Yes / No

Approved By Building Official \_\_\_\_\_ Date \_\_\_\_\_

Approved By Zoning Official \_\_\_\_\_ Date \_\_\_\_\_

# 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>		
<b>(OFFICE USE ONLY ↓)</b>						
<b>CONTRACTORS THAT REQUIRE LICENSE FEE – BOND – INSURANCE</b>						
				ASBESTOS ABATEMENT		
				ASPHALT / CONCRETE		
				BRICK MASON		
				CARPENTER		
				DEMOLITION		
				EXCAVATOR		
				FENCE INSTALLER		
				EXCAVATOR		
				HVAC		
				LANDSCAPE		
<b>(OFFICE USE ONLY ↓)</b>						
<b>ELECTRICIANS TESTED AND LICENSED BY AN ILLINOIS MUNICIPALITY</b>						
				ELECTRICIAN		
<b>(OFFICE USE ONLY ↓)</b>						
<b>ILLINOIS STATE LICENSED CONTRACTORS</b>						
	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 \_\_\_\_\_

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 \$5,000 All Other
	\$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.