

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
				ARCHITECT <small>(doesn't require a Countryside License)</small>		
				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						
				ELEVATOR		
				ROOFER		
				PLUMBER		
				SEWER BUILDER		
				ALARM / BURGLAR		
				ALARM / FIRE		
				ALARM / SPRINKLER		
				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.