



Village of Addison Building Permit Application

OFFICE USE ONLY

(Print or Type)

Site Location: _____

Type of Work: € New € Addition € Alteration / Repair € Accessory € Demolition

Description of Work: _____

Roofing Cont.. _____ IL. Lic. # _____

Plumbing Cont.. _____ IL. Lic. # _____

\$ _____ sq. ft. _____
Project Valuation Gross floor area of construction Number of units

Having the authority as the property owner or from the property owner to apply for a building permit, I hereby acknowledge that all information on this application is true and accurate and that this project will be constructed and completed in compliance with all applicable codes, permit conditions and ordinances regardless of any omissions or errors. I further agree that there will be no work, or use of the space started or pursued without a permit being issued or without the approval of the required inspections.

Signature _____ Print Name _____

Name of Applicant's Business (contractors/ designers if not the property owner) _____

Street Address _____ City _____ State _____ Zip Code _____

Day Time Phone Number _____ Emergency Phone Number _____ Date of Birth _____

Mobile Phone Number (optional) _____ E:Mail Address (optional) _____ Fax Number (optional) _____

If different than above, indicate the property owner's name _____

Property Owner's Address _____

GENERAL SUBMISSION GUIDELINES

Please be advised that the applicant is responsible for compliance with all applicable Building, Zoning and Village codes and ordinances. In addition, the applicant may be the contact person responsible for all Building, Zoning and Village violations and deficiencies, whenever they are discovered. To ensure that all issues are reviewed and approved, complete plans are mandatory for the permit process to begin. The following issues are intended to provide a basic list of requirements for most projects. When the requirements are uncertain, the applicable codes should be consulted to determine what is necessary to verify code compliance.

Project Requirements: When two or more of the following are included on a single application, the greater number of all of the documents identified will be required. Accessory Structures require; a current plat of survey, building plans and a completed application form to be submitted. This classification also includes the additions and repairs to accessory structures. For single-family residential projects; 2 copies of the survey and 2 copies of the building plans are required. For multi-family residential projects; 3 copies of the survey and 3 copies of the building plans are required. For nonresidential projects; 5 copies of the survey and 6 copies of the building plans are required.

Alterations, repairs to, the partial removal of, or the remodeling of a primary structure. For single-family residential projects; 2 copies of the building plans are required. For multi-family residential projects; 4 copies of the building plans are required. For nonresidential projects; 4 copies of the building plans are required.

Additions to a primary structure require; a current plat of survey, building plans and a completed application form to be submitted. For single-family residential projects; 4 copies of the survey and soil borings, and 4 copies of the building and engineering plans are required. For multi-family residential projects; 7 copies of the survey and soil borings, and 7 copies of the building, engineering and landscaping plans are required. For nonresidential projects; 7 copies of the survey and soil borings, and 7 copies of the building, engineering and landscaping plans are required.

New Construction requires; a current plat of survey, building plans, engineering plans, landscaping plans and a completed application form to be submitted. For single-family residential projects; 4 copies of the survey and 4 copies of the building plans are required. For multi-family residential projects; 9 copies of the survey and soil borings, and 9 copies of the building, engineering and landscaping plans are required. For nonresidential projects; 2 copies of the soil borings and the plat of survey, 5 separate copies building, landscaping and detailed site plans and 5 separate copies of the engineering plans are required.

Demolition requires; 2 copies of a current plat of survey indicating the cubic feet of the structure, the location of all utilities entering the building and the type of protection proposed to secure the site during the demolition process. In addition a signed copied from each utility company, indicating the utility has been properly disconnected, is required, before the permit can be issued.

Submission Requirements:

Building plans; include plumbing, electrical, structural, mechanical, fire protection, insulation, layout and proposed use.

Soil Borings are to include; at least two borings or one for each 50,000 square feet of building area.

Engineering plans are to include; proposed and existing: sewer and water improvements, all pavement improvements, retention and detention, grading, public improvements, and drainage and erosion control improvements. Where applicable calculations, cross sections or profiles and specifications will be provided.

Landscaping plans are to include; the species, location and size of all proposed plantings and the species and location of all existing plantings.

Plat of Survey are to include; the location and size of all existing and proposed improvements, easements, setbacks and other known restrictions. If a plat of survey is not obtainable, a site plan, drawn to scale may be used, indicating same information required for a plat of survey.

NOTE:

Permits for Single Family Accessory structures and uses, as well Single Family Alterations can be expedited, through the Instant Permit Process. This process is only available (by appointment only) on Tuesdays and Thursdays between 8:00 A.M. and 11:00 A.M., for more information call (630) 693-7530.

Additional copies of plans, surveys and / or soil borings may be required, based on the scope of the project and specific requirements of the applicable codes.

Properties in a trust must include a trust disclosure form. This is a letter from the financial institution, sign by a trust officer. It will indicate the trust number, the location of the property, the names of the beneficiaries and their dates of birth.