



EVERGREEN PARK BUILDING DEPARTMENT

9418 S. Kedzie Avenue, Evergreen Park, IL 60805

Phone: (708) 229-3335 ■ Inspections: (708) 229-3333 ■ Fax: (708) 229-3336

Requirements:

1. Two sets of architectural stamped plans and a plat of survey must be submitted to the Building Department before any permits are issued. In addition a property index number must be submitted with the application.
2. General contractor and sub contractor license must be applied for and approved with the appropriate license fee paid and contractor license number be assigned before any permits are issued.
3. A sworn statement by the permit applicant showing the total cost of the project must be submitted with the permit application. In addition the Building Commissioner reserves the right to ask for copies of the contract between the owner and the general contractor.
4. Once the plans have been approved, any changes to these plans must be submitted to the Building Commissioner. This change order must reflect the cost of the change. The Building Commissioner will then alter the cost of the permit.
5. The project must start 6 months after the issuance of the permit and must be completed 12 months after the issuance of the permit. Failure to do so will require additional cost, as determined by the Village, and paid by the contractor.
6. Temporary occupancy will only be granted by the Building Commissioner at his/her discretion. No temporary occupancy will be granted unless the job has reached a substantial completion stage, punch list work only remaining.
7. A Cook County EPA permit will be required for all demolition projects before demolition permit is issued.
8. A rodent control certification letter addressed to the Village from a professional exterminator assuring the property is rodent free must be submitted to the Village before any demolition permit is issued.
9. A utility check off must be completed and submitted to the Village before demolition begins showing that all utilities have been shut off and property capped.

**Village of Evergreen Park
Building Department**

Sworn Contractor's Statement

The undersigned disposes and says that he is _____
of the _____ company/residence who is the
general contractor for the project located at _____,
within the Village of Evergreen Park and which is owned
by _____. The total amount of the contract,
including extra alternates and all of the equipment is \$ _____.

Signed this _____ day of _____

in the year of _____.

Signed: _____

Subscribed and sworn before me this day of _____

in the month of _____ and year of _____.

Notary Public Signature _____

Notary Public Seal



**VILLAGE OF EVERGREEN PARK
BUILDING DEPARTMENT**

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Office Use Only

Permit #: _____

Date Issued: _____

All information below must be filled out by the General Contractor prior to submission (Please Print)

Project Address: _____ Property Owner's Name: _____

Applicant's Name: _____ Property Owner's Address: _____

Building Use: _____ Property Owner's Phone: _____

Real Estate Index # (PIN): _____ Construction Cost: \$ _____

Number of Stories: _____ Overall Height (in ft.) _____ Sq. Ft. of Project _____

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Single "A" Family Residence | <input type="checkbox"/> Multi "B" Family Residence | <input type="checkbox"/> Garage | <input type="checkbox"/> Fire Sprinkler |
| <input type="checkbox"/> Fire Alarm System | <input type="checkbox"/> Commercial Building "C" | <input type="checkbox"/> Commercial Building Build Out | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Sign | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Other: _____ | | | |

Illinois Business Tax Regulation #: _____

Structural Design List

	License #		License #
Architect		Site Engineer	
Mechanical Engineer		Fire Alarm Design	
Sprinkler Design			

Contractor List

General		Mechanical	
Carpenter		Painting	
Concrete		Paving	
Drywall		Plumbing (building)	
Electrical		Plumbing (site)	
Excavation		Roofing	
Exterior Finish		Sewer (building)	
Fence		Sewer (site)	
Fire Alarm		Sprinkler	
Insulation		Steel Erector	
Masonry		Tile/Carpet	
Sign			

Issue Permit

More Information Required

Permit Denied

Date Completed: _____ Code Official: _____

I attest that all information is accurate and complete to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Applicant's Address: _____

Applicant's Phone: _____ Fax: _____



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FENCE / MECHANICAL / SIGN-AWNING SHEET

Permit No. _____

FENCE PORTION

Type of Fence Installation:

New Replacement

Plat of survey with line drawing of proposed fence submitted:

Yes No

Type of Fence Construction:

- Chain Link
- Picket
- Wood Privacy, Style: _____
- PVC: _____
- Other: _____

Fence Height: _____

Fence abuts commercial property:

Yes No

Distance to Lot Lines:

N: _____ S: _____ E: _____ W: _____

Permit Fee

Permit fee based on 1.5% of total cost of installation, or replacement. Minimum permit fee charge: \$25

Total cost of fence installation: \$ _____

Permit Fee: \$ _____

"Contractor information" on front page

MECHANICAL PORTION

Type of Unit:

- Roof Unit Heat Pump
- Boiler Central Unit
- Furnace Condensing Unit Replacement

Size of Electrical Service:

- 30 amp 60 amp
- 100 amp Larger

LP Gas Oil Natural Gas Electric

Compressor Location:

- Side of building* Rear of building Roof

*Side installation requires neighbor's written approval

Permit fee is 1.5% residential / 2% commercial of the total cost of installation or a minimum of \$45.

Total cost of installation: \$ _____

Permit Fee: \$ _____

Electrical Permit Number: _____

Electrical Permit Fee: \$ _____

Instructions

1. All installations will be subject to inspection and an inspection fee.
2. All residential air conditioning units must be served by at least a 100 amp electrical service. This would include both new and replacement units. A disconnect must be provided for these units.
3. Replacement residential condensing units may be replaced by a HVAC contractor and this replacement would include the connection and rehooking of the electrical connection for the unit only. Any other electrical work must be done by a licensed electrical contractor.
4. All new commercial installation applicants must be accompanied by drawings and specifications.
5. Electrical connections on both new and replacement A/C units must be done by a licensed electrical contractor.

Approved: _____

Date: _____

SIGN/AWNING PORTION

Type of Sign Installation:

New Replacement Alteration

Type of Sign:

- Wall Ground Poll
- Projecting Portable Awning
- Marquee Temporary

Overall sign height from grade: _____ ft.

Grade to top of sign face: _____ ft.

Grade to bottom of sign face: _____ ft.

Sign Size: H _____ x W _____ x L _____

Square Feet of Sign Face(s): _____ x L _____

Sign(s) Face Residential Property: Yes No

Overall awning height from grade: _____ ft.

Grade to bottom of awning: _____ ft.

Awning Size: H _____ x W _____ x L _____

Sign to be installed in/on:

- Covered Mall Mall
- Strip Mall Commercial District
- Other _____

Does sign or awning project into or over right of way?

Yes No

Projection into right of way: _____ ft.

Lowest portion above right of way: _____ ft.

Distance to Lot Lines:

N: _____ S: _____ E: _____ W: _____

Marked plat of survey required for ground or pole sign installation. Drawings required: 1 set non electric signs and 2 electric signs with circuit diagrams. Drawings must contain detail, shop, and mounting and installation specifications.

Permit fee based on 2% of total cost of installation, renovation, or replacement. Minimum permit fee charge: \$150

Total cost of installation/replacement/renovation: \$ _____ @ 2% = \$ _____

Need written landlord approval: Yes No

Temporary signs = \$15

Electrical permit costs (if different): \$ _____

Good for 30 days except R.E. Signs - Only

Allow 1 temp sign per year

Total permit fees: \$ _____

