



Village of Addison

Building Permit Application

PROJECT INFORMATION	Project Address: _____ Addison, IL. 60101
	Project Type: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Accessory Structure (check all that apply) <input type="checkbox"/> Alteration / Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Other _____
	Project Description: _____
	Project Valuation: \$ _____ Gross Floor Area of Proposed Construction: _____ sq. ft.

APPLICANT	As the property owner or having the authority from the property owner to apply for this permit, I hereby acknowledge that all information is true and accurate, that I am the responsible party for this permit and that this project will be constructed and completed in compliance with all of the applicable codes regardless of any errors or omissions.		
	Signature _____	Print Name _____	Date _____
	Street Address _____	City _____	State _____ Zip Code _____
	P. O. BOX (if applicable) _____	City _____	State _____ Zip Code _____
	Day Time Phone _____ Date of Birth _____	<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> _____	
	E-Mail Address (optional) _____	Mobile Number (optional) _____	Fax Number (optional) _____

If not the property owner, the Property Owner's Authorization section must be completed.

TRUST	If this property is in a trust, a trust disclosure form must be included. This is a letter from the financial institution; signed and dated by a trust officer. It will indicate the name of the Financial Institution, the trust number, the location of the property, the names of the beneficiaries and their dates of birth.
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PROPERTY OWNER'S AUTHORIZATION IF NOT THE APPLICANT	I as the property owner authorize the applicant above to apply for the permit requested. In addition, I will assume all of the applicant's responsibilities should the applicant fail to comply with the requirements of this permit.		
	Signature _____	Print Name _____	Date _____
	Street Address _____	City _____	State _____ Zip Code _____
	P. O. BOX (if applicable) _____	City _____	State _____ Zip Code _____
	Day Time Phone _____ Date of Birth _____	Mobile Number (optional) _____	Fax Number (optional) _____
	E-Mail Address (optional) _____		

OFFICE USE ONLY	Date Received _____	Received By _____	Permit Number _____	Processed as an Instant Permit <input type="checkbox"/>
	Transmitted for Review to:	<input type="checkbox"/> Engineering	<input type="checkbox"/> Addison Fire Protection District	<input type="checkbox"/> Planning & Zoning <input type="checkbox"/> Police
		<input type="checkbox"/> Plumbing Consultant	<input type="checkbox"/> Bloomingdale Fire Protection Dist.	<input type="checkbox"/> Elevator Consultant
		<input type="checkbox"/> Public Works	<input type="checkbox"/> Environmental Services	<input type="checkbox"/> _____
	Documents were sent on _____	Please respond no later than: _____		
	Review Response: <input type="checkbox"/> No Issues Noted <input type="checkbox"/> Review Comments are Attached	Initial & Date: _____		

GENERAL SUBMISSION GUIDELINES

Please be advised that the applicant and property owner are 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 before submitting for a permit.

Project Requirements: When two or more of the following project types are included on a single application, the greater number of all of the documents identified will be required.

Accessory Structures require; an accurate plat of survey or an accurate site plan, 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; 3 copies of the survey and 3 copies of the building plans are required. For multi-family residential projects; 4 copies of the survey and 4 copies of the building plans are required. For nonresidential projects; 6 copies of the survey and 6 copies of the building plans are required.

Alterations / Repairs including 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; an accurate plat of survey, building plans and a completed application form to be submitted. For single-family residential projects; 4 copies of the survey and 1 soil boring, and 4 copies of the building and engineering plans are required. For multi-family residential projects; 6 copies of the survey and 1 soil boring, and 6 copies of the building, engineering and landscaping plans are required. For nonresidential projects; 6 copies of the survey and soil borings, and 6 copies of the building, engineering and landscaping plans are required.

New Construction requires; an accurate 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, 1 soil boring, 2 copies of engineering plans and 4 copies of the building plans are required. For multi-family residential projects; 6 copies of the survey and 1 soil boring, and 6 copies of the building, engineering and landscaping plans are required. For nonresidential projects; 1 copy of the soil borings and 10 plats of survey, 5 separate copies of building, landscaping and detailed site plans and 5 separate copies of the engineering plans are required.

Demolition requires; 2 copies of an accurate plat of survey indicating the location 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.

Submission Requirements:

Building plans; include plumbing, electrical, structural, mechanical, fire protection, energy conservation, layout and the 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 required.

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

Plats 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.

NOTES:

Permits for single family accessory structures and uses, as well as most 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.