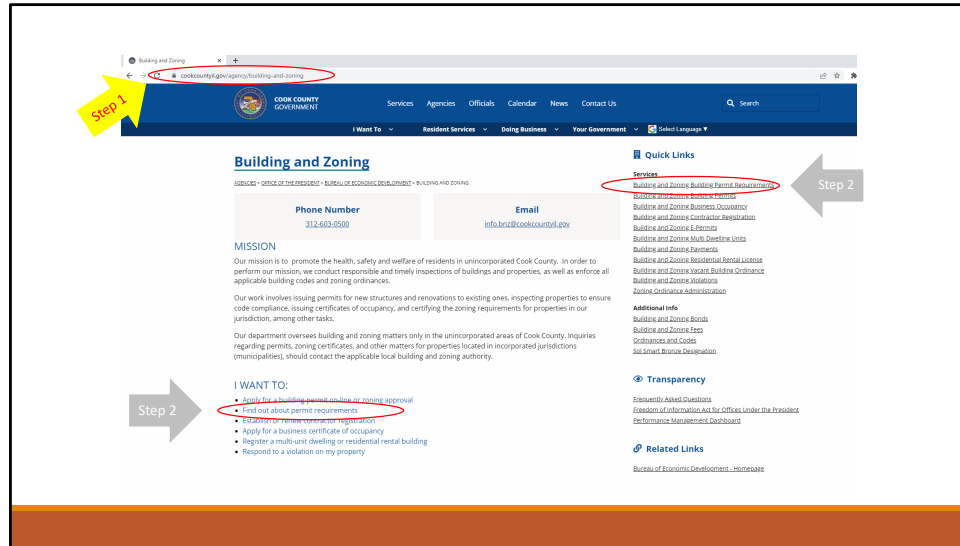


PERMIT PROCESS

Applying for a Permit



Step 1: Start by visiting our website. (Our website can also be found by Googling: “Cook County Building and Zoning”)
 Step 2: Review the requirements for your Permit Application. You can access these by clicking on either one of two available links.

The screenshot displays the 'Building and Zoning Building Permit Requirements' page on the Clark County Government website. The page is divided into several sections: 'Building Permit Requirement Guidelines', 'General', 'Permit Tips and Submission Requirements', 'Procedures to resolve permit deficiencies', 'Reviewers and Advisories', and 'Township Requirements'. A red circle highlights the 'Downloads' section, which lists various permit requirement documents for different areas like Adams, Battle Mountain, and various townships. A grey arrow labeled 'Step 2a' points to this 'Downloads' section.

Step 2a: Read ALL guidelines for requirements and then print/download your Specific Permit Requirements.

Letter of Intent

Business or Homeowner Name _____

Address or Homeowner Address _____

City, State, Zip _____

Cell phone/E-mail _____

Date: _____

TO: Cook County
Department Building & Zoning
62 W. Washington Suite 2300
Chicago, IL 60602

RE: _____ **WHERE?**
(Permit #) (Property Address)

Please be advised that I, _____ **WHO?** will be performing the work for the trades listed below (with my Cook County registration #) at the address listed above.

Trade: _____ **WHAT?**


If you have any questions or concerns feel free to reach me at the number listed above.

Sincerely,

Business or Homeowner Signature _____

(Print Name) _____ **WHO?**

Scope



Bill To: _____

Project Address: _____

Subject: Full replacement of fire damaged areas.

Estimate Date	Entry Date	Release Date	Deal #
6/16/2022	6/16/2022		22-1118

Item & Description	Amount
<ul style="list-style-type: none"> Strip off remaining sandblasting and outside machinery Rep of area upon completion Remove and replace all inside doors Full bath replacement and replacement of needed insulation of tub and water proof BT on walls Insulation of bathroom floor preparation Insulation of garage strip Insulation of floor through exterior (door track) Insulation of floor (top floor floor) Re finishing of wall on needed chimney, trap etc, roof, wall, etc. 	
Sub Total	
Total	

Notes:
Looking forward to helping you with your home improvement project. Financing available upon request.

Terms & Conditions:
1. GROUND LLC reserves the right to stop, halt, or reschedule construction for any reason that may be within listed categories: weather, injury on site, emergency calls for commercial or residential customers.
2. Other trades and/or trades, the homeowner is responsible for obtaining open permits through the entire house.

Scope

The scope of work is as follows:
 Replace HVAC (2units)
 Replace Bath (2.5) and kitchen plumbing fixtures
 Replace all electrical switches, receptacles and light fixtures
 Replace hardwood flooring

Additional exterior work:
 Replace 15 windows
 Replace 2 exterior doors

Homeowner contact number: _____

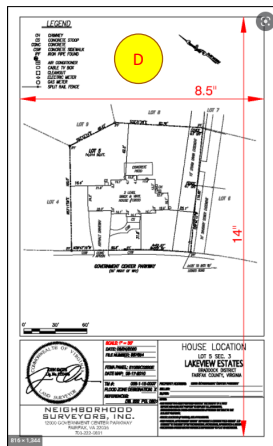
A. Sample Letter of Intent

B. Sample professional Scope

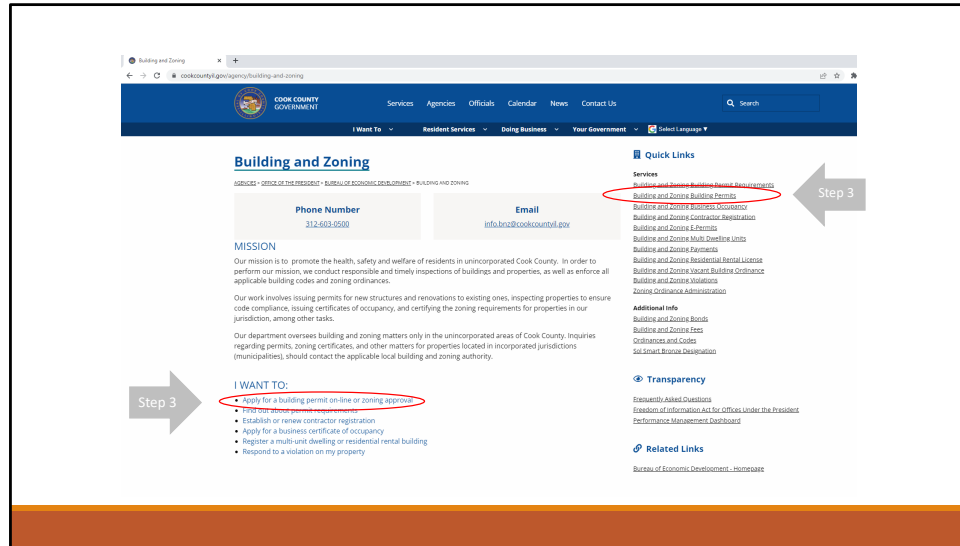
C. Sample simple Scope

NOTE: Letters of Intent need to be submitted by whomever is performing work on the permit request. In there most basic form, a Letter of Intent simply states WHO is performing WHAT trade and WHERE.

A Scope of Work should be provided by the contractor if one is being used. If the Homeowner wishes to perform the work themselves, they will still need to provide a Letter of Intent and a Scope of Work.



D. Sample Plat of Survey



Step 3: After you have gathered your documents you can go fill out your Permit Application by clicking on either one of two available links.

The screenshot shows the Cook County Government website. The main heading is "Building and Zoning Building Permits". Under the "Downloads" section, the link "Full Permit Application (1.22 MB)" is circled in red. A grey arrow labeled "Step 4" points to this link. Other links in the "Downloads" section include "Cook County Permit Process (899.87 KB)", "Electrical Permit Application (1.18 MB)", "PUD Permit Application 2022.pdf (166.17 KB)", "Plumbing Permit Application (1.83 KB)", "Permit Tips and Submittal Requirements Corrected 3.9.22.2.pdf (216.63 KB)", "Plan Revision or Contractor Charge to an Issued Permit (66.03 KB)", "All Conditions Waste Information Sheet (168.00 KB)", "Cook County Declaration of Child Support Obligations (2.47 MB)", "FIELD INSPECTOR LIST BY TOWNSHIP with email addresses: 02.16.2022.1st.pdf (208.44 KB)", and "BBook To Use For Cook Permits (161 KB)".

Step 4: Download the Editable/Fillable PDF application. You can Print and fill out by hand, but it is preferred that you fill it and save it as it prevents errors in not being able to read individuals handwriting.

DEPARTMENT OF BUILDING AND ZONING
OF COOK COUNTY, ILLINOIS
Thandy J. Bleske
COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY

<http://www.cookcountyl.gov/building-and-zoning>

DESCRIPTION OF WORK

Construct Remodel Repair Demolish
 Masonry Frame Garage Shed
 Plumb Deck Fence Pool / Spa
 Electrical Generator HVAC Sign
 Cell Site Site Grading Windows Doors

Other (Please Describe): _____

Estimated Cost of Work: \$ _____

If applying to correct a violation, provide your Violator #: Y N

PROPERTY INFORMATION

Real Estate Index No. (PIN) _____

Address _____

Existing Building & Uses _____

Proposed Building & Uses _____ (See Regs. 6.1-6.2)

REGISTERED CONTRACTORS

All contractors of homeowners performing work must be Registered with Cook County Building & Zoning and submit a Letter of Intent

Contractor Name	Trade	CC Reg. #

City of Cook
SEAL

Cook Administration Building
100 N. Dearborn, Suite 200
Chicago, IL 60610-1000
TEL: (773) 463-4300
FAX: (773) 463-0643
TDD: (800) 534-8877

PERMIT INSTRUCTIONS

Before Applying

Refer to the **Permit Requirements** Section of the Cook County Building & Zoning Website. Submitting all the required documents will reduce deficiencies and facilitate faster approval.

Complete the Application

- Check the boxes to the left that apply to the scope of work.
- A Real Estate Index Number (PIN) is REQUIRED to apply for a permit. You can find the PIN on a recent property tax bill or by using the Cook Viewer Application online.
- Provide the property address and existing use (and proposed use if applicable).
- List all contractors performing work and their Cook County Contractor Registration number for the trade they are performing. If the homeowner will be performing work on this property, they must get registered as a Homeowner Contractor with Cook County. The Homeowner doing work on a self-constructed site on the job must provide appropriate identification.
- Provide the estimated cost of work.
- All applicants MUST check applicable water supply and sewage disposal boxes regardless of the scope of work.

Submit the Application and Documents

The completed application and required documents and drawings must be scanned clearly and saved in PDF format. Upload the files in a saved and named folder in

PLUMBING INFORMATION

Water Supply: West Water

State of Illinois Health Dept. Number: _____

Depth of soil: _____ Photo Type: _____

Sewage Disposal: Sewer Septic

Sanitary District Approval Number: _____

Health Department Approval Number: _____

Number of Plumbing Fixtures: _____

ELECTRICAL INFORMATION

New Service Size: _____ Existing Service Size: _____

No. and Arrangement of all circuits: _____

Low Voltage: Smoke Detectors Cable Telephone Data Audio
 Intercom Security System Central Vacuum Other _____

APPLICANT INFORMATION

I declare that the information in this application is true and all copies to be true of my knowledge and belief and that all documents and drawings submitted are true, complete and correct. I understand that I have consented for Cook County Building and Zoning, including the City of Cook, to release information to the public, including the media, after a certain, reasonable, disclosure or disclosure.

Owner or Authorized Agent: _____


Applicant Address: _____

Phone No: _____

Email: _____

Architect/Engineer (if applicable): _____

Phone No: _____ Email: _____



Always provide forms regardless of the scope of work.

Submit the Application and Documents

The completed application and required documents and drawings must be scanned clearly and saved in PDF format. Upload the files in a saved and named folder to <http://www.cookcountyl.gov>.

The state department will reply with a permit review number which will be used to track status of your permit.

View Permit Status

Click on the Permit Status page on the front page of the Building & Zoning Section of the Cook County Building & Zoning Website. Enter the permit review number and click on the permit review number to check your permit status online.

Resolving Deficiencies

We recommend waiting until all deficiencies have been reviewed prior to application before submitting responses and additional documents to the permit center if requested.

If we request revisions to a set of drawings, all revised submissions must include the original submission plus the corrected changes in a single file. The revised drawings will be marked "COR" at the upper right hand corner. The drawings must be the same for all Architectural, Civil and MEP drawings.

Additional documents like surveys, agency approval letters, letters of intent, exceptions of work, shall be prepared and filed with the drawings. All received drawings and documents go to permits@cookcountyl.gov.

Final Approval and Payment

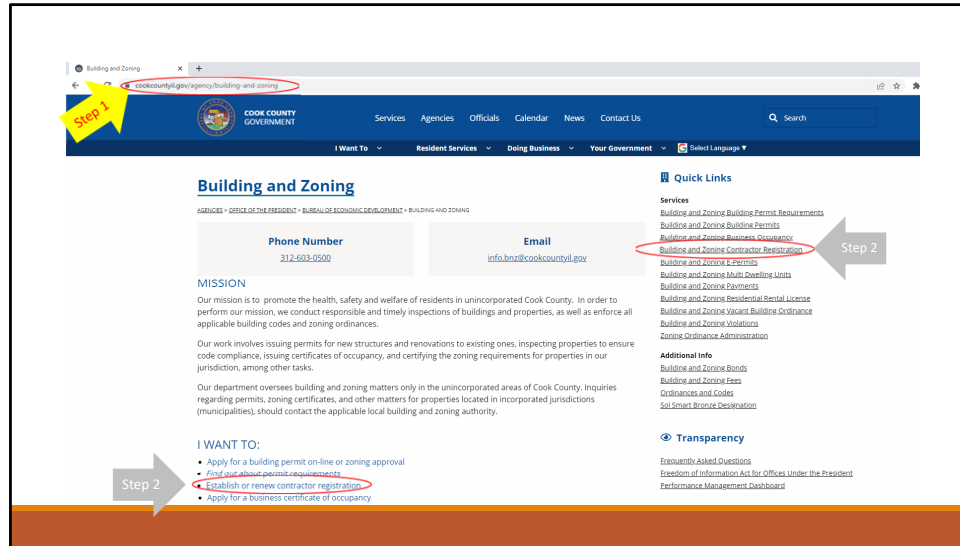
Payment is made after the permit has been approved and issued. This can pay by credit card and the permit document will be mailed to you. The permit fee includes inspection.

If you are picking up a permit in person, you can pay to check or money order and receive the approved permit immediately. Cash and credit cards are NOT accepted. If applicable, approved there will be required to the exact address provided.

The applicant has until 30 days to make payment for approved permits from the date of invoice. The applicant shall return the Building Commissioner or the City of Cook does not intend to issue review with the project.

Step 5: Fill in all applicable fields, and follow the instructions for submission that are on the Application.

Contractor Registration



Step 1: Start by visiting our website. (Our website can also be found by Googling: “Cook County Building and Zoning”)
Step 2: Review the requirements for Contractor Registration. You can access these by clicking on either one of two available links.

Building and Zoning Contractor Registration

Contractor Registration

New

(For all Electrical and Plumbing Contractor Registrations see Electrical and Plumbing Contractor Registration Requirements PDF available under Downloads)

All contractors performing work in unincorporated Cook County are required to register with the Department of Building & Zoning.

- The Owner or Corporate Officer of the company must apply for initial registration by sending the application and supporting documents by email to BI&Z@cookcountyclerk.com. In the case of a firm, corporation, or LLC, include a copy of the articles of incorporation or current Annual Domestic Report listing the officers, and a copy of your Federal Employer Identification Number (EIN).
- Homeowner please see Homeowner Contractor Application.
- A Certificate of Insurance showing a minimum \$1,000,000 in General Liability, naming Cook County Building & Zoning 69 W Washington #2330 Chicago, IL 60602, as the Certificate Holder.
- A Declaration of Child Support Obligations Form, completed by person coming in to register (registrant).
- A fee of \$150.00 per trade shall be made payable by check or money order only, to: Cook County Collector.
- If applicable, required license and/or Original bond from each GC Clerk (payment):
 - For Roofing, an updated State Roofing License is also required.
 - Bonds are required for Demolition, Demolition Leasing, Signs/Billboards, Restoration Performance (Construction Trades, Restoration Performance (Excavation, Grading and Foundation)).
 - Submitted Bonds need to be submitted in the original bond form with original signatures and have to be wet ink or mailed in. Each bond must be accompanied with a \$2.00 recording fee, made payable to the Cook County Clerk (Check or Money Order Only).**
- Call Tender Clerk: all subcontractors must have a communication bond by permit with the Permit Application.

For your convenience, bond forms can be downloaded and completed in advance, prior to registration. Bond forms along with the current Surety listings can be found at BOHDS.

Note: Property Owners whose property is owned by a Corporation or held in a trust cannot register as a Homeowner Contractor.

**Owner* does not include off-trades. This is a role of the project manager. Any project involving 2 or more tradesmen requires a General Contractor.*

Renewal & Amendments

If you are amending and your current registration is up to date, you can skip requirement 1 & 2. If it is not up to date or you are renewing an expired registration report you have all the following:

- A Certificate of Insurance showing a minimum \$1,000,000 in General Liability, naming Cook County Building & Zoning 69 W Washington #2330 Chicago, IL 60602, as the Certificate Holder. If multiple trades, please submit only one (1) certificate.

Downloads

- [Contractor Registration Application & Declaration Form](#)
- [Contractor Registration Renewal Application](#)
- [Homeowner Contractor Registration Application & Declaration Form](#)

Step 3

Step 2a: Read ALL guidelines for requirements.
 Step 3: Print the type of Registration application that you need.

DEPARTMENT OF BUILDING AND ZONING
OF COOK COUNTY, ILLINOIS
111 W. Washington, Suite 3000
Chicago, IL 60601-1099
TEL: (773) 601-4111
FAX: (773) 601-4112
TDD: (773) 601-4113

CONTRACTOR REGISTRATION APPLICATION & DECLARATION

The Owner or Corporate Officer of the company must apply for initial registration. IN PERSON. Submit all questions via email to info@cookcountyil.gov.

- In the case of a firm, corporation, or LLC, bring a copy of the Articles of Incorporation or current Annual Domestic Report listing the officers, and have each Federal Employer Identification Number (FEIN) available.
- A Certificate of Insurance of at least \$1,000,000 in General Liability, covered Cook County Building & Zoning 60-10 Washington Street, Chicago, IL, as per the Certificate of Insurance.
- A Declaration of Child Support Obligations form, completed by the Owner/Officer registering (optional).
- Age of 18+ OR you must be able to provide by check or money order note, to Cook County Collector.

Business Name: _____ in the City of _____

Business Address: _____

Business Phone: _____

Registrar's Name & Phone #: _____

Registrar's Address: _____

FEIN: _____ Permit Number: _____

Check all of the trades you are registering for: (General - Single, General will need to register for all trades being performed)

___ Above Ground Pool	___ Carpenter	___ Concrete
___ Dump Proofing	___ Driveway**	___ Drywall
___ Electrical/Lab	___ Excavating/Grading	___ Fence
___ General - Trades	___ In ground Pool	___ HVAC
___ Landscaping	___ Masonry/Brick/Stone	___ Painter
___ Sign**	___ Shed/Decked Garage	___ Tank (above ground)*

*Not a subcategory of above ground (above ground)
**Not a subcategory of above ground (above ground)

The applicant hereby states on oath that he/she is familiar with all pertinent Cook County Building Codes and Zoning Ordinances and agrees to fully comply with the same. The applicant also acknowledges that if someone working on a job is not listed correctly on the building permit application, and/or is not properly registered as a not an unlicensed employee, the building permit may be voided and the case referred to the Cook County State's Attorney for prosecution, assessment of violation fines and fees and revocation of the contract registration.

- I certify that the information in this application is a Contractor's Registration on true and correct to the best of my knowledge.
- I am not a child support obligor and I have no child support obligations to the State of Illinois.
- I understand that I am not a child support obligor and I have no child support obligations to the State of Illinois.

DEPARTMENT OF BUILDING AND ZONING
OF COOK COUNTY, ILLINOIS
111 W. Washington, Suite 3000
Chicago, IL 60601-1099
TEL: (773) 601-4111
FAX: (773) 601-4112
TDD: (773) 601-4113

**HOMEOWNER'S
CONTRACTOR REGISTRATION APPLICATION & AFFIDAVIT**

Homeowner's must reside on the property, and must apply for initial registration in-person, email, or mail. Submit all documents and questions to the address on the upper left corner of this form or via e-mail to info@cookcountyil.gov.

- This application must be signed, and notarized.
- A copy of your Homeowner's Insurance showing General Liability coverage for the amount of \$1,000,000, and listing Cook County Building & Zoning 60-10 Washington Street, Chicago, IL, 60601 as an additional insured.
- A Declaration of Child Support Obligations form, completed by person registering.
- A fee of \$150.00 per trade shall be made payable by check or money order to the City of Chicago, Cook County Collector.

Homeowner: _____

Property Address: _____

Cell # & email: _____ Permit # _____

Check all of the trades you are registering for: (General - Single, General will need to register for all trades being performed)

___ Above Ground Pool	___ Carpenter	___ Concrete
___ Driveway**	___ Drywall	___ EIFS/Stucco/Plaster
___ Fence	___ General - Trades (see fee)	___ General or Trades (see fee)
___ Insulation	___ Landscaping	___ Masonry/Brick/Stone
___ Roofing	___ Shed/Decked Garage	___ Other

**Not a subcategory of Above
***Not a subcategory of Above

The applicant hereby states on oath that he/she is familiar with all pertinent Cook County Building Codes and Zoning Ordinances and agrees to fully comply with the same. The applicant also acknowledges that if someone working on a job is not listed correctly on the building permit application, and/or is not properly registered as a not an unlicensed employee, the building permit may be voided and the case referred to the Cook County State's Attorney for prosecution, assessment of violation fines and fees and revocation of the contract registration.

- I certify that the information in this application is a Contractor's Registration on true and correct to the best of my knowledge. This includes the property address listed on the application and will be acting as my own contractor performing only the trades listed above.
- I am not a child support obligor and I have no child support obligations to the State of Illinois.
- I understand that I am not a child support obligor and I have no child support obligations to the State of Illinois.
- I further certify that I am not a child support obligor and I will not make any offers or give contributions or gratuities.

Step 4: Follow ALL instructions on your Application and submit to the email listed on the application.

Declaration of Child Support Obligations

This form must be completed by applicant unless insured or insured of a County Privilege.

Applicable law provides that every applicant for a County privilege shall be in full compliance with any child support... before such applicant is entitled to receive or renew a County privilege. This document shall require appropriate... and issue or renew any County privilege and any renewal any County privilege.

Applicant may possess or possess a County Privilege that is in full compliance with any child support... County Privilege in respect of the existing County Privilege from the County. This form... judicial enforcement of the belief or true provisions, including any of such provisions... (A)

County Privilege: any business license, including but not limited to liquor dealer's license, packaged goods... license, travel license, restaurant license, and gas license, and property license or lease, permit, including... but not limited to building permit, zoning permit or approval, environmental certificate, County 90002.1... and contract containing the value of \$10,000.

A full licensed driver: any person or person who on any full license that permit 75% or more percentage... interest in any business entity making a County Privilege, including those shareholders, partner or limited... partner, beneficiaries and principal, except where a business entity is an individual or sole proprietorship... Substantial reason exists that individual is sole proprietor.

All Applicants are required to complete this Declaration and comply with the Child Support Enforcement Ordinance. An... Applicant's signature on this form constitutes a certification that the information provided herein is correct and complete... for the individual signing this form has personal knowledge of such information.

Section A: Applicant Information:

Last Name: _____ First Name: _____
 Date of Birth: _____ Social Security Number (last four digits): _____

Section B: Child Support Obligation Information:

The undersigned Applicant, being duly sworn on oath of affirmation hereby states that: "To the best of... my knowledge" (click check box left of questions "A", "B", "C", or "D" as is appropriate)

A. I do not have judicially or administratively ordered child support obligations.
 B. I have an outstanding judicially or administratively ordered obligation, but is paying it in... accordance with the terms of the order.
 C. I am delinquent in paying judicially or administratively ordered child support obligation.

The undersigned Applicant understands that failure to disclose any judicially or administratively... ordered child support debt will be grounds for denying, suspending, or revoking County privileges... under penalty of perjury under the laws of the United States of America that the foregoing is true and...

Applicant Signature: _____ Date: _____

For Internal Office Use Only:

Department Name: _____ Contact Name: _____
 Date Received: _____ Contact Email: _____

ACORD CERTIFICATE OF LIABILITY INSURANCE

INSURANCE CO. (SOCIETY)
 1243 E. McHenry Ave.
 Chicago, IL 60605

STATE FARM
 STATE FARM MUTUAL INSURANCE COMPANY
 100 N. LaSalle Street
 Chicago, IL 60602

NUMBER INSURED: _____
 APURTAXES AND ADDITIONAL INTERESTS: _____

COCK COUNTY ILL. DEPT. OF BUILDING & ZONING
 601 S. 2ND ST. CHICAGO, IL 60607

SECTION I - PROPERTY COVERAGES AND LIMITS

Coverage	Limit of Liability
A Dwelling	\$ 383,400
B Personal Property	\$ 50,000
C Loss of Use	\$ 287,550
D Loss of Income	\$ 115,000

SECTION II - LIABILITY COVERAGES AND LIMITS

Coverage	Limit of Liability
L Personal Liability (Each Occurrence)	\$ 1,000,000
M Medical Payments to Others (Each Person)	\$ 1,000
N Damage to Property of Others	\$ 5,000

SECTION III - DEDUCTIBLE

Deductible Amount: \$ 1,000

SECTION IV - EXCLUSIONS

Loss Settlement Provisions: All Losses

COCK COUNTY DEPARTMENT OF BUILDING AND ZONING
 601 S. 2ND ST. CHICAGO, IL 60607-3669

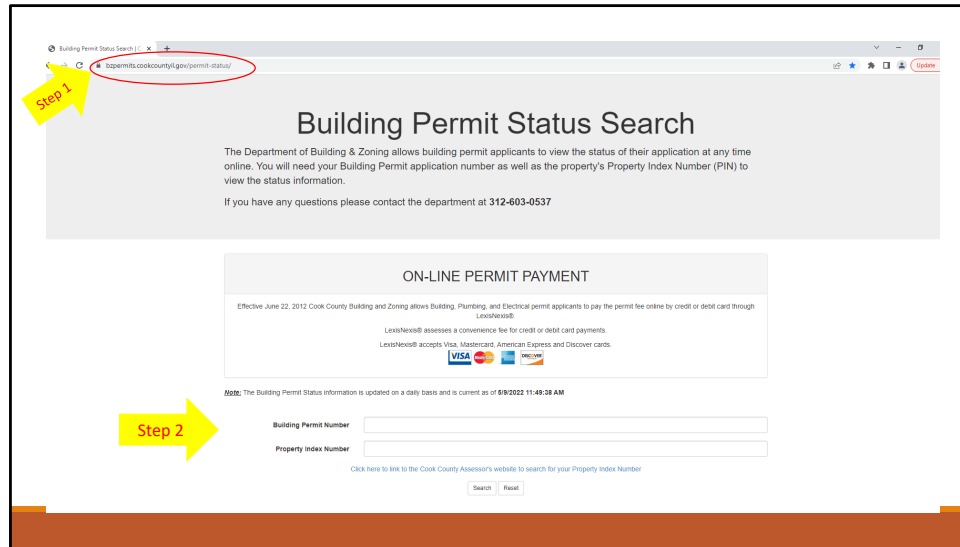
(A) Sample Declaration of Child Support Obligations
 (B) Sample Certificate of Insurance
 (C) Sample Home Insurance Policy

NOTE: Declaration of Child Support Obligations Form is provided as the 2nd page in both the Contractor and Homeowners Registration Application. EVERYONE registering MUST submit one.

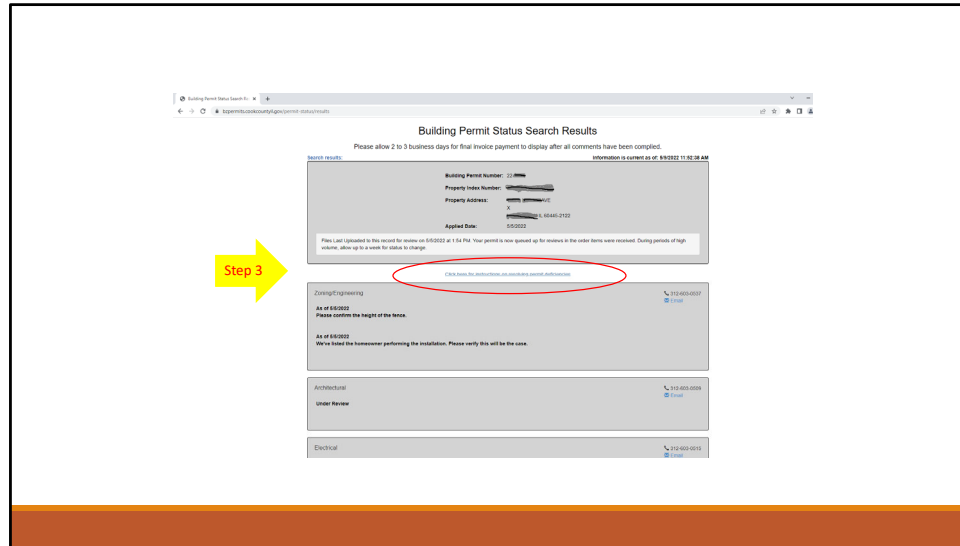
A Certificate of Insurance is Provided by the Insurance Provider to all Companies/Businesses.

On Homeowner's Insurance Policies the Liability coverage is listed under Personal or Umbrella coverage. Building and Zoning are listed under Additional Interest.

Tracking Your Permit

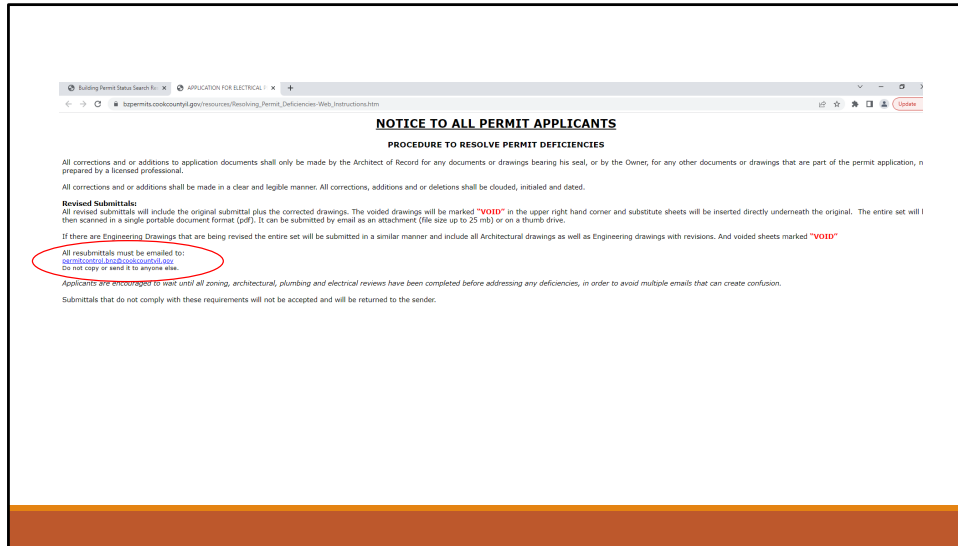


- Step 1: Visit the Permit Tracking website. (This website can also be found by Googling “Cook County Permit Status”)
- Step 2: Enter your Permit number and Property index number into their fields.



On this screen your general information will be listed on the top, Deficiencies (if any) will be listed by examiner section in the middle, followed by payment and tracking information on the bottom.

Step 3: Click on Deficiency Instructions and read carefully.



AGAIN: Read all instructions for resolving deficiencies.

Payment Information:

Invoice #	Fee
#2214200	
Building & Zoning Permit #22-█ Deposit	\$100.00
Balance Due	\$100.00

Click 'PAY ONLINE' to be redirected to the **LexisNexis®** website to make the payment.
LexisNexis® accepts Visa, Mastercard, American Express and Discover cards.
Additional Service Fee Will Apply - see LexisNexis® site for details

[PAY ONLINE](#)

Email your permit status results: (optional): [Print Preview](#)

If you wish to have this search result sent to you via e-mail, please enter your e-mail address below and click **Send e-mail**.

Select this checkbox if you wish to be notified of any further updates to this permit.

Email

Name (optional)

[Send e-mail](#)

[Back to the Main Page](#)

Step 4: Check the select Box to receive updated notifications, Enter the Email address you would like the notifications to be emailed to (Enter a Name if you wish), and Click on “Send e-mail”

The screenshot shows a web interface titled "Building Permit Status Search Results". At the top, it says "Please allow 2 to 3 business days for final invoice payment to display after all comments have been completed." Below this is a search results section with fields for "Building Permit Number", "Property Index Number", "Property Address", and "Applied Date". A yellow arrow labeled "Step 5" points to a red circle around the "Comments" field. To the right of the comments field, there are four red circles, each containing a phone number and an email address. Arrows point from these circles to a yellow box on the right that says "For QUESTIONS ONLY...!".

Category	Phone Number	Email Address
Architectural	(714) 851-0101	per@cityoforange.com
Electrical	(714) 851-0101	per@cityoforange.com
Plumbing	(714) 851-0101	per@cityoforange.com
Pool/Spa/Hot Tub	(714) 851-0101	per@cityoforange.com

NOTE: The Phone and emails provided above are ONLY for QUESTIONS about the comments in that section. ALL documents addressing deficiency responses go to Permit Control.

Step 5: Review and respond to Deficiency comments provided by the Plan Examiners.

Payment Information:

Invoice #	Fee
Building & Zoning Permit #22-█ Deposit	\$100.00
Balance Due	\$100.00

Click 'PAY ONLINE' to be redirected to the **LexisNexis®** website to make the payment.
LexisNexis® accepts Visa, Mastercard, American Express and Discover® cards.
Additional Service Fee Will Apply - see LexisNexis® site for details

Print Preview

Email your permit status results: (optional):

If you wish to have this search result sent to you via e-mail, please enter your e-mail address below and click **Send e-mail**.

Select this checkbox if you wish to be notified of any further updates to this permit.

Email:

Name (optional):

Send e-mail

[Back to the Main Page](#)

Step 6: After all Plan Examiner Reviews are Complete, a FINAL invoice (minus the deposit) will available for you to pay.

NOTE: You can use your Final Receipt as a temporary Placard until you get the real one in the mail, but you have to notify the Cook County Building and Zoning Inspector.