



## INSTRUCTIONS

The purpose of this application form is to enable the applicant to present all pertinent information with reference to an existing or proposed building, its equipment and occupancy to facilitate plan examination and compliance with Building Code and Zoning Ordinance. The following list of requirements may not reflect all documents and items required for permit review and approval. During the permit review process, there may be additional documents and items required by Staff. Also, the permit may require permits from other located, state or federal agencies and you will or may be notified of these requirements during the permit review process.

## REQUIREMENTS

- A. Real Estate Index Number of site as described in legal description.
- B. Applications for new construction will require three (3) sets of architectural, structural, mechanical and electrical plans\* (including certification of design, soil bearing capacity, heating layout with furnace manufacturer's brochure, light and ventilation schedules, water and stack isometric diagrams, electrical riser drawings and manufacturer's brochure for air conditioning). Four (4) copies of site plans showing location of Proposed building on lot and giving front, rear and side distances. All these plans must be sealed by an Illinois Architect or Structural Engineer.
- All documents submitted for permit requiring preparation and certification by design professionals must contain a title block on each sheet with the project name, addresses of all license(s) responsible for preparation of the documents and contain the appropriate professional seal. The title sheet must also contain the following: project identification, project address & a location map, professional design firm identified, principle design professional(s) for each design firm listed, all applicable codes utilized on the project shall be listed, a code certification statement referring to the Cook County Building and Environmental Ordinance, 1997 edition, and design criteria that includes, but is not limited to: occupancy group, type of construction, location of project, proposed seismic zone, square footage and allowable floor area, fire sprinklers (if utilized), height, number of stories, occupant load, exit capacity, land use zone, parking-loading requirements, index of all drawings, seal(s) and signature(s) of responsible design professional(s) and indication to which of the indexed drawings the seal applies, the expiration date of the license, and the registration number of the professional design firm (if applicable) shall be affixed. See Architectural Advisory form for more information.
- C. Four (4) plats of survey of recent date sealed and signed by an Illinois registered land Surveyor for all new structures.
- D. Floor Area (per the Cook County Zoning Ordinance Article 14) must be computed by the Architect and so noted on the architectural plans or by letter.
- E. Applications for additions or other construction improvements on property will require three (3) sets of architectural, structural, mechanical and electrical plans and three (3) plats of a current (within 5 years) spot survey, sealed and certified by an Illinois Registered Land Surveyor.
- F. In single family residential areas, architect plans for detached residential accessory buildings (garages or sheds) under 625 sq. ft. will not be required.
- G. Receipt or letter from Water Company for tap-ins or State of Illinois Health Department Well Permit.
- H. Receipt or letter from Sewer Company for tap-ins. Septic systems requirements include a percolation test and septic field layout approval by the Cook County Health Department (4 copies each); and a \$10,000.00 Septic Bond (department forms are available). If other than a septic tank is to be used for private sewage disposal, then a Metropolitan Sanitary District permit is required.
- I. All Contractors listed on the application must be registered with Cook County's Building and Zoning Department and yearly registration fee currently paid.
1. Plumbing Contractors must also have a \$20,000.00 performance bond on Department forms approved by the State Attorney's Office and registered with the County Clerk's Office.
  2. Original letters are required from all Contractors declaring that they will do the actual work stated on the Building Application.
- J. Demolition, excavation, or construction of a new structure or addition requires protective fencing at least six feet in height and be of substantial construction (Section 4.4.3). Show construction fence detail (height, material, etc.) on all three sets of architectural site plans.
- K. Drainage, Flood Damage Prevention and Soil Erosion information as needed.
- Any building permit application that entails the construction of a free standing building on vacant property, an accessory building (above 625 square feet in construction), or an addition laying in a common side yard, all with finished floors, the permit submittal must also contain four (4) copies of fully engineered site development drawings **containing:** existing site elevation (U.S.G.S. or C.D.), existing elevation of all contiguous property, proposed foundation elevations, retaining walls and other site improvements, direction of surface and down spout runoff, final elevation for lot grading, showing all contour lines, culvert location and elevation and all drainage structures with elevations, bench mark to be placed on the nearest available permanent structure, any landscape structures and/or piping, drainage certification statement. These must be sealed and signed by a registered engineer. Note: A septic field design document signed and sealed by an engineer, may be substituted if all the above data is included. See engineering Advisory form for more information.
- L. Driveway/Road Cut Permit from applicable agency.
- M. All buildings of public accommodation and use are to include in their design elements in compliance with the Cook County Building Ordinance, the Illinois Environmental Barriers Act, and the Federal Americans with Disabilities Act Title III, Sections, 4.1.3 or 4.1.6.
- N. Submit three (3) sets of tree removal plan, tree preservation plan and landscape plan all prepared (signed and sealed) by the proper professionals per the Tree Preservation, Landscaping and Screening Ordinance of Cook County.
- O. Building permit applications and all accompanying documentation not actively being processed after sixty (60) days of permit application date, will be voided and destroyed. No refunds will be issued or plans returned.
- P. A minimum deposit of 1/10 of 1% of the estimated cost of construction or \$25.00 (whichever is greater) is required on all permit applications. The permit deposit is not refundable.

**NOTE: A BUILDING OR STRUCTURE FOR WHICH A PERMIT HAS BEEN ISSUED CANNOT BE OCCUPIED OR USED UNTIL ALL FINAL INSPECTIONS ARE MADE AND A "CERTIFICATE OF OCCUPANCY" IS ISSUED BY THIS DEPARTMENT.**