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## PERMIT TIPS

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**WOULD YOU LIKE TO HAVE YOUR BUILDING PERMIT REVIEWED AS QUICKLY AS POSSIBLE?  
WOULD YOU LIKE THE PERMIT PROCESS TO BE STRESS-FREE?**

We hope that a careful review of the following tips will help to facilitate the permit review and issuance process.

1. Present a complete permit application package (see reverse side for a basic, minimum checkoff guide).

**Did you know you can mail your application and documentation to us?**

After you have received a permit application number, please wait for the Department of Building and Zoning to send you a letter asking you to address comments and deficiencies following the technical permit process.

The letter will outline each department's concerns or questions (i.e., zoning, architectural, plumbing, electrical, contractor registration, and other).

In order to best serve you and your permit process at this point, we would ask that you bring **(or mail) everything** to Permit Control on Monday, Wednesday or Friday. It is most expeditious for permit review, if the majority of deficiency items are submitted at one time rather than in a piecemeal fashion.

2. If your application submittal did not have any deficiencies or upon satisfaction of all permit deficiencies, your permit application is approved and ready for issuance, PLEASE BE ADVISED, that you will be sent an invoice by mail of the permit fee to be remitted. Upon receipt of payment, we will mail you the building permit.

Of course, you can bring the permit fee in person, and you will immediately be issued the building permit.

3. Inspections are required all during the construction process. Upon issuance of your permit, you will receive the name and phone numbers of the field inspectors and the stages of construction which must be inspected.

Your cooperation in adhering to these procedures will help us to better serve you during the permit process. If you have any questions or need additional assistance, please do not hesitate to contact the Department of Building and Zoning. Thank you.

DEPARTMENT OF BUILDING AND ZONING  
OF COOK COUNTY, ILLINOIS

DONALD H. WLODARSKI  
COMMISSIONER OF BUILDING AND ZONING  
OF COOK COUNTY



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Donald H. Wlodarski  
Commissioner

1. Complete the yellow application in its entirety for the scope of work you are applying for.
2. Do you have the following for new construction submittal?
  - a. (4) Plats of Survey (signed and sealed with a current date).
  - b. (4) Site Plans showing location of a proposed project on the site.
  - c. (3) sets of signed and sealed architectural drawings.
  - d. If construction is being served by a septic field, you must have Cook County Environmental Health Department approval of the septic system at the time of submittal.
3. Did you know you also will need items such as?
  - a. Sewer and water hook-up/tap-in letter.
  - b. Well permit (if not served by public water system).
  - c. Driveway permit.
  - d. Furnace, a/c and whirlpool brochures.
4. Did the architect include all of the items required by the February 1, 1996 advisory?
5. Did you submit (4) sets of site engineering plans?
6. All contractors performing work on your proposed project must be registered with the Cook County Department of Building and Zoning (not the City of Chicago). Their registration must be current for the year. They must give you a letter of intent (to be submitted at time of permit application) and this letter must be signed by the authorized signature of the person registered with us.

**NOTE:** Being certain of your contractor's and their registration can save you many days of delay. To check contractor registration, you can call the following departments:

Plumbing - 312/603-0514

Electrical - 312/603-0515

General and others - 312/603-0512 or 0533

Please be advised that the aforementioned items mostly relate to new construction. If you are performing a different type of project, please call us so that we can give you specific information related to your proposed project.