

DEPARTMENT OF BUILDING AND ZONING

OF COOK COUNTY, ILLINOIS

COOK COUNTY ADMINISTRATION BLDG. • 69 W. WASHINGTON • CHICAGO, IL 60602 • SUITE 2830 • (312) 603-0500



APPLICATION FOR A ZONING CERTIFICATE

AND

BUILDING PERMIT

JOHN H. STROGER, JR.

President of the Board of Commissioners of Cook County

Before filling out application, see instructions on reverse side. (06/04 web)

DONALD H. WLODARSKI

Commissioner of Building and Zoning

DESCRIPTION OF WORK						
<input type="checkbox"/> Construct	<input type="checkbox"/> Remodel	<input type="checkbox"/> Repair	<input type="checkbox"/> Occupancy Change			
<input type="checkbox"/> Garage	<input type="checkbox"/> Brick	<input type="checkbox"/> Frame	<input type="checkbox"/> Demolition			
<input type="checkbox"/> Other _____						
Exis. Bldgs. & Uses _____			Lot Size _____			
Owner _____						
Address _____						
Architect _____						
Address _____			License No. _____			
Contractor _____		Phone _____				
Address _____		Reg. No. _____				
Mason Cont'r. _____		Phone _____				
Address _____		Reg. No. _____				
Plumbing Cont'r. _____		Phone _____				
Address _____		Reg. No. _____				
Heating Cont'r. _____		Phone _____				
Address _____		Reg. No. _____				
Electrical Cont'r. _____		Phone _____				
Address _____		Reg. No. _____				
Air Cond.&/or Refrig. Cont'r. _____		Phone _____				
Address _____		Reg. No. _____				
Demolition Cont'r. _____		Phone _____				
Address _____		Reg. No. _____				
Septic/Sewer Cont'r. _____		Phone _____				
Address _____		Reg. No. _____				
Well Cont'r. _____		Phone _____				
Address _____		Reg. No. _____				
Dimensions of Buildings						
No.	Type	Stories	Basements	Width	Length	Height
No. of D.U. _____		Eff. _____		Rms. _____		
Total Cubic contents _____						Cu. Ft.
Est. Cost of Work _____						
Use of Proposed Buildings _____						
Water Supply: <input type="checkbox"/> Well <input type="checkbox"/> Water Co.						
State of Illinois Health Department						
Permit No. _____			Depth of Well _____			
Pump Type _____						
Sewage Disposal: <input type="checkbox"/> Sewer <input type="checkbox"/> Septic System						
San. Dist. Permit No. _____			Health Dept. No. _____			
Bonding Company _____						
No. of Plumbing Fixtures _____						
No. of 15 Amp Circuits _____		Service Size _____				
No. of 20 Amp Circuits _____						
No. of 50 Amp Circuits _____		No. of Motors _____				
Low Voltage _____						
Is work under this permit necessary because of fire loss? _____						
Amt. of Loss _____						
Cook County Health Dept.						
Food, Liquor, and Nursery Services _____						
Heating: <input type="checkbox"/> Steam <input type="checkbox"/> Stove <input type="checkbox"/> Hot Water <input type="checkbox"/> Warm Air Furnace <input type="checkbox"/> Electric						
No. of Heating Units _____			BTU _____			
No. of A/C Units _____			Tons/Unit _____			
No. of Unfired Pressure Vessels _____						
Fuel Burning Equipment:			Refrigeration:			
<input type="checkbox"/> Oil	<input type="checkbox"/> Gas Burner	No. of Units _____		Tons _____		
Envir. Control Permit No. _____						
Signature _____ Date _____						

I certify that the statements in this application are true and correct to the best of my knowledge and belief; and, that all construction work under the proposed permit will conform to the drawings and specifications attached to this application; and, will conform to the Cook County Building and Zoning Ordinance, as amended. Further, I certify that I have reviewed the Cook County Building and Zoning Ordinances, understand them and will abide by applicable provisions before, during and after erection, construction, alteration, relocation or demolition.

Owner or Authorized Agent _____

Address _____

Phone No. _____

Legal Description _____

Recording Date of Subdivision _____

Real Estate Index No. _____

This Space for Department Use Only

Zoning District _____ Zoning Plan Examiner _____

Receipt Nos: Deposit _____ Final _____

Permit No. _____

Township _____ Section _____

Address of Property _____

Lot Area _____ Sq. Ft.

Existing Floor Area _____ + Add. Floor Area _____ =
(Total Floor Area _____ Sq. Ft.)

F.A.R. _____ Total Floor Area _____ = F.A.R.
Lot Areas

Number of Parking Spaces Required _____

Front Yard _____ Rear Yard _____

Side Yards (interior) _____ Side Yards (Corner) _____

Dimensions of Proposed Signs Single Faced
 Double Faced
Length _____ Width _____ Illuminated
Height _____ No. of Signs _____ Flashing Rotating

Other Zoning Reg. _____

Denied by _____ (Date) _____

Approved by _____ Zoning Administrator _____ (Date) _____

Class by Occupancy	Class by Const. Type

Max. Sq. Ft. Permissible _____

	Date	Approved	Permit Fee
Plans Received			
Zoning Fee			
Water Supply			
Sewerage Disposal			
Plumbing			
Electrical			
Building			
Ventilating			
Fireplace			
A/C &/or Refrig.			
Elevator			
Signs			
Demolition			
Flam. Liq. Tank			
Furnace &/or Boiler			
Ret./Det. Area			
Envir. Control			
Grading			
Engineering			
Other			
Violation Fee			
Total			
Deposit			
Balance			

INSTRUCTIONS
(Typewrite or print in ink only)

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 Zoning requirements. The applicant should present the application in person together with drawings and other necessary papers, to the service desk at 69 W. Washington, Chicago, IL 60602, Room 2830.

REQUIREMENTS

- A Real Estate Index Number of site as described in legal description.
- B. 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 and signed by an Illinois registered Architect or Structural Engineer.
- 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) is computed outer wall to outer wall and is considered liveable, useable area. The Floor Area should 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 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.
1. 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 Departmental forms approved by the States Attorney's Office and registered with the County Clerk's Office.
2. Original letters are required from all Contractors (Mason, Electrical, Plumbing, Well, Septic, Sewer, Low-Voltage and Heating Contractors) declaring that they will do the actual work stated on the Building Application.
- J. Performance standards must be notarized and submitted with all building applications for industrial construction.
- K. Drainage, Flood Damage Prevention and Soil Erosion information as needed.
- 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 111, Sections, 4.1.3 or 4.1.6.
- N. 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.
- O. 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.. (web 06/04)