



# VILLAGE OF SKOKIE

Community Development Department – Building Division  
5127 Oakton Street – 1<sup>st</sup> Floor  
Skokie, IL 60077  
Phone: (847) 933-8223 Fax (847) 933-8230

**For office use only:**

Project # \_\_\_\_\_

Date Received: \_\_\_\_\_

## Building or Right-of-Way Permit Application

**PROPERTY ADDRESS** \_\_\_\_\_

**TAX PARCEL NUMBER(S)** \_\_\_\_\_

\* If the property has more than one PIN number they must be consolidated into one as a condition of receiving permit approval

<b>Building Type (please check):</b>	<b>Description of proposed work (check all that apply):</b>
<input type="checkbox"/> Single Family Res. <input type="checkbox"/> Commercial <input type="checkbox"/> Townhome <input type="checkbox"/> Industrial <input type="checkbox"/> Multifamily Res. (2 + units) <input type="checkbox"/> Other	<input type="checkbox"/> New Construction <input type="checkbox"/> Grading <input type="checkbox"/> Addition <input type="checkbox"/> Exterior Remodeling <input type="checkbox"/> Interior Remodeling <input type="checkbox"/> Right-of-Way

**Please describe extent of work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Value of Work \$ \_\_\_\_\_ Estimated Start / Completion Date \_\_\_\_\_

Will work be performed in the public right-of-way? Yes \_\_\_\_\_ No \_\_\_\_\_

Who is paying for the permit? Owner  General Contractor  Other  \_\_\_\_\_

**\*ARCHITECT**

Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Preferred method of contact \_\_\_\_\_

\*Any correspondence will be mailed, faxed or emailed **only** to the contact person

**TENANT (non-residential only)** \_\_\_\_\_ (name only)

**\*CONTACT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Preferred method of contact \_\_\_\_\_

\*Any correspondence will be mailed, faxed or emailed **only** to the contact person

**\*OWNER OF PROPERTY** \_\_\_\_\_ (First Name Last Name)

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ E-Mail \_\_\_\_\_

Driver's License or State ID # \_\_\_\_\_ State \_\_\_\_\_

Date of Birth \_\_\_\_\_

\*If more than one owner please list the primary contact above and secondary contact below

**OWNER OF PROPERTY (Secondary Contact)** \_\_\_\_\_

**Signature of Owner** \_\_\_\_\_ **Date:** \_\_\_\_\_

This is an application only. Completion of this application does not entitle the commencement of construction. The applicant agrees to conform to all applicable laws of the Village of Skokie and when permit is approved also agrees that all work performed will be in accordance with the plans and specifications set forth in the approved permit. Work area cannot be occupied until final inspection approval.

## Submittal Requirements

- \_\_\_ Completed Building Permit Application (incomplete applications will not be accepted)
- \_\_\_ Plan Review Application (with required fee)
- \_\_\_ **3** Sets of Plans (signed and sealed by a licensed architect or professional engineer) All plans must include detailed construction drawings including architectural, electric, plumbing and mechanical systems. Please submit **4** sets of plans for any multifamily or nonresidential project that includes any of the following: new construction, additions, any interior remodeling involving a food use or any project that received a variance, special use permit, or site plan approval
- \_\_\_ **Original Letter of Intent** from Plumbing contractor on business stationery. The letter must include the job site address, scope of work, license holder's signature and if the license holder's business is incorporated, the license holder's corporate seal. If license holder's business is not incorporated, the letter must be notarized.
- \_\_\_ **3** Copies of a Plat of Survey (survey must show all existing improvements on site and be **no more than 1 year old** from date of submittal)
- \_\_\_ Zoning Information Worksheet / Site Calculations (only for new residential construction, residential additions or accessory buildings)
- \_\_\_ Certificate of Occupancy Application (or proof of existing occupancy) only required for non-residential applications
- \_\_\_ Cook County Demo Permit and proof of notification of adjoining property owners for demolition permits. Work in right of way permit from State or County (if applicable)
- \_\_\_ Certificate of Arrangement to Protect Against Interference with Underground Public Utility Facilities (if applicable)
- \_\_\_ Grading Plan (if applicable)
- \_\_\_ Traffic Control Plan (if applicable)
- \_\_\_ Landscape Plan (if applicable)

\*All projects must follow the Building Codes adopted by the Village of Skokie. Please see the **Current Codes Adopted by the Village of Skokie form**.

## Contractor Information

Complete the following for all trades that apply to this construction. Note it is required that all bonds, registration fees and licenses must be current and on file with the Village of Skokie Building Division before this application can be reviewed. For a list of registration requirements please see the **Contractor Registration Form**.

All contractors are required to list a **business name, address (include city/state/zip), telephone number and email**. You may also include a fax number as another form of contact.

### GENERAL

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### CARPENTRY

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### ELECTRICAL

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### HVAC

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### PLUMBING (Interior)

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### PLUMBING (Exterior\*)

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

\*Exterior applies to water and sewer service work outside of the building.

### EXCAVATOR / CEMENT / MASONRY

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### UTILITY / OTHER

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### SPRINKLER

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

## AGREEMENTS

1. In consideration of the issuance of a permit, I/WE DO HEREBY AGREE AND COVENANT to forever hold harmless the Village of Skokie, Illinois, its agents and employees, and to save them from all costs, claims, suits, demands and actions arising from, through, or because of, or in any way connected with any work performed or being done in the construction or finishing of the work for which this permit is issued. I/WE FURTHER AGREE to indemnify the Village for any damage or injury caused to the public right-of-way, and to indemnify the Village for any and all liability which it may suffer as a result of the work performed on the said right-of-way.
2. I/WE HEREBY CERTIFY that the statements and information contained in this application and any and all supporting documentation is true and correct. It is agreed that I/we will not commence any work unless and until the Village issues a permit in accordance with this application.
3. I/WE FURTHER AGREE that all construction work performed will be in accordance with this application and shall comply with all applicable Village, State and Federal codes, ordinances, rules and regulations, including but not limited to the Skokie Village Code. (For public right of way usage only) I hereby acknowledge that I have received and will comply with a copy of the applicable Village code (Article III "Construction of Facilities in the Public Rights-Of-Way" for telecommunications and utility uses, Article II Streets and Sidewalks and Chapter 110 Utilities for sewer and water contractor work, and Article II Streets and Sidewalks for driveways, pavers. And other work in the right of way).
4. I/WE FURTHER AGREE to notify J.U.L.I.E. at 811 or 1-800-892-0123 and any public utilities at least 48 hours before any work involving excavating, grading or other work below the surface.  
Dig # \_\_\_\_\_
5. I/WE FURTHER AGREE to contact the Engineering Division, Village of Skokie, prior to the placement of concrete, stone or asphalt and before back filling any trench to obtain an on site approval to proceed with the construction.
6. I/WE FURTHER AGREE to warranty all work for a period of three year from the completion of work and inspection by the Village against collapse, shrinkage or other defects. During such period I/WE FURTHER AGREE to make all corrections request by the Village or forfeit the bond.
7. I/WE UNDERSTAND that a request for final inspection from the Engineering and/or Building Division must be made before the bond can be refunded and that certain bonds regarding work in the public right of way will be held for one year.

Signature of Property Owner \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

Date \_\_\_\_\_