

VILLAGE OF RIVER FOREST
 400 Park Avenue, River Forest, Illinois 60305 - (708) 366-8500
 FAX: (708) 366-3702
APPLICATION FOR BUILDING PERMIT

Project Address: _____ **Property Index Number:** 15- - -

Project Owner: _____
 Name Address City State Day Phone e-mail

Type of Project:
 NEW CONSTRUCTION
 ALTERATION/REMODELING
 ADDITION
 DEMOLITION
 GARAGE
 SWIMMING POOL
 OTHER _____

Description of Project:

Project Cost:
 Gross Cost of Proposed Work: \$ _____ Less Plumbing: \$ _____ Less Electric: \$ _____ Net: \$ _____

Contractors:	VILLAGE USE ONLY:		Name	Address	City	Day Phone
	LICENSE	BOND				
General	None	None				
Excavator						
Demolition						
Scavenger/Waste		None				
Elevator						
Concrete						
Paving						
Mason						
Glazing						
Carpenter						
Roofer						
Fireplace/Chimney						
Htg/Air Conditioning						
Sheet Metal						
Structural Iron						
Plaster/Drywall						
Tile, Marble, etc						
Siding/Gutter						
Landscaping						
Sewer & Drain Layer						
Plumber*						
Electrician*						
Architect	None	None				

*SEPARATE PERMITS REQUIRED

THE PROPERTY OWNER AND GENERAL CONTRACTOR HEREBY CERTIFY THAT ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION IS CORRECT AND THAT THEY HAVE READ AND UNDERSTAND THE APPLICATION INSTRUCTIONS ON THE REVERSE SIDE OF THIS PERMIT APPLICATION.

SIGNED: _____
 PROPERTY OWNER ONLY

SIGNED: _____
 GENERAL CONTRACTOR

Dated this _____ day of _____, 20_____

Dated this _____ day of _____, 20_____

DO NOT WRITE BELOW LINE - VILLAGE USE ONLY

Date Application Received: _____	PLUMBING PERMIT NO. _____
PERMIT NO. _____	ELECTRIC PERMIT NO. _____
FEES:	PRELIMINARY INSPECTION OF JOB SITE
Building Permit _____	DATE: _____ BY: _____
Deposit (non refund) _____	
Plan Review _____	APPROVED:
Demolition Permit _____	_____
Street Obstruction _____	Building & Zoning Inspector Date
Water Connection _____	_____
Sewer Connection _____	
Water Meter _____	Director of Public Works Date
School Contribution _____	
Other: _____	
TOTAL: _____	

Instructions for Completion of Building Permit Application

General: All lines on the application form must be filled out. If a particular line is not applicable to the application, please indicate so. Blank lines on the application will be considered outstanding information and will delay the processing of the permit. It shall be the applicant's responsibility to track the progress of the completion of any permit application that is not complete upon initial submittal. Applicants are encouraged to call the Village to check status of the application. The most common delay is related to licensing and bonding of contractors. ***Important: When submitting license and bonds, contractors and bonding companies should identify the project associated with the particular license or bond. Failure to do so results in the information only being inputted into the Village's contractor database but not into the specific building permit application and will cause a delay in the processing of the application.***

Please visit the Village's website @ www.river-forest.us for information on the permitting process, building codes and zoning codes.

Type of Project: Check applicable box

Description of Project: Provide a detailed description of the scope of work.

Project Cost: Full project cost to be included in Gross Cost Line. The dollar value of applicable plumbing and electric work is to be included in their respective lines. The net project cost is equal to the gross project cost less the value of plumbing and electric work. ***Note: A copy of the construction contract must accompany the application to document project costs. Permits will not be issued without this documentation.***

Contractor/ Architect Information: All lines in this table must be filled out. If one or more of the listed trades are not applicable to the project, please indicate. If the property owner is acting as General Contractor, please indicate in the General Contractor Line. If the General Contractor is performing work with his own forces, he must be licensed and bonded in the applicable contractor categories. ***Contractors listed on the application are to be the actual contractor performing the work and may not subcontract work unless the subcontractor is also listed, licensed and bonded.*** A scavenger must be listed for all projects utilizing roll-off containers. *(A separate street obstruction permit is required for roll-off containers to be placed on the street.)*

Plumbing and Electric Permits: Applicable Electrical and Plumbing sub-permits are required. Separate permit application forms are used and should be filled out and submitted by the project plumber and electrician.

Submission of Plans: Plans must accompany all applications and shall be of sufficient scope and detail to determine compliance with applicable building codes. Plans shall be prepared and sealed by a licensed architect in the State of Illinois except for detached garages, sheds, other minor accessory structures and interior remodeling projects not involving structural modifications.

Three sets of plans are required for single family residential projects, five sets for all others. All plans prepared by an architect shall also be submitted in digital format (.pdf or .dwg files accepted).

Zoning Analysis: Projects which result in an increase in floor area or height are subject to a zoning analysis. Submittals shall include a plat of survey and a zoning analysis table showing allowed and actual zoning setbacks, lot coverage, floor area ratio, etc. A separate submittal showing long hand calculations must accompany plans. Site plans and floor plans shall also be submitted in .dwg file format to allow for computer compliance checks. (Closed polyline overlay drawing acceptable)

Signing the Application: The property owner and general contractor must sign and date the application. The property owner is the applicant and the permittee.

Fees: All applicable fees must be paid prior to issuing the permit. Applications may be submitted upon payment of a non-refundable deposit. This deposit will be applied to the final permit fee. The applicant will also be required to pay for the Plan Review fee(s) prior to issuance of the permit. Permit fees are in accordance with current fee schedules as established by Ordinance and as amended from time to time. Plan Review fees are dependent on the scope of the project and will be determined after submission and review of application. Applicants may be responsible for re-review fees if required. All fees are considered paid by the applicant.

Applications that do not follow these requirements will result in processing delays!