

INFORMATION REQUIRED PRIOR TO PERMIT INITIALIZATION

	Cover Letter Clearly Describing Entire Scope of Work of Project	Architectural Drawings Signed & Stamped by Licensed Architect or Structural Engineer	Civil Engineering Drawings Signed & Stamped by Professional Engineer	Drawings & Details Describing Proposed Work in Sufficient Detail to Review	Plat of Survey (with Owner's Affidavit of Accuracy if Older Than 6 Months)	Site Plan Indicating Area of Site and Area of All Impervious Surfaces	Zoning Calculations	Manufactured Structural Components: Product Data, Span Charts and Structural Calculations	Topographic Survey	Landscape Plan	Spotted Plat of Survey Waiver	Health Department: Health Application, Menu & Equipment Cut Sheets	Forestry: Tree Removal Permit & Escrow	Water Billing: Last Meter Reading & Proof of Payment	Elevator: Shop Drawings	Fire Dept: Fire Suppression (Sprinkler) Shop Drawings	Fire Dept: Fire Alarm Shop Drawings	Proof of Ownership, Cook County Demo Permit & Pre-Demo Inspection	Plumber's Letter of Intent (LOI)	Right-of-Way Easement Encroachment Agreement	Approval to Build w/in the Utility Easement
PERMIT TYPE																					
Air Conditioner					X																0
Antenna	X	0		X				0													0
Awning				X																	
Deck	X	0	0	X	X	0	0						0								0
Driveway			0	X	X	0							0							0	0
Elevator															X						
Fence				X	X																0
Fire Alarm																	X				
Fire Suppression System																X					
Fireplace		0		X		X															0
Flatwork	X	0	0	X	X	0	0		0				0							0	0
Flood Control - Sewage	X		0	X	X														X	0	0
Flood Control - Stormwater	X		0	X	X				0										0	0	0
Foundation Repair	X	X			X																
Furnace or Boiler				X																	
Garage Addition	X	X	0		X	X	X	0	0		X		0								0
Garage Demolition					X				0				0					X	0		
Garage New	X	X	0		X	X	X	0	0		X		0						0		0
Generator				X	X																0
Grading	X		0	X	X				0	0			0								0
Hot Water Heater																					X
Hot Tub / Spa	X	0	0	X	X	X	X		0				0						X		0
Lawn Sprinkler System			0	X	X								0						X	0	0
Miscellaneous Electrical	X			X																0	0
Miscellaneous HVAC	X			X	0															0	0
Miscellaneous Plumbing	X	0		X															X	0	0
Miscellaneous Structural	X	0		X	0	0		0					0							0	0
Move-In Only (Commercial)	X			0										X							
Parking Lot	X	0	0	X	X	X	X		0	0			0							0	0
Patio	X		0	X	X	X	X		0				0								0
Playground	X	0	0	X	X	X	0	0	0	0			0								0
Right-of-Way - Public Works	X		0	X									0							0	0
Roll-off Box/Dumpster/Storage Pod																					
Roofing	X	0		X	X			0												0	
Sewer Repair	X		0		X								0						X		
Shed	X	0	0	X	X	0	X	0			0		0								0
Siding	X			X																	
Sign				X																0	0
Solar PV Panel	X	X			0			X													
Steps/Stoop	X	0		X	X	0	0														
Swimming Pool	X	0	0	X	X	X	X	0	0				0							0	0
Tank Removal	X			X	X								0								
Temporary Tent	X			X	X			X													
Tree Removal	X			X	X								X								
Water Service	X		0	X	X								0							X	
Yard Drain	X		0	X	X				0				0							0	0
Commercial Addition	X	X	X		X	X	X	0	0	0	X	0	0		0	0	X		0	0	0
Commercial Demolition					X				0				0	X				X	X		
Commercial New	X	X	X		X	X	X	0	X	X	X	0	0		0	X	X		X	0	0
Commercial Remodel	X	X	0		X	0		0				0			0	0	X		0	0	0
Single-Family Addition	X	X	0		X	X	X	0	0	0	X	0	0		0	0	0		0	0	0
Single-Family Demolition					X				0				0	X				X	X		
Single-Family New	X	X	X		X	X	X	0	X	X	X	0	0		0	X	0		X	0	0
Single-Family Remodel	X	0	0	X	X	0		0				0		0	0	0	0		0	0	0
Institutional Addition	X	X	X		X	X	X	0	0	0	X	0	0		0	0	X		0	0	0
Institutional Demolition					X				0				0	X				X	X		
Institutional New	X	X	X		X	X	X	0	X	X	X	0	0		0	X	X		X	0	0
Institutional Remodel	X	X	0		X	0		0				0		0	0	0	X		0	0	0
Multi-Family Addition	X	X	X		X	X	X	0	0	0	X	0	0		0	0	X		0	0	0
Multi-Family Demolition					X				0				0	X				X	X		
Multi-Family New	X	X	X		X	X	X	0	X	X	X	0	0		0	X	X		X	0	0
Multi-Family Remodel	X	X	0		X	0	0	0						0	0	0	0		0	0	0

LEGEND

X = Required information. (Project will not be initialized without this required information).

0 = Information that may be required depending upon project's scope of work. (Project may or may not be initialized without this required information).

LAST UPDATED: 8/18/2021