



Community and Economic Development Department

Documentation Required by Permit Type

(3) Copies of the following documentation must accompany a Building Permit Application

Type of Work	Documents Required
Additions	Plat of Survey showing location with dimensions; Detailed drawing - Architect's plans must be stamped
Concrete or Flatwork	Plat of Survey showing locations and dimensions of all flatwork; Detailed description of work Description of
Container Permit	Type of container, placement location, and note 10 or 30 container placement
Deck or Porch	Plat of Survey showing location with dimensions; Detailed drawing
Demolition - Accessory Structure	Plat of Survey showing location and dimension; Cook County Demolition Permit
Demolition - Principle Structure	Cook County Demolition Permit; Verification of Electric and Gas Shutoffs; Plat of Survey
Drywall	Detailed description of work, materials, specifications, and/or contract with property owner
Electrical	Description of work to be performed; Line Diagram may be required for Multi-Family or Commercial
Fences	Plat of Survey showing proposed location with dimensions; contract if available; letter from neighbor if needed
Fireplaces or Chimney Work	Plat of Survey showing chimney or venting location with dimensions; Product Specifications
Foundation Repair	Plat of Survey showing location of work; Detailed drawing or description of work
Garage or Carport	Plat of Survey showing location with dimensions; Detailed drawing
Gutters, Downspouts, Soffits, or Fascia	Survey or contract showing materials and location of downspouts
Handrails	Dimensioned drawing or detailed description of proposed railing
HVAC/AC/Furance New or Replacement	Manufacturer and model #, location of unit, # of BTU's, detailed drawings for alterations or additions to duct work
Miscellaneous Repairs	Detailed description of proposed repairs
New Construction - Commercial/Multi-Family	Plat of Survey showing location and dimensions; Architect stamped drawings; Engineer stamped grading plan
New Construction - Single-Family	Plat of Survey showing location and dimensions; Architect stamped drawings; Engineer stamped grading plan
Parking Lots	Plat of Survey showing location and dimensions; Engineer's grading and drainage plan
Plumbing	Detailed description of type of work; Drawings or Isometric Diagram will be required
Remodel - Basement Interior	Detailed drawing; Architect's plans must be stamped; Electrical Plan and Isometric may be required
Remodel - Bath Interior	Detailed drawing; Architect's plans must be stamped; Electrical Plan and Isometric may be required
Remodel - Kitchen Interior	Detailed drawing; Architect's plans must be stamped; Electrical Plan and Isometric may be required
Remodel - Other Residential Interior	Detailed drawing; Architect's plans must be stamped; Electrical Plan and Isometric may be required
Right of Way Obstruction	Plat of Survey showing location of Obstruction, with dimensions
Right of Way Opening	Plat of Survey showing location of Opening, with dimensions
Roof Work	Contract, Type of shingle, ice/water shield, felt paper, roof vents, chimney/vent flashing, decking condition
Siding/Masonry Repair	Detailed Description of work, Contract
Signs - Permanent or Temporary	Dimensioned drawing of sign; Dimensioned photo showing location(s) on building; Attachment details
Sprinklers - Fire or Lawn	Detailed drawings by licensed professionals
Stairs	Plat of Survey showing location and dimensions: Tread depth, Riser Height, Width/Depth, Footings, Handrails
Storage Shed or Other Accessory Structure	Plat of Survey showing location with dimensions; Detailed drawing
Stucco	Tyvek, IFIS foam screwed w/washer screws, cement/basecoat mix, IFIS fiberglass, cement mix, finish coat
Swimming Pools	Plat of Survey showing location with dimensions; Detailed drawing showing pool and fence/enclosure
Temporary Uses	Plat of Survey showing location of use; Product Specifications; Duration; Egress; Anchoring Details
Tenant Remodel or Build-out	Site plan showing building square footage, uses, and parking; Detailed drawings
Windows - New	Framing Details for openings with dimensions; size and location; spec. sheets showing U factor
Windows - Replacement	Number and style of windows; Proposal or Contract; size and location; spec. sheets showing U factor
Any Other Work that requires an inspection	Detailed description of work; additional information may be required by the Department

* Any contract or job description provided by contractors must be provided with the permit application in addition to the above-noted items.