

CITY OF CREST HILL BUILDING DEPARTMENT

Ray Soliman, Mayor

Phone: 815-741-5106

1610 Plainfield Road, Crest Hill, IL 60403

Fax: 815-741-5116

COMMERCIAL PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit Number

Please print in black or blue ink

OWNER AND CONTACT INFORMATION:

Owner: _____
Street No: _____
City, St., Zip: _____
Phone: _____

Contact: _____
Street No: _____
City, St., Zip: _____
Phone: _____

LOCATION OF PROPOSED CONSTRUCTION:

PIN (Property Identification No.): _____
Street No: _____
Lot No: _____ Subdivision Name: _____
Township: _____ Size in Acres: _____

DESCRIPTION OF PROPOSED CONSTRUCTION:

() New () Build Out () Sign () Other: _____
Total cost of construction: \$ _____ No. of stories: _____
Total square footage of building: _____ Total square footage of parking: _____
Is a curb or a new driveway going to be installed () Yes () No

TYPE OF PROPOSED CONSTRUCTION:

Type of Business: _____
Intended Use of Proposed Structure: _____
Dimensions of Proposed Structure: _____

IF NEW CONSTRUCTION OR BUILDOUT:

ATTACH THREE COPIES OF THE SITE PLAN AND A COPY OF THE LEGAL DESCRIPTION

The site plan **must** be signed and sealed by a Professional Engineer from the State of Illinois

ATTACH THREE COPIES OF THE BUILDING OR STRUCTURAL PLANS

Two copies of the building or structural plans should be sealed by an Illinois Architect or Structural Engineer.

All mechanical, electrical and plumbing plans should be sealed by an Illinois Architect or Professional Engineer.

Letter of intent is required from the Plumbing Company doing the work.

Letter of intent is required from the Electrical Company doing the work.

No storm, sub-surface or surface water to be emptied into sanitary sewer or adjacent property. All work must be inspected.

The Building Department must be notified in writing if any change in plans are made.

List below all contractors that will be working on the project covered by the permit applied for. If after the permit is issued a change is made in the contractor that will be performing the work, the City of Crest Hill Building Department must be notified in writing and that contractor must be registered.

NOTE: All contractors and/or subcontractors working on the job must be registered with the City or no permit will be issued.

General Contractor: _____

Carpenter: _____

Commercial Hood: _____

Concrete: _____

Drywall/Plaster: _____

Electrical: _____

Elevator: _____

Excavator: _____

Garage: _____

Heating/Cooling: _____

Masonry: _____

Plumber: _____

Roofing: _____

Sewer/Water: _____

Siding: _____

Sign: _____

Other: _____

PLEASE READ THE FOLLOWING PROVISIONS AND SIGN BELOW:

I/We agree that all work performed under said permit will be in accordance with the site plan(s) and building plan(s) which accompany this application.

I/We understand that if the proposed structure or use violates the Zoning Ordinances of Crest Hill, the entire application will be returned to the applicant for further action to bring proposed structure into compliance with ordinance requirements.

I/We understand that if the permit is not paid for within 1 month from issuance, construction is not commenced within 6 months from issuance, or if construction is not completed and a final inspection for occupancy is not requested within one year of issuance the permit is void. If work is **not completed within one year** the original permit is void and must be renewed to continue work or request any further action.

I hereby certify that the proposed work is authorized by the owner of record and that I am the owner or have been authorized by the owner to make this application as his/her authorized agent and that all contractors listed and/or owners doing their own construction are true and accurate.

I/We understand it is my/our responsibility to contact the appropriate fire department for a commercial hood inspection.

I/We understand it is my/our responsibility to contact the appropriate Highway Authority if necessary.

Print Name _____

SIGNATURE _____ Date: _____

For office use only:

BUILDING

Approved By: _____ Date: _____

ENGINEERING

Approved By: _____ Date: _____

ZONING

Approved By: _____ Date: _____