
You must submit each of the checked items before we can process your application.

- Building Permit Application completely filled out and signed.
No permit will be issued without drawings submitted.
- Electrical Permit Application, signed by Supervising Electrician.
No permit will be issued without drawings submitted.
- Cash Bond.
- Copy of Electrician's registration. *We are following the Chicago Electrical Code.*
- Copy of Plumber's registration. *We are following the Chicago Plumbing Code.*
- Copy of State Roofing License.
- 4 sets of prints by Architect/Engineer (2 sets stamped and 2 sets unstamped).
- _____ # of set(s) of prints for new construction.
- Site Plan, Floor Plan or Sketches.
- Plat of Survey
- 1 copy of topography of entire plat and street, 50 ft. grid, U.S.G.S. grades.
- Real Estate Tax Index Number
- Estimated Value of the work being done. (Attach a copy of contract).
- Contractor's License.
- \$10,000 Surety Bond & Certificate of Insurance.