



4455 Sauk Trail  
Richton Park, IL 60471  
(708) 481-8950

**BUILDING PERMIT APPLICATION**  
Provide Plat of Survey &/or Site Plan & Bldg.

<b>OFFICE USE ONLY</b>
PERMIT NO.: _____
BUILDING PERMIT: _____
ELECTRIC: _____
PLUMBING: _____
WATER: _____
SEWER : _____
METER: _____
PLAN REVIEW: _____
SCHOOL IMPACT: _____
VILLAGE: _____
PARK: _____
ROAD: _____
OTHER: _____
TOTAL: _____
RECIPT #: _____

► **Application Date:** \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

► **Address of Site to be Improved:** \_\_\_\_\_

Property Index Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Lot Area: \_\_\_\_\_ Lot Size: \_\_\_\_\_ x \_\_\_\_\_

Building Area: \_\_\_\_\_ Building Size: \_\_\_\_\_ x \_\_\_\_\_

No. of stories: \_\_\_\_\_ No. of bedrooms: \_\_\_\_\_

► **Building Use:**

**Type of Construction:**

Residential  Industrial

New  Occupancy

Commercial  Other \_\_\_\_\_

Remodel  Other \_\_\_\_\_

► **Valuation of Construction:** \$ \_\_\_\_\_ (Labor & Material)

► **Project Description:** \_\_\_\_\_ **If replacing (doors/windows):#** \_\_\_\_\_

ALL CONTRACTORS MUST BE LICENSED WITH THE VILLAGE PRIOR TO PERMIT ISSUANCE.

► **Home Owner's Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

► **General Contractor:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Excavation: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Concrete: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Carpentry: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\*Plumbing: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Sewer/Water: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\*Electrical: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

HVAC: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\*Roofing: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Insulation: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Drywall: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Siding : \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Masonry: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Asphalt: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Other: \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\*\*\*ALL ITEMS MARKED WITH ARROWS MUST BE COMPLETED\*\*\*

# Notice

**This letter shall serve notice that it shall be the duty of the person doing the work authorized by a permit to notify the building official that such work is ready for inspection.** It shall be the duty of the person requesting any inspections required by the code to provide access to and means for inspections of such work.

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the building official. The building official upon notification shall make the requested inspections. Inspections will be performed only on work detailed in permit. He shall indicate the portion of the construction that is satisfactory as either completed, or shall notify the permit holder or an agent of the permit holder wherein the same fails to comply with the code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the building official.

**Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents, or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties and fines up to \$750 and possible removal of work completed to allow for the required inspections.**

A \$50 processing fee will be applied towards any permit fee refund request.

Thank You,

Regan Stockstell  
*Community Development Director*

▶ Print Name \_\_\_\_\_

▶ Date \_\_\_\_\_

▶ Signature \_\_\_\_\_

▶ Address \_\_\_\_\_

▶ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

**CALL J.U.L.I.E. (800-892-0123) 48 HOURS BEFORE YOU DIG!**

APPROVED BY:

\_\_\_\_\_  
Planning/Zoning Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Department

\_\_\_\_\_  
Date

