

# CITY OF CREST HILL BUILDING DEPARTMENT

Ray Soliman, Mayor

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## RESIDENTIAL PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit Number

Please print in black or blue ink

### OWNER AND CONTACT INFORMATION:

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

### LOCATION OF PROPOSED CONSTRUCTION:

PIN (Property Identification No.): \_\_\_\_\_

Street No: \_\_\_\_\_

Lot No: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Township: \_\_\_\_\_ Size in Acres: \_\_\_\_\_

### TYPE AND DESCRIPTION OF PROPOSED CONSTRUCTION:

( ) New ( ) Addition ( ) Remodel ( ) Fence ( ) Siding ( ) Driveway ( ) Patio  
( ) Deck ( ) Sewer/Water ( ) Swimming Pool ( ) Other: \_\_\_\_\_

Total cost of construction: \$ \_\_\_\_\_

Total square footage of building: \_\_\_\_\_ No. of stories: \_\_\_\_\_

Total lot coverage (includes buildings & hard surface): \_\_\_\_\_

Intended use of proposed structure: \_\_\_\_\_

Height of the building to the peak of the roof: \_\_\_\_\_ Dimensions of proposed structure: \_\_\_\_\_

Is a curb or a new driveway going to be installed ( ) Yes ( ) No

Will work enter upon City property, including easement, right of way, and the like which contains a City water and/or sewer line? ( ) Yes ( ) No

### IF NEW CONSTRUCTION, ADDITION, OR REMODEL:

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.

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

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

**If exterior accessory, copy of plat or survey with work marked including measurements is required.**

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: \_\_\_\_\_

Concrete: \_\_\_\_\_

Drywall/Plaster: \_\_\_\_\_

Electrical: \_\_\_\_\_

Elevator: \_\_\_\_\_

Excavator: \_\_\_\_\_

Garage: \_\_\_\_\_

Heating/Cooling: \_\_\_\_\_

Masonry: \_\_\_\_\_

Plumber: \_\_\_\_\_

Roofing: \_\_\_\_\_

Sewer/Water: \_\_\_\_\_

Siding: \_\_\_\_\_

Swimming Pool: \_\_\_\_\_

Other: \_\_\_\_\_

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.

**PLEASE READ THE FOLLOWING PROVISIONS AND SIGN BELOW:**

I/We agree to attach a copy of the Homeowner's Association approval if applicable.

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 your 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 Highway Authority if necessary.

**BUILDING PERMIT FEES ARE NON-REFUNDABLE.**

Approval signatures are not a guarantee that the property is free of violations or in compliance.

Print Name \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For office use only:**

**BUILDING**  
Approved By: \_\_\_\_\_ **Date:** \_\_\_\_\_

**ENGINEERING**  
Approved By: \_\_\_\_\_ **Date:** \_\_\_\_\_

**ZONING**  
Approved By: \_\_\_\_\_ **Date:** \_\_\_\_\_