



Village of Chicago Ridge
10455 South Ridgeland
Chicago Ridge, IL 60415
BUILDING DEPARTMENT
708-425-7700



BUILDING PERMIT APPLICATION INFORMATION SHEET

To prevent the delay of approval of your Building Permit Application, we offer the following information which is essential for processing your Permit.

1. Permit application must be typed or printed and you must have your Real Estate Tax Number.
2. If new construction, you must get address assignment from the Village of Chicago Ridge.
3. All contractors must be registered and/or provide insurance as required by the Village of Chicago Ridge. The Contractors Information Sheet (reverse) must be completed and submitted with application.
4. No roof or footing drains are permitted to discharge into the sanitary sewers. Downspouts are not permitted to drain toward abutting property lines. Splash blocks are to be installed with downspouts turned to the immediate front/rear of the property.
5. Overhead plumbing required on all new residential buildings and drain tile is required around inside perimeter footing and connected to a sump pump which must discharge into storm sewer if available. If not, to the rear of the house.
6. (Multiple (24 units and above) Industrial, Commercial, Warehouse, Sub-Divisions). An approved copy of a M.S.D. (Metropolitan Sanitary District) permit must accompany application. Including additions to Industrial, Commercial or Warehouse buildings.
7. Plans and plat of survey (in triplicate) must be submitted showing location from all lot lines of proposed building and existing buildings on the premises. Separate drawings on plumbing, electrical, heating, air-conditioning, storm and sanitary sewers are required.
8. All plans must bear the seal and signature of a licensed architect in the State of Illinois.
9. The Village of Chicago Ridge has adopted the present edition of the International Building and Mechanical Code that relates to buildings and mechanical and the City of Chicago electrical and plumbing code.
10. If you are constructing a swimming pool, garage or fence, ask for our information sheet.
11. Before a Building Permit will be issued by the Village of Chicago Ridge for a structure, other than a single family home or garage, a Site Grading and Development Plan must be submitted to the Village Engineer for review and approval.
12. On all new construction, sidewalks must be installed and driveways and approaches must be paved. Also, all parking lots must be paved.
13. It is the responsibility of the Contractor to call the following Utility Companies to advise when and at which location excavating will be done. Each company will stake out (if necessary) where their gas, electric, telephone, water and sewer facilities are located on said property and no excavating shall be started until this has been done or clearance given by them.

J.U.L.I.E. • 1-800-892-0123

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14. All Building Permits will be voided if construction has not been initiated within (6) six months and completed within (12) twelve months from date of issuance.
15. The Chicago Ridge Building Department must be advised of the legal owner of this property during the time of construction. Any change in ownership must be reported immediately to the Chicago Ridge Building Department.
16. Permit Card must be displayed on construction site at all times after issuance of a Building permit.
17. The Applicant, by the signing of the Building Permit Application, certifies to the correctness of the application and is hereby notified that the occupancy of the building or structure prior to the receiving of an approved occupancy permit holds both occupant and contractor in violation of the Building Code and subject to a fine not more than \$200.00 for each offense and each day constitutes a separate offense.

If you have any further questions, please contact the Building Department at the above listed phone number, during regular business hours.