



Village of Chicago Ridge Building Permit Application Information Sheet

*To prevent the **delay** of approval of your Building Permit Application, please read 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 ID 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 and bond 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. Multi-family (24 units and above), Industrial, Commercial, Warehouse, Sub-Division—An approved copy of a MWRD (Metropolitan Water Reclamation District) permit must accompany application. This includes additions to Industrial, Commercial, or Warehouse buildings.
7. On all new construction/additions or commercial/industrial remodeling, plans (5 copies) and plat of survey (3 copies) 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. **All plans** must bear the seal and signature of a **Licensed Architect** in the State of Illinois.
8. 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 Electric Code and Chicago Plumbing Code.
9. If you are constructing a swimming pool, garage or fence, ask for our information sheet.
10. Before a Building Permit will be issued by the Village of Chicago Ridge for any new structure, other than a garage, a Site Grading and Development Plan must be submitted to the Village Engineer for review and approval.
11. On all new construction, sidewalks must be installed and driveways and approaches must be paved. Also, all parking lots must be paved.
12. It is the responsibility of the Contractor to call JULIE to advise when and at which location excavating will be done. Each company will stake out (if necessary) where their gas, electric, telephone, cable, 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.
JULIE 1-800-892-0123
13. All Building Permits will be **voided** if construction has not been initiated within (6) six months and completed within (12) twelve months from the date of issuance.
14. 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 Building Department.
15. The Permit Card must be displayed on construction site at all times and be **visible from the street**.
16. 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 (708) 425-7700 during regular business hours.



Application for Building Permit

Village of Chicago Ridge
10455 S. Ridgeland Avenue, Chicago Ridge, IL 60415

Building Department
(708) 425-7700 fax (708) 425-9942
www.chicagoridge.org

Permit Number _____

| | |
|----------------------------|-----------------------|
| Owners Name _____ | Date _____ |
| Address _____ | |
| City _____ | State _____ Zip _____ |
| Address of work site _____ | Phone _____ |

It is unlawful to use or occupy any premises without first having secured a Certificate of Occupancy from the Building Department.

All Contractors must be registered and secure a permit with the Village before any work is started.

- Description
- Single Family Apartment Condominium Commercial Industrial
 - Garage Attached Detached
 - Addition Ground level Second story
 - Remodeling Interior Exterior
 - Storage/accessory
 - Swimming pool Above-ground In-ground
 - Air conditioner
 - Furnace
 - Fence
 - Other

Description of work being done _____

| | |
|---|-----------------|
| Property Index Number _____ | Valuation _____ |
| <p>Under penalties of law for intentional misrepresentation, I do declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the ordinances of the Village of Chicago Ridge and all amendments thereto. I realize that the information that I have affirmed hereon forms a basis for the issuance of a building permit. NOTICE-ANY AND ALL FEES PAID ARE NON-REFUNDABLE.</p> | |
| Applicant Signature _____ | |

Building Department Use Only

Permit: Approved Denied Date: _____

Signed (Building Commissioner/Inspector)

Fees

- Impact Fees _____
- Sewer: _____
- Water: _____
- General: _____
- School: _____
- Library: _____
- Park Dist.: _____
- Building Permit Fee _____
- Electrical Permit Fee _____
- Plumbing Permit Fee _____
- HVAC Permit Fee _____
- Water Tap Fee _____
- Sewer Tap Fee _____
- Water Use - Construction _____
- ICC Review Fee _____
- Building Review Fee _____
- Engineering Fee _____
- Occupancy Permit Fee _____
- Sidewalk Permit Fee _____
- Restoration Bond _____
- Landscape Escrow _____
- _____

Total Permit Costs _____



Village of Chicago Ridge Contractor Information Sheet

Property Owner: _____

Address of Project: _____

| Reg. | Lic. | Bond | Ins. | Name | Address | Phone |
|------|------|------|------|------------------|---------|-------|
| | | | | General | | |
| | | | | Carpenter | | |
| | | | | Sewer | | |
| | | | | Concrete | | |
| | | | | Electric | | |
| | | | | Drywall/siding | | |
| | | | | Mason | | |
| | | | | Painting | | |
| | | | | Sheet Metal/HVAC | | |
| | | | | Rofer | | |
| | | | | Plumber | | |
| | | | | Paving | | |
| | | | | Steel Erector | | |
| | | | | Excavator | | |
| | | | | Tile Setter | | |
| | | | | Landscape | | |
| | | | | Fence | | |
| | | | | Sprinkler | | |
| | | | | Architect | | |
| | | | | | | |
| | | | | | | |

I _____ (agent) of _____ (general contractor) hereby certify that the following list of contractors will be property Licensed prior to permit release and bonded as required by the Village of Chicago Ridge.