



RESIDENTIAL PERMIT APPLICATION CHECKLIST

Be sure you have all the items listed under your project before you apply.

DECK/PERGOLA/GAZEBO

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
ENGINEERING PLANS
PLAT OF SURVEY
ELECTRICAL LICENSE (IF APPLICABLE)
PLUMBING LICENSE-055, 058/CHICAGO, 060 (IF APPLICABLE)
PLUMBING LETTER OF INTENT (IF APPLICABLE)
HOMEOWNERS ASSOCIATION APPROVAL LETTER

DEMOLITION-INTERIOR

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS

DEMOLITION-RESIDENTIAL BUILDING

CONTRACT/SCOPE OF WORK
PLAT OF SURVEY
ELECTRICAL LICENSE
PLUMBING LICENSE-055, 058/CHICAGO
PLUMBING LETTER OF INTENT
FLAGG CREEK APPROVAL
HOMEOWNERS ASSOCIATION APPROVAL LETTER

DRIVEWAY

CONTRACT/SCOPE OF WORK
PLAT OF SURVEY-HIGHLIGHT THE AREA OF WORK
ENGINEERING PLANS-MAY BE REQUIRED
HOMEOWNERS ASSOCIATION APPROVAL LETTER

ELECTRICAL

CONTRACT/SCOPE OF WORK
ELECTRICAL LICENSE

ELEVATOR

CONTRACT/SCOPE OF WORK
OWNER/LANDLORD APPROVAL
EIS APPROVED ELEVATOR PLANS

ENGINEERING

CONTRACT/SCOPE OF WORK
ENGINEERING PLANS
PLAT OF SURVEY
HOMEOWNERS ASSOCIATION APPROVAL LETTER (IF APPLICABLE)

FENCE

CONTRACT/SCOPE OF WORK
IMAGE OF FENCE MATERIAL
PLAT OF SURVEY-DRAW/HIGHLIGHT FENCE LOCATION
HOMEOWNERS ASSOCIATION APPROVAL LETTER

FIRE SPRINKLER SYSTEMS AND ALARMS

APPLY WITH THE FIRE DEPARTMENT

GENERATOR

CONTRACT/SCOPE OF WORK
PLAT OF SURVEY
ELECTRICAL LICENSE
HOMEOWNERS ASSOCIATION APPROVAL LETTER

HOT WATER HEATER

CONTRACT/SCOPE OF WORK
PLUMBING LICENSE-055, 058/CHICAGO
PLUMBING LETTER OF INTENT

HVAC

CONTRACT/SCOPE OF WORK
ELECTRICAL LICENSE
ENERGY COMPLIANCE DOCUMENTATION

LAWN SPRINKLER

CONTRACT/SCOPE OF WORK
PLAT OF SURVEY SHOWING SPRINKLER HEADS, RPZ LOCATION
PLUMBING LICENSE-055, 058/CHICAGO, 060
PLUMBING LETTER OF INTENT
COVENANT RUNNING WITH THE LAND

MAILBOX

CONTRACT/SCOPE OF WORK
COVENANT RUNNING WITH THE LAND
PLAT OF SURVEY-SHOW LOCATION
HOMEOWNERS ASSOCIATION APPROVAL LETTER

PATIO

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
PLAT OF SURVEY
ELECTRICAL LICENSE (IF APPLICABLE)
PLUMBING LICENSE-055, 058/CHICAGO (IF APPLICABLE)
PLUMBING LETTER OF INTENT (IF APPLICABLE)
ENGINEERING PLANS-MAY BE REQUIRED
HOMEOWNERS ASSOCIATION APPROVAL LETTER

PLUMBING

CONTRACT/SCOPE OF WORK
PLUMBING LICENSE-055, 058/CHICAGO
PLUMBING LETTER OF INTENT

POD-PORTABLE STORAGE UNIT

CONTRACT/SCOPE OF WORK
HOMEOWNERS ASSOCIATION APPROVAL LETTER

POOL-ABOVE AND IN-GROUND

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
PLAT OF SURVEY
ENGINEERING PLANS
ELECTRICAL LICENSE
PLUMBING LICENSE-055, 058/CHICAGO, 060 (IF APPLICABLE)
PLUMBING LETTER OF INTENT (IF APPLICABLE)
POOL BARRIER-FENCE INSTALLATION REQUIRES SEPARATE PERMIT
HOMEOWNERS ASSOCIATION APPROVAL LETTER

RESIDENTIAL ADDITION

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
ENGINEERING PLANS
PLAT OF SURVEY
ROOFING LICENSE
ELECTRICAL LICENSE-(IF APPLICABLE)
PLUMBING LICENSE-055, 058/CHICAGO-(IF APPLICABLE)
PLUMBING LETTER OF INTENT-(IF APPLICABLE)
FLAGG CREEK APPROVAL
ENERGY COMPLIANCE DOCUMENTATION
SPOT SURVEY
ENGINEERING AS-BUILT
COVENANT RUNNING WITH THE LAND
GENERAL CONTRACTOR-ICC CERTIFICATION-(IF APPLICABLE)
HOMEOWNERS ASSOCIATION APPROVAL LETTER

RESIDENTIAL ALTERATION

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
PLAT OF SURVEY
ENGINEERING PLANS-MAY BE REQUIRED
ELECTRICAL LICENSE-(IF APPLICABLE)
PLUMBING LICENSE-055, 058/CHICAGO-(IF APPLICABLE)
PLUMBING LETTER OF INTENT-(IF APPLICABLE)
GENERAL CONTRACTOR-ICC CERTIFICATION-(IF APPLICABLE)

RESIDENTIAL ALTERATION- CONTINUED

ROOFING LICENSE-(IF APPLICABLE)
FLAGG CREEK APPROVAL-(IF APPLICABLE)
ENERGY COMPLIANCE DOCUMENTATION-(IF APPLICABLE)
COVENANT RUNNING WITH THE LAND-(IF APPLICABLE)

RESIDENTIAL NEW S/F

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
PLAT OF SURVEY
ENGINEERING PLANS
GENERAL CONTRACTOR-ICC CERTIFICATION
ROOFING LICENSE
ELECTRICAL LICENSE
PLUMBING LICENSE-055, 058/CHICAGO
PLUMBING LETTER OF INTENT
FLAGG CREEK APPROVAL
ENERGY COMPLIANCE DOCUMENTATION
HOMEOWNERS ASSOCIATION APPROVAL LETTER
SOIL REPORT
ENGINEERING AS-BUILT
SPOT SURVEY
COVENANT RUNNING WITH THE LAND
IMPACT FEE AFFIDAVIT
FIRE SPRINKLER SYSTEM-APPLY FOR PERMIT WITH THE FIRE DEPT.

ROOF

CONTRACT/SCOPE OF WORK
ROOFING LICENSE
HOMEOWNERS ASSOCIATION APPROVAL LETTER

SHED

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
PLAT OF SURVEY
ELECTRICAL LICENSE (IF APPLICABLE)
HOMEOWNERS ASSOCIATION APPROVAL LETTER

SIDEWALK

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
PLAT OF SURVEY
ENGINEERING PLANS-MAY BE REQUIRED
HOMEOWNERS ASSOCIATION APPROVAL LETTER

SIGN

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
PLAT OF SURVEY
ELECTRICAL LICENSE-(IF APPLICABLE)
HOMEOWNERS ASSOCIATION APPROVAL LETTER

SOLAR

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
ROOFING LICENSE
ELECTRICAL LICENSE
HOMEOWNERS ASSOCIATION APPROVAL LETTER

TENT

CONTRACT/SCOPE OF WORK
PLAT OF SURVEY-SHOW LOCATION
TENT CHECKLIST-DOWNLOAD FORM IN APPLICATION
HOMEOWNERS ASSOCIATION APPROVAL LETTER

WINDOWS/DOORS

CONTRACT/SCOPE OF WORK
ENERGY COMPLIANCE DOCUMENTATION
HOMEOWNERS ASSOCIATION APPROVAL LETTER