



300 Portwine Road Riverwoods IL 60015 (847)-945-3990 fax (847)-945-4059

BUILDING PERMIT APPLICATION & CONTRACTORS REGISTRATION

INSTRUCTIONS FOR APPLYING FOR A PERMIT

Please complete this application and submit to the buildings department with the following:

- 2 COPIES OF THE PLANS, SPECIFICATIONS OR SCOPE OF WORK
- 2 COPIES OF THE PLAT OF SURVEY WHICH ARE UP TO DATE FOR EXTERNAL PROJECTS
- A COPY OF ALL CONTRACTORS CERTIFICATE OF LIABILITY INSURANCE NAMING THE VILLAGE OF RIVERWOODS AS THE ADDITIONALLY INSURED/CERTIFICATE HOLDER
- A COPY OF RELEVANT LICENSES FOR PLUMBER, ELECTRICIAN, OR ROOFER

NOTE: For larger projects such as new home construction or building additions, different submittal requirements apply. Please contact mrichardson@riverwoods-il.net for more information.

| <u>APPLICANT INFORMATION</u> | <u>OWNER INFORMATION</u> |
|------------------------------|--------------------------|
| NAME _____ | NAME(S) _____ |
| ADDRESS _____ | ADDRESS _____ |
| PHONE # _____ | PHONE # _____ |
| EMAIL _____ | EMAIL _____ |

TYPE OF PERMIT

ESTIMATED VALUE OF CONSTRUCTION _____

DESCRIPTION/SCOPE OF WORK (Please attach additional information on separate sheet):

- INSPECTIONS ARE REQUIRED ON ALL PERMITS.
- THERE IS A \$75.00 FEE FOR FAILED INSPECTIONS.
- ROAD WEIGHT LIMITS ARE 6 TONS PER AXLE MAXIMUM FOR DIVISIBLE LOADS.
- WORK HOURS ARE FROM MONDAY-FRIDAY 7:30AM - 7:00PM. SATURDAY 8:30AM-5:00PM
- **ADDITIONAL CONSULTANT FEES MAY INCUR AFTER THE PERMIT HAS BEEN ISSUED**
- **BY SIGNING THIS APPLICATION THE APPLICANT AND OWNER AGREE TO THESE TERMS AND CONDITIONS**

Signature of applicant

Approved by

Date

Date

Rob Durning, **Director of Community Services**
Meghan Richardson, **Buildings Department Coordinator**

rdurning@riverwoods-il.net
mrichardson@riverwoods-il.net

CONTRACTORS REGISTRATION (Click highlighted field to enter applicable information)

| | |
|--|---|
| <u>ARCHITECT</u> | NAME _____ PHONE # _____ ADDRESS _____ EMAIL _____ |
| <u>CONCRETE</u> | NAME _____ PHONE # _____ ADDRESS _____ EMAIL _____ |
| <u>ELECTRICAL</u> _____ License # | NAME _____ PHONE # _____ ADDRESS _____ EMAIL _____ |
| <u>GENERAL CONTRACTOR</u> | NAME _____ PHONE # _____ ADDRESS _____ EMAIL _____ |
| <u>MECHANICAL</u> _____ License # | NAME _____ PHONE # _____ ADDRESS _____ EMAIL _____ |
| <u>PLUMBER</u> _____ License # | NAME _____ PHONE # _____ ADDRESS _____ EMAIL _____ |
| <u>ROOFER</u> _____ License # | NAME _____ PHONE# _____ ADDRESS _____ EMAIL _____ |