



# VILLAGE OF LINCOLNWOOD

6900 Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402

[www.lincolnwoodil.org](http://www.lincolnwoodil.org) | [commdev@lwd.org](mailto:commdev@lwd.org)



## Amendment Request Form

Use this form for all building plan changes after a previously approved building permit was issued.

For an amendment, an application must be submitted through our online portal at [lincolnwood.onlama.com](http://lincolnwood.onlama.com) (you can also access the portal by scanning QR code above). You will need to apply for the same type of permit as your original permit and in the description for the new permit reference the original permit number.

As a part of the new application, we will require an updated proposal that shows a detailed scope of work for the proposed amended work along with the valuation of the proposed amended work. This document should be included as an optional submittal on that new application.

Please note that inspections cannot be called for nor completed on the original permit until prior approval of all amended building plans. If the original plans were signed and sealed by a licensed design professional, his or her seal and signature is required on the submitted plans, documents or letters. Full size sheets matching the previously approved set of plans must be submitted at time of request. Plan changes shall be clouded/bubbled with revision numbers.

Property Owner: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Permit number: \_\_\_\_\_  
Original Permit Issuance Date: \_\_\_\_\_  
Date of Amendment Request: \_\_\_\_\_

Provide a written description of all requested plan changes.

Valuation of changes: \_\_\_\_\_

Signature of Owner or Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Official or Zoning Officer