



VILLAGE OF LINCOLNWOOD

6900 Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402
www.lincolnwoodil.org | commdev@lwd.org

Building Permit Application

*** Please complete both pages as pertains to this project ***

Property Address: _____ **Project Value:** \$ _____

Type of property: Residential Commercial

Does this improvement include a new USE on the property? Yes No

If yes, describe the new USE: _____

Property Owner or Business Tenant: _____

Address: _____ City, State Zip: _____

Phone: _____ Email (required): _____

Applicant Name (if not the property owner): _____ Company: _____

Address: _____ City, State Zip: _____

Phone: _____ Email (required): _____

Description of Work: _____

Is the total new impervious work over 500 square feet in area? Yes No If yes, an engineering review is required.

Type of Work/Improvement: (* indicates that the type of work is its own separate permit from any other work)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Fence * | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Tenant Build-out |
| <input type="checkbox"/> Air Conditioner | <input type="checkbox"/> Fire Damage Repair | <input type="checkbox"/> Patios, Walks or Landings | <input type="checkbox"/> Tent * |
| <input type="checkbox"/> Basement Remodel | <input type="checkbox"/> Furnace/Boiler | <input type="checkbox"/> Plumbing only | <input type="checkbox"/> Trailer * |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Generator * | <input type="checkbox"/> Roof * | <input type="checkbox"/> Tree Removal * |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Hot Tub * | <input type="checkbox"/> Sewer Repair | <input type="checkbox"/> Water Heater |
| <input type="checkbox"/> Detached Garage * | <input type="checkbox"/> Interior Remodel | <input type="checkbox"/> Shed * | <input type="checkbox"/> Window or Door * |
| <input type="checkbox"/> Driveway * | <input type="checkbox"/> Lawn Sprinkler/RPZ * | <input type="checkbox"/> Signs * | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Electrical only | <input type="checkbox"/> Mechanical only | <input type="checkbox"/> Swimming Pool * | |
| <input type="checkbox"/> Elevator | <input type="checkbox"/> New Construction | | |

Contractors: All contractors must be licensed prior to issuance of the permit. The General Contractor is responsible for submitting all valid licensed contractor's information. Misrepresentation of information on this application may result in revocation of the permit. Any change in contractors **MUST** be submitted in writing **IMMEDIATELY**.

Architect: _____ Address: _____ Phone: _____

General Contractor: _____ Address: _____ Phone: _____

Carpenter: _____ Address: _____ Phone: _____

Cement: _____ Address: _____ Phone: _____

Excavator: _____ Address: _____ Phone: _____

Fence: _____ Address: _____ Phone: _____

Mechanical: _____ Address: _____ Phone: _____

Electric: _____ Address: _____ Phone: _____

Plumbing/Sewer: _____ Address: _____ Phone: _____

Roofer: _____ Address: _____ Phone: _____

Sign: _____ Address: _____ Phone: _____

In consideration of this application and attached forms being made a part thereof and the issuance of the permit, I will comply with the rules and regulations set forth in the Lincolnwood Municipal Code and all work performed under said permit will be in accordance with the approved plans and specifications which accompany this application. No error or omission in either the plans or application, whether said plans or application have been approved by the Building Official or not, shall permit or relieve the applicant from constructing the work in any other manner than that provided for in the municipal code of this Village relating thereto. The applicant agrees to pay all Plan Review Fees whether they receive a permit or not. The applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of my knowledge and belief.

Signature of Owner or Agent: _____ **Date:** _____

Permit # _____

Permit Fees \$ _____

New Commercial Construction: New Commercial Bldg. / Addition / Interior Remodel / Tenant Build-Out
Improvement sq. ft.: _____ Use Group: _____ Zoning District: _____ Type of Construction: _____
Building Dimensions: _____ Stories: _____ Sq. Ft. per floor: _____ Total Sq. Ft. of Building: _____
of Bedrooms: _____ Basement: Full / Crawl / None Attached Garage: Yes / No

New Residential Construction: New Residential Bldg. / Addition / Interior Remodel
Improvement sq. ft.: _____ Use Group: _____ Zoning District: _____ Type of Construction: _____
Building Dimensions: _____ Stories: _____ Sq. Ft. per floor: _____ Total Sq. Ft. of Building: _____
of Bedrooms: _____ Basement: Full / Crawl / None Attached Garage: Yes / No

Mechanical:
Type of Heat: _____ BTU's: _____ High Efficiency: Yes / No
AC size: _____ ton New Location: Yes / No Other: _____

Electrical:
of new circuits: _____ Panel: New / Existing Panel Size: _____ Low Voltage System Type: _____

Plumbing:
of Fixtures: _____ # of Cleanouts: _____ # of Floor Drains: _____ # of Sump Pumps: _____
of Water Heaters: _____ # of Backflow Devices: _____ # of Lawn Sprinkler Heads: _____

Accessory Structure: Shed / Deck / Detached Garage / Gazebo / Trailer / Other: _____
Dimensions: _____ x _____ Height: _____ Total sq. ft.: _____ Electrical: Yes / No

Driveway and/or Apron:
Dimensions: _____ x _____ Expansion: Yes / No Material: Concrete / Asphalt / Brick
Width of Driveway at Sidewalk: _____ Width of Apron at Sidewalk: _____ Width of Apron at Curb: _____

Flatwork: Patio / Sidewalk / Landing and/or Stairs / Garage Slab / Other Flatwork: _____
Dimensions: _____ x _____ Total sq. ft.: _____ Material: Concrete / Asphalt / Brick
of Risers for Stairs: _____ Guard Rail: Yes / No Handrail: Yes / No

Sewer Repair:
Cleanout: Yes / No Distance from Foundation: _____ Work in R.O.W.: Yes / No

Fence: New / Repair / Replacement
Height: _____ Linear Feet: _____ Style: _____ Percent Open: _____
Material: Coated Chain Link (black / green / brown) Wrought Iron / Aluminum Composite Material Wood

Disclaimer: It is the responsibility of both the property owner and/or contractor to ensure that the fence installation is accurately installed on the subject property and does not encroach upon adjacent properties or public right-of-ways. The Village of Lincolnwood expressly disclaims any liability for improper fence installation, property encroachments, or any property dispute that may arise from a fence installation. Fences installed in utility easements may be subject to removal by utility companies performing work. In such cases, any fence replacement is the responsibility of the owner.

Sign: Illuminated / Non-Illuminated
Type of Permanent Sign: Ground / Wall / Mansard / Canopy / Changeable Copy / Window / Awning / Tenant Panel
Type of Temporary Sign: Special Event / Grand Opening / For Sale, Rent or Lease / Other: _____

Disclaimer: It is the responsibility of both the tenant and/or contractor to ensure that the sign installation shall comply with this permit and with the adopted electrical code, landscape and local ordinance requirements. The issuance of this permit does not in any way invalidate any of the above referenced requirements.

Pools: In-ground pool / above-ground pool / hot tub
Dimensions: _____ x _____ Electric: Yes / No Mechanical (gas heater): Yes / No
Fence: Existing / New (separate permit is required for a fence)

Elevator: New Elevator / Modification to Existing
Type: _____ Power Type: _____ # of Stories: _____