

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

Timothy P. Bleuher COMMISSIONER OF
BUILDING AND ZONING OF COOK COUNTY



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<https://www.cookcountyil.gov/agency/building-and-zoning-0>

PERMIT TIPS

*Would you like to have your building permit reviewed as quickly as possible?
Would you like the permit process to be stress-free?*

We hope that a careful review of the following tips will help to facilitate the permit review and issuance process.

1. Before completing the permit application, please refer to the applicable sections link below for the application submittals necessary for the type of work to be done.
2. Present a complete permit application package (see reverse side for a basic, minimum check off guide). The Department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 25MB or less are required to email their submittals in PDF format to intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on a flash drive or CD (PDF format).

After you have received a permit application number, you can visit the link below to check the status of your permit as it gets reviewed. You can also register your email to get notification as your permit status gets updated.

<http://bzpermits.cookcountyil.gov/permit-status/>

Please wait for the Department of Building and Zoning to send you Notification asking you to address comments and deficiencies following the technical permit process.

The Notice will outline each department's concerns or questions (i.e., zoning, architectural, plumbing, electrical, contractor registration, and other).

In order to best serve you and your permit process at this point, we would ask that you address the deficiencies after you get the Notice. Send in your responses to permitcontrol.bnz@cookcountyil.gov. It is most expeditious for permit review, if the majority of deficiency items are submitted at one time rather than in a piecemeal fashion. An itemized response addressing each comment in the review documents is required.

3. If your application submittal did not have any deficiencies or upon satisfaction of all permit deficiencies, your permit application is approved and ready for issuance, **Please be advised**, that you will be sent an invoice by mail of the permit fee to be remitted. Upon receipt of payment, we will mail you the building permit.

Of course, after notification, you can bring the permit fee, by check only, in person, and you will immediately be issued the building permit.

4. Inspections are required all during the construction process. Upon issuance of your permit, you will receive the name and phone numbers of the field inspectors and the stages of construction which must be inspected.

5. Two critical submissions are required during applicable construction, a spot survey and a final grade survey; please refer to the Site Engineering Guidance for additional information.

Your cooperation in adhering to these procedures will help us to better serve you during the permit process. If you have any questions or need additional assistance, please do not hesitate to contact the Department of Building and Zoning. Thank you.

Timothy P. Bleuher
Commissioner



SUBMISSION REQUIREMENTS

1. Complete the application form in its entirety for the scope of work you are applying for.
2. Do you have the following for new construction submittal?
 - a. Plat of Survey signed and sealed with a current date (must be less than five years old).
 - b. Site Plan showing location of a proposed project on the site.
 - c. Set of signed and sealed architectural drawings.
 - d. If construction is being served by a septic field, you must have Cook County Department of Public Health approval of the septic system at the time of submittal.
3. Did you know you also will need items such as?
 - a. Sewer and water hook-up/tap-in letter.
 - b. Well permit (if not served by public water system).
 - c. Driveway permits.
 - d. Furnace, a/c and whirlpool brochures.
 - e. Approval of any other AHJ (Authority Having Jurisdiction) that shares jurisdiction: township, fire district, homeowner's associations, MWRD, IEPA etc.
4. Did the architect include all of the items required by the architectural advisory?
5. Did you submit (1) set of site engineering plans? Engineering submittals are required for:
 - a. Free standing buildings on vacant property;
 - b. Accessory buildings 625 square feet or larger;
 - c. Grade changes of 4 inches or more;
 - d. New pavement areas of 400 square feet or more or in common side yards;
 - e. Additions in common side yards;
 - f. Any work on property which includes a Special Flood Hazard Area (floodplain); and
 - g. Projects requiring permits from other agencies which require County review and approval.Refer to the Site Engineering Guidance for submittal requirements.

6. All contractors performing work on your proposed project must be registered with the Cook County Department of Building and Zoning (not the City of Chicago). Their registration must be current for the year. They must give you a letter of intent (to be submitted at time of permit application) and this letter must be signed by the authorized signature of the person registered with us.

7. Please note some fire protection districts in Cook County requiring all new construction, including single-family homes to be sprinkled. Please check with your local fire district for their requirements.

8. If the proposed work is in a Floodplain, Floodway or adjacent to wetlands or otherwise protected areas, please refer to Chapter 106 – Floodplains in the Code of Ordinances of Cook County, Illinois.

NOTE: Being certain of your contractors and their registration can save you many days of delay. To check contractor registration, you can call the following departments:

Ciro Gaimari, Plumbing Plan Examiner at 312.603.0514 ciro.gaimari@cookcountyil.gov
Sean Pierce, Electrical Plan Examiner at 312.603.0515 sean.pierce@cookcountyil.gov
Arthelia Gause, General and others at 312.603.0512 arthelia.gause@cookcountyil.gov

Please be advised that the aforementioned items mostly relate to new construction. If you are performing a different type of project, please call us so that we can give you specific information related to your proposed project.

For digital submission of application and supporting documents, please refer to our web site:

<https://www.cookcountyil.gov/agency/building-and-zoning-0>

Important Links:

<https://www.cookcountyil.gov/service/payments>

<https://www.cookcountyil.gov/service/e-permits>

To check the **Status of your Permit** please go to our website at: <http://bzpermits.cookcountyil.gov/permit-status/>
You will need your Permit# and PIN to access it. You can also register your email to receive automatic updates.

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