# DEPARTMENT OF BUILDING AND ZONING OF COOK COUNTY, ILLINOIS

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http://www.cookcountyil.gov/building-and-zoning

	DESCRIPTI	ON OF WOR	K	PERMIT INSTRU
□ Construct	☐ Remodel	□ Repair	☐ Demolish	Before Apply
□ Masonry	☐ Frame	☐ Garage	☐ Shed	
□ Reroof	□ Deck		☐ Pool / Spa	Refer to the Permit Requirements Se Building & Zoning Website. Subr
<ul><li>☐ Flatwork</li><li>☐ Cell Site</li></ul>	<ul><li>☐ Generator</li><li>☐ Site Grading</li></ul>		□ Sign □ Doors	documents will reduce deficiencies an
				Complete the App
	escribe)			<ul> <li>Check the boxes to the left that a</li> </ul>
	of Work \$ rect a violation, provi			A Real Estate Index Number (PIN
ii applyiilg to col	PROPERTY	·		for a permit. You can find the PIN bill or by using the Cook Viewer A
5 .5	_		_	<ul> <li>Provide the property address and</li> </ul>
				proposed use if applicable).
Existing Building	1 & 1			<ul> <li>List all contractors performing wo Contractor Registration number for</li> </ul>
Proposed Building		performing. If the homeowner wil		
R	REGISTERED			their property they must get regis contractor with Cook County. The and all contractors on the job, mu of intent
	s or homeowners per county Building & Zor			<ul> <li>Provide the estimated cost of wor</li> </ul>
Contractor N	lame	Trade	CC Reg. #	<ul> <li>All applications MUST check app sewage disposal boxes regardles</li> </ul>
			<del></del>	Submit the Application
				The completed application and redrawings must be scanned clear format. Attach the files in an em
				intake.bnz@cookco
		<del>-</del>		The intake department will reply
			<del></del>	number which will be used to track
				View Permit St
		<del>-</del>		The link to the <u>Permit Status Page</u> Building Permit Section of the Cook of Website. Starting one calendar day digit permit review number, check y
	PLUMBING II			Resolving Defici
Water Supply:	■ W Health Dept. Number:			We recommend waiting until a
	P			reviewed your application before s
Sewage Dispos		ewer DS		additional documents to the perr
			•	If we request revisons to a set of submittals shall include the original su
-	drawings in a single file. The vo		drawings in a single file. The voided	
Number of Plum				"VOID" in the upper right hand corne the same for all Architectural, Civ
_				Additional documents like surveys, ag
	LECTRICAL			letters of intent, descriptions of work s from the drawings. All revised drawin
	e E ge of all circuits			permitcontrol.bnz@coc
Low Voltage:	g <u></u>			Final Approval and
☐ Smoke Detect	ors 🗆 Cable 🗆	Telephone □ Da	ta □ Audio	Payment is made after the permit h
□ Intercom □	Security System I	☐ Central Vacuum	☐ Other	invoiced. You can pay by credit car will be mailed to you. You permit for
I certify that the s knowledge and be	APPLICANT I tatements in this applic lief; and, that all constr lrawings and specificat	ation are true and cor- uction work under the	rect to the best of my proposed permit will	If you are picking up a permit in p check or money order and receive the day. Cash and credit cards a
conform to the C	ook County Building as	nd Zoning Ordinance,	as amended. Further,	If applicable, approved plans will be address provice
Ordinances, un	t I have received the derstand them and wi fter erection, constructi	ll abide by applicable	provisions before,	The applicant has until 30 days approved permits from the date of shall inform the Building Commis
	ized Agent			she does not intend to move for
	SS			OFFICE USE
			_	Permit # Zonir
	eer (If applicable)			
AICHILECL / Engin	eer (II applicable)			

## **CTIONS**

#### ing

ection of the Cook County mitting all the required d facilitate faster approval.

#### lication

- pply to the scope of work.
- I) is REQUIRED to apply N on a recent property tax Application online.
- existing use (and
- ork and their Cook County or the trade they are II be performing work on tered as a homeowner e homeowner doing work ist provide signed letters
- olicable water supply and ss of the scope of work.

#### and Documents

quired documents and rly and saved in PDF ail and send them to

## <u>untyil.gov</u>

with a permit review k status of your permit.

#### tatus 🖟

can be found under the County Building & Zoning y after receiving your six our permit status online.

### iencies

all departments have submitting revisions and nit control department

drawings, all revised ubmittal plus the corrected drawings will be marked er. The process shall be vil and MEP drawings.

gency approval letters, shall be seperate pdf files ngs and documents go to:

### kcountyil.gov

## d Payment

has been approved and rd and the permit placard ee includes inspections

person, you can pay by ne approved permit sameare NOT accepted. e emailed to the email led

to make payment for f invoice. The applicant sioner in writing if he or ward with the project.

#### ONLY

Permit #	Zoning Plan Examiner
	Date: