COOK COUNTY BUILDING PERMIT PROCESS

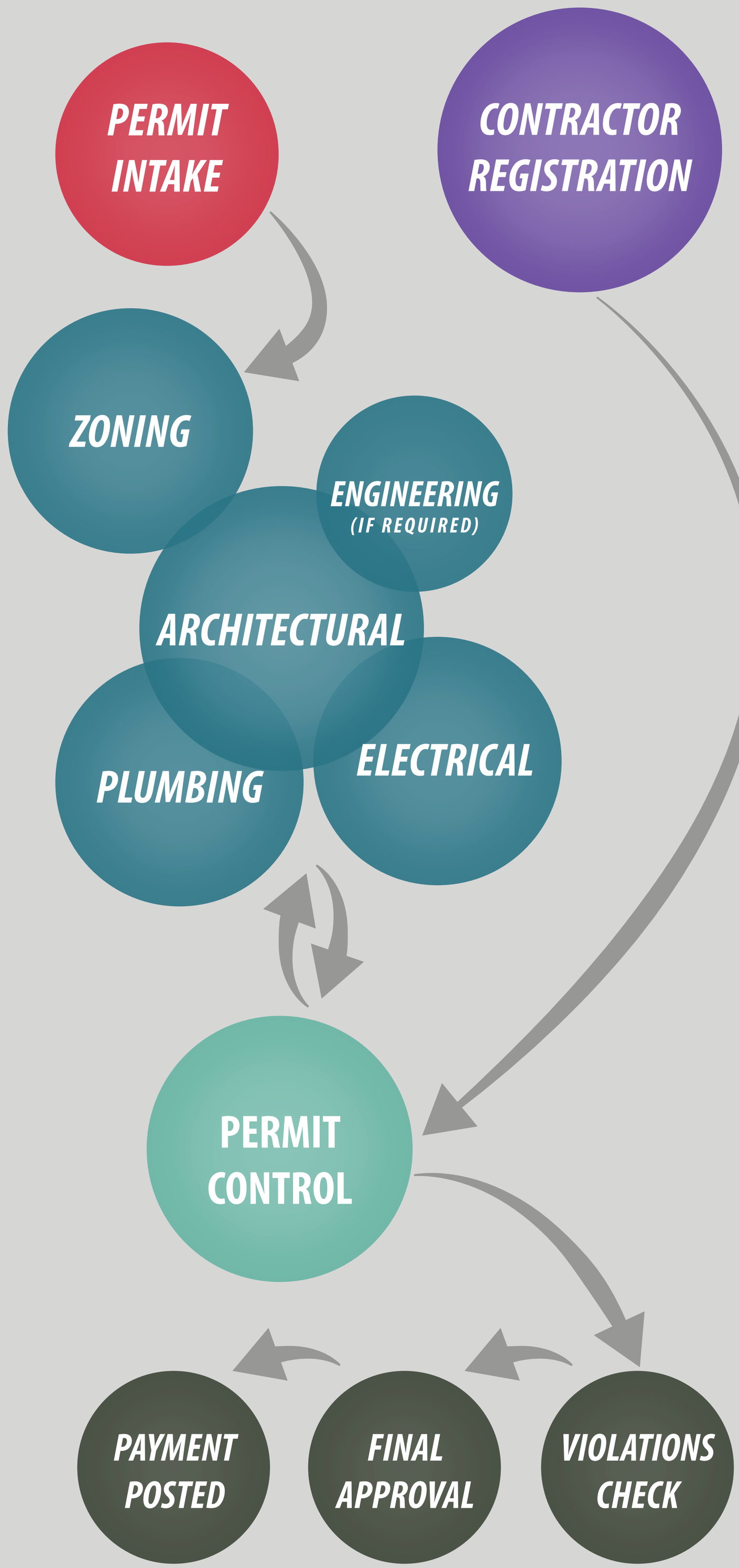
1 CONTRACTOR REGISTRATION
Before applying for a building permit, all contractors working at the property or the homeowner doing their own work must register with Cook County in person.

2 PERMIT APPLICATION
Complete the building permit application and scan to PDF all surveys, drawings, letters, outside approvals, contracts, and brochures. Email to: **intake.bnz@cookcountyil.gov**

3 CHECK PERMIT STATUS
After you have been assigned a 6-digit permit review number, you must visit the Cook County Building and Zoning website or Google "Cook County Permit Status"

4 MAKE REVISIONS IF NEEDED
More complex permits need revisions or additional documents more often than not. Carefully read reviewer comments and make the necessary edits.

5 ADD OR REVISE MATERIALS
All additional documents or plan revisions go to **permitcontrol.bnz@cookcountyil.gov** Never send revisions to the individual reviewers unless asked to do so.

6 CONTINUE CHECKING STATUS
Once permit control uploads the revised documents, they will be distributed to the reviewers for another round of reviews. Please allow time during busy seasons.

7 PAY AND PERMIT PICK-UP
When your permit is approved, payment information is sent to the cashier and posted online. You can pay online and the permit will be mailed or pay in person by check.