



PERMIT APPLICATION

Development Services Department

Property Owner Information			
Full Name			
Owner Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Property Information			
Property Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
PIN(s)			
Subdivision / Lot			
Applicant / Primary Contact Information (if different than owner)			
Full Name	<i>Last:</i>	<i>First:</i>	
Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Company Name			

Classification of Work:

Residential Commercial Site Development Right-of-Way Temporary Demolition

Multi-Family

Description of Work:

Addition	Elevator	Occupancy	Stormwater Facility
Accessory Building	Fence	Patio	Swimming Pool
Alternative Energy	Fill / Grading	Paving / Striping	Telecommunications
Damage Repair	Fire Alarm	Plumbing	Tent
Deck	Fire Suppression	Remodel	Public Utility
Driveway	HVAC	Re-Roof	Water Service
Electrical Service	Irrigation	Sanitary Service	Windows / Doors
Electrical	New	Sign	

Other _____

Scope of Work: _____

Cost of Construction (materials and labor): _____ Total Square Footage: _____

Total Area of Disturbed Land: _____

Is the purpose of this application to address an ordinance or code violation? Yes No

GENERAL SUBMITTAL REQUIREMENTS (Please consult with Village staff prior to submission):

Plat of Survey: A plat of survey depicting lot lines, setbacks, easements, existing structures, and the proposed structures, drawn to scale, is required for all construction activity that includes on ground improvements. Two copies of the plat of survey must be submitted to be considered a complete application.

Site Plan: A site plan prepared by an Illinois licensed Professional Engineer is required for all site work necessitating the change of existing grade, impacting the drainage of surrounding properties, or projects involving the disturbance of greater than 5,000 square feet of ground area. Three copies of the site plan must be submitted to be considered a complete application.

Architectural / Structural Plans: When required, architectural and structural plans sealed by the appropriate Illinois licensed design professional shall be submitted. Two copies must be submitted to be considered a complete application.

Scope of Work / Sketch / Specifications: For projects determined to not require sealed architectural or structural plans, manufacturer specifications, a detailed scope of work, and a basic sketch plan shall be submitted. Two copies are required.

PLEASE READ THE FOLLOWING PROVISIONS AND SIGN BELOW:

- a. I agree to comply with all local, state and federal laws including the adopted building codes and ordinances of the Village of Lisle.
- b. With reasonable notice, I consent to the entry in or upon the premises described in this application by any authorized official of the Village of Lisle for the purposes of completing any reviews or for the reports deemed necessary by the submittal of this application or for the purpose of posting, maintaining, or removing such notices as may be required by law, or for the purpose of inspecting the premises and uses thereon for compliance with the terms and conditions of the building permit.
- c. I have read the Village of Lisle Annual Fee Ordinance and acknowledge that this permit application is subject to application fees. I further acknowledge that application fees shall not be refunded or waived, except as may be determined on a case-by- case basis, by the Village of Lisle Board of Trustees.
- d. I understand that if construction does not commence within 90 days of permit issuance, or if construction is not completed and a final inspection for occupancy is not requested within 2 years of permit issuance, the permit is void.
- e. I hereby certify that the signature below is the signature of the owner of record.
- f. The owner and applicant agrees that the owner and applicant shall be jointly and severally liable for payment of fees referred to in Section 1-14-1 of the Village Code (Recovery of Professional Fees). Professional fees may be assessed in conjunction with engineering plan reviews and inspections; landscape architect plan reviews and inspections; building plan reviews and inspections; fire alarm and suppression system reviews and inspections; and Village Attorney related legal work.

Owner of Record Name: _____

Signature of Owner of Record: _____

Date: _____

Contractor List

General Contractor

Company: _____

Phone: _____

Email: _____

Alarm

Company: _____

Phone: _____

Email: _____

Carpentry

Company: _____

Phone: _____

Email: _____

Concrete

Company: _____

Phone: _____

Email: _____

Damp / Water Proofing

Company: _____

Phone: _____

Email: _____

Demolition

Company: _____

Phone: _____

Email: _____

Drywall

Company: _____

Phone: _____

Email: _____

Electrical

Company: _____

Phone: _____

Email: _____

Elevator

Company: _____

Phone: _____

Email: _____

Excavation

Company: _____

Phone: _____

Email: _____

Fence

Company: _____

Phone: _____

Email: _____

Fire Suppression

Company: _____

Phone: _____

Email: _____

HVAC

Company: _____

Phone: _____

Email: _____

Insulation

Company: _____

Phone: _____

Email: _____

Lawn Irrigation

Company: _____

Phone: _____

Email: _____

060#

Masonry

Company: _____

Phone: _____

Email: _____

Mechanical Piping

Company: _____

Phone: _____

Email: _____

Paving

Company: _____

Phone: _____

Email: _____

Plumbing

Company: _____

Phone: _____

Email: _____

055#

Roofing

Company: _____

Phone: _____

Email: _____

License#

Siding

Company: _____

Phone: _____

Email: _____

Sign

Company: _____

Phone: _____

Email: _____

Structural Steel

Company: _____

Phone: _____

Email: _____

Swimming Pool

Company: _____

Phone: _____

Email: _____

Window / Door

Company: _____

Phone: _____

Email: _____



PERMIT #: _____
ESCROW #: _____
ACCOUNT #: _____

SECURITY DEPOSIT

ADDRESS OF PERMITTED WORK: _____

PERSON/FIRM MAKING DEPOSIT (TO WHOM MONEY WILL BE REFUNDED)

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: (_____) _____

SIGNATURE

APPLYING FOR A PERMIT TO: _____

FOLLOWING SECTIONS TO BE COMPLETED BY VILLAGE

AMOUNT OF DEPOSIT: _____

\$5.00 APPLICATION FEE: _____

TOTAL: _____

(AMOUNT TO BE INCLUDED WITH PERMIT FEES DUE AT PERMIT ISSUANCE)

THIS SECURITY DEPOSIT IS BEING MADE IN ACCORDANCE WITH THE VILLAGE OF LISLE ANNUAL FEE ORDINANCE TO GUARANTEE COMPLETION OF WORK MENTIONED ABOVE. THIS DEPOSIT WILL BE REFUNDED WHEN THE VILLAGE DETERMINES THAT THE WORK HAS BEEN PROPERLY COMPLETED.

REFUND RELEASE

APPROVED FOR REFUND BY: _____ DATE: _____

AGENT SIGNATURE: _____ DATE: _____