



## Building Permit Application

The Village of Oak Park  
Building & Property Standards  
123 Madison St.  
Oak Park, IL 60302

708.358.5430  
708.358.5441 fax  
building@oak-park.us  
www.oak-park.us/building

### SECTION I - GENERAL INFORMATION

Project Address	Unit #	Property Index #
Property/Building Owner's Name	Property/Building Owner's Mailing Address	
Property/Building Owner's Phone #	Property/Building Owner's Cell Phone #	Property/Building Owner's E-mail Address

### SECTION II - PRIMARY STRUCTURE USE

Check only one

- ☐ Single-family (detached)  
☐ Single-family (attached)  
☐ Two-family  
☐ Three-family  
☐ Four-family  
☐ Five-family or more  
☐ Commercial  
☐ Mixed-use  
☐ Public  
Is the structure a condominium?  
☐ Yes ☐ No

### SECTION III - TYPE OF WORK

Primary Structure

Check only one

- ☐ New construction  
☐ Modification/new footprint  
☐ Modification/same footprint  
☐ Remodel/new space  
☐ Remodel/existing space  
☐ Remodel/exterior only  
☐ Repair  
☐ Other  
☐ Not applicable

### Accessory Structure

Check only one

- ☐ New construction  
☐ Modification/new footprint  
☐ Modification/same footprint  
☐ Remodel/new space  
☐ Remodel/existing space  
☐ Remodel/exterior only  
☐ Repair  
☐ Other  
☐ Not applicable

### Site

Check all that apply

- ☐ Fence  
☐ Patio  
☐ Sidewalk  
☐ Driveway  
☐ Parking Pad  
☐ Other \_\_\_\_\_

### SECTION IV - PROJECT DETAILS

Project Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Value \$ \_\_\_\_\_ Application is to correct a notice of violation? ☐ Yes ☐ No

### SECTION V - CONTRACTOR INFORMATION - List each applicable contractor name, address and phone number

General \_\_\_\_\_  
Concrete (foundation) \_\_\_\_\_  
Framing \_\_\_\_\_  
Insulation \_\_\_\_\_  
Drywall \_\_\_\_\_  
Windows/Doors \_\_\_\_\_  
Roofing \_\_\_\_\_  
Masonry \_\_\_\_\_  
Concrete (flat work) \_\_\_\_\_  
Other \_\_\_\_\_

### SECTION VI - APPLICANT INFORMATION

I, the undersigned, certify that I have proper authority to apply for this building permit, that all contractors have consented to being listed and that all the information contained on this application is true and accurate to the best of my knowledge.

Applicant Signature	Applicant Printed Name	Date
Applicant is: <input type="checkbox"/> Building/property owner <input type="checkbox"/> General Contractor Representative <input type="checkbox"/> Tenant <input type="checkbox"/> Other (describe) _____		

### OFFICE USE ONLY

Case # BLD \_\_\_\_\_ Received by \_\_\_\_\_ Received date \_\_\_\_\_



# Building Permit Application

## Completion Guidelines

Permit applications are an important step in managing your permit. The information contained in the application helps administrative staff properly process the application, plan reviewers properly review the proposed work, and inspectors properly track required inspections for the project. Using the general guidelines below to complete a building permit application will help reduce processing time and make your visit to Village Hall a more enjoyable experience. For more information or question call 708.358.5430 or visit [www.oak-park.us/building](http://www.oak-park.us/building).

### Section I – General Information

Project address, property/building owner's name, address and telephone number are required fields. While the property index number is not required, it may be needed to confirm a permit address, typically for condominiums. Cell phone and e-mail are not required fields, but the applicant is encouraged to provide these as additional means of contact.

### Section II – Primary Structure Use

This section provides the use of the primary structure on the property. The work being applied for does not necessarily have to be on the primary structure, but different codes may apply based on the primary structure use. Choose only one type of primary structure.

### Section III – Type of Work

This section categorizes the work occurring on a specific building permit. Often a building permit application is submitted for multiple scopes of work on the same property. The three sub-sections detail work occurring on the primary structure, an accessory structure, and/or any site work. The types of work for the primary and accessory structures are in a ranked order. For example, if you are adding an addition that has a new footprint, adding a story onto the existing structure, and remodeling some of the existing structure as one project, you should only check Modification/new footprint because it ranks higher on the list. When the building permit application is submitted for an approved set of plans, the building permit will be assumed to cover all building work on the plans, unless the applicant clearly indicates that any particular element of the project will not be performed.

### Definitions

New construction: Any completely new building, including a structure that is entirely torn down to the existing foundation and rebuilt.

Modification/new footprint: Any modification to an existing structure that causes the amount of area on or in the ground to change, whether more or less. Decks, porches and stairways that attach or abut to the structure are included in this category.

Modification/same footprint: Any addition added to or removed from an existing structure that does not require additional foundation footprint, typically another story built onto the existing structure. Underpinning of the existing foundations and dormers are included in this category.

Remodel/new space: Any remodel of a residential dwelling unit that includes creating additional habitable space, bathroom or toilet room. For example, changing an existing basement from storage/utility use to bedrooms, family room or similar use would be included in this category, as would adding a new toilet room to what was formerly a pantry or closet. Existing commercial spaces that are modified would not be included in this category.

Remodel/existing space: Any interior remodel of an existing space. For residential dwelling units, the remodel will not create new habitable spaces or additional bathrooms, although rearrangement of the existing spaces could occur. This category is used for commercial tenant build-outs and remodels that are not new construction or modifications.

Remodel/exterior only: Any exterior remodel to the existing structure. Such projects may include reroofing, siding, gutters, façade or storefront modifications, and similar types of work. Window and door replacement are also included in this category.

Repair: Work that involves restoring an existing system or material to a sound or useable condition that does not change the use or arrangement of a space or area, generally matching the condition prior to decay or damage. Repairs are typically

intended to update systems or materials that have become degraded due to normal wear or minor damage and are small in relationship to the entire system.

Other: This category is used for a type of work that does not fit well in any of the other categories. It should only be used in rare cases.

Not applicable: This category denotes that work is not being applied for on that particular structure.

Site: Site work includes fences, concrete, asphalt, pavers or similar flatwork such as driveways, sidewalks, patios, uncovered decks/porches not attached to or abutting a structure, exterior swimming pools, hot tubs, fountains, water features, retaining walls not for stairs serving a structure and other similar types of work.

### Section IV – Project Details

The Project Description should include a general description of the type of project, such as two-story addition and new detached garage, commercial office tenant build-out or kitchen and bathroom remodel. Technical details should be provided on separate plans or specifications. The Project Value includes all work associated with the project, such as building, electrical, plumbing, mechanical and fire systems. The Application is to correct a notice of violation check box is to specify if the application is being submitted to correct a written notice of violation from the Village of Oak Park. Anyone correcting a violation that is not related to a Village notice should check *No*. All fields are required.

### Section V – Contractor Information

List each contractor performing each scope of work listed. When one contractor is performing multiple scopes, they must be listed for each scope. Any contractor listed as doing roofing, must have an appropriate Illinois Roofing License. All other contractors must have a Village of Oak Park contractor's license. All contractors must provide proper insurance.

### Section VI – Applicant Information

This section is used to provide information about the applicant and his/her relationship to the project. The applicant is responsible for assuring that the application is submitted in good faith.