TOWN OF CICERO

Building Department

Instructions for completing Building Permit Application

Two (2) Copies of your completed application must be turned in to the Building Department.
We do not accept electronic permit applications at this time.

BUILDING PERMITS ARE NOT RELEASED TO ANY HOMEOWNER OR CONTRACTOR THAT HAS A DEBT TO THE TOWN. IF YOU OR YOUR CONTRACTOR HAS A DEBT TO THE TOWN, THE PERMIT PROCESS WILL BE DELAYED UNTIL THE DEBT IS PAID!!!

ANY CONTRACTOR PERFORMING WORK IN THE TOWN MUST BE LICENSED AND BONDED IN THE TOWN OF CICERO. NO PERMITS WILL BE ISSUED TO CONTRACTORS THAT ARE NOT LICENSED AND BONDED. IF YOUR CONTRACTOR IS NOT LICENSED AND BONDED IN THE TOWN, THE PERMIT PROCESS WILL BE DELAYED.

Please fill out the application completely, and legibly (please print). Incomplete applications will slow down the permit review process. It is your responsibility to supply us with all applicable information.

Part 1 (Homeowner Information):
Please complete the homeowner information, including a working telephone number. Also, choose whether this work is required from a Compliance Inspection, and whether the property is Commercial or Residential.

Part 2 (Contractor Information):
Please complete all applicable sections of this part for all contractors working on this project. **Copies of all applicable contracts must be attached to the application.** Please include working telephone numbers. Complete and sign if the homeowner is doing the work, please see "Commissioners Notes" on Application.

Part 3 (Project Information):
In this part, you will describe the work being applied for. Please be as specific as possible, as missing information may delay the permit process. The Town recommends that you answer the following questions when writing your narrative:

1. "Who" will perform the work and
2. "What," "where," and "how" the work will be completed, and
3. "Why" is this work being done?

For Example, "The general contractor will be removing and replacing an existing kitchen on the first floor apartment. This new kitchen will consist of new cabinets, new sink and dishwasher, new countertops, new hardwood flooring, new drywall, and new paint. This project is being done for personal preference. The layout of the kitchen will remain the same, and no structural elements will be changed. See attached floor plan."

Please check if you are using a dumpster or not – If yes, you need a dumpster permit.
Please check if you are using scaffolding – If yes, you need to attach the required scaffolding bond.

Part 4 (Building Department Comments):
Please do not write in this section, this is for Office Use Only.

Part 5 (Certification)
Please complete and sign this portion of the application, certifying all the information is accurate.

Sample List of Required Common Attachments:

1. Copies of all contracts associated with the work being performed.
2. For Cement Work, Fence Work, and Decks – Current Plat of Survey showing location of proposed work
3. For Interior remodeling – Drawings showing proposed work
4. Garages and/or additions – Stamped architectural drawings

BUILDING DEPARTMENT

VOID IF NOT USED WITHIN 6 MONTHS AFTER DATE OF ISSUE

TOWN OF CICERO
Town Hall • 4949 West Cermak Road
Cicero, IL 60804
708.656.3600

Zoning _____ Permit No. _____

Date Applied _____ Date Issued _____

Received By: _____ Expiration Date _____

APPLICATION FOR BUILDING PERMIT

PERMIT IS ONLY VALID FOR WHAT IS LISTED ON APPLICATION

NOTE: ALL CONTRACTORS & SUBCONTRACTORS MUST BE LICENSED & BONDED IN THE TOWN OF CICERO

Part 1 (Homeowner Information):

Application is hereby made for a Permit, Legal Description, Survey or Real Estate Tax Index.

Permanent Real Estate Tax Index No. _____ Lot Size _____

Permit required for Certificate of Compliance? ❑ Yes ❑ No Commercial ❑ or Residential ❑

Street and Number _____

Owner _____ Address _____ Phone _____

Part 2 (Contractor Information):

Mason Contractor _____ Address _____ Phone _____

Mechanical Contractor _____ Address _____ Phone _____

Roofing Contractor _____ Address _____ Phone _____

Plumbing Contractor _____ Address _____ Phone _____

Electrical Contractor _____ Address _____ Phone _____

_____ Contractor _____ Address _____ Phone _____

Owner doing work _____ **Commissioners Remarks:** If owner stated he/she is doing the work and contractors are found doing the work, owner will be subject to a $1,000 fine.
SIGNATURE

Part 3 (Project Information): *Please be as specific as possible.*

Type of Garage: Frame_____ Brick_____ Cinder Block_____ Size_____ Footings_____ Height_____

Type of Construction (Need Size) _____ Value of Construction $ _____

Are you using a dumpster ❑ Yes ❑ No If yes, company name _____

Are you using scaffolding ❑ Yes ❑ No If yes, scaffolding bond must be attached. _____

Part 4 (Building Department Comments:)

COMMENTS: (office use only) _____

Part 5 (Certification)

Office Use Only License & Debt Check				Office Use Only Permit Fees	
Owner:	Yes	No	Initial	Dumpster	$ _____
A/O	☐	☐	_____	Building	$ _____
H/V	☐	☐	_____	Fine	$ _____
Liens	☐	☐	_____	Occupancy	$ _____
Judgment	☐	☐	_____	Scaffold	$ _____
Contractor				_____	$ _____
A/O	☐	☐	_____	_____	$ _____
H/V	☐	☐	_____	Plan Review	$ _____
Liens	☐	☐	_____	Total	$ _____
Judgment	☐	☐	_____		
L/B	☐	☐	_____		
Expires _____					
Type L/B _____					

This applicant hereby certifies the above information is correct. The Town of Cicero may revoke permits and/or approval in case of any false statement or misrepresentations. Applicant is not authorized to proceed with any work until a Permit is issued by the Town of Cicero Building Department. WARNING: Construction of an Apartment in Basement and/or Attic without authorization is subject to a $1,000.00 Fine and Removal - $1,000.00 fine for falsifying a permit.

Signature _____

Company Name _____

Address _____

City _____

Phone _____

Approved _____
DIRECTOR OF CODE ENFORCEMENT

DATE _____

Drawings/Proposal Submitted _____

Drawings/Proposal Submitted _____

Contractor _____ CALLED BY: _____

(Approved by) _____