



## WILL COUNTY LAND USE DEPARTMENT PERMIT APPLICATION

58 E. Clinton St., Suite 500 • Joliet, Illinois 60432  
 Telephone (815) 727-8634 • Facsimile (815) 727-8638  
 Internet Site - <http://www.willcountylanduse.com>

Permit # \_\_\_\_\_

Owner Information				
Full Name				
Owner Address	<i>Number &amp; Street:</i>			
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>	
Contact Information	<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>	
Property Information				
PIN(s)				
Property Address	<i>Number &amp; Street:</i>			
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>	<i>Township:</i>
Subdivision/Lot				
Water Supply	Public	Well	Sanitary System	Sewer Septic
Primary Contact for the Project (if different than owner)				
Full Name				<i>Title:</i>
Address	<i>Number &amp; Street:</i>			
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>	
Contact Information	<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>	

**Classification:**

Residential      Commercial/Industrial      Agricultural Exempt      Site Development      Manufacturing Exempt

**Description of Construction:**

New Construction	Mobile Home	Addition	Build-out
Remodel	Deck	Sign	Telecommunications
Pool	Accessory Building		
Fill/Grading	Roofing*	Windows*	
Siding*			

Other/Explain \_\_\_\_\_

**Intended use/project scope:** \_\_\_\_\_

**Total cost of construction (materials & labor):** \$ \_\_\_\_\_ **Total square footage of project:** \_\_\_\_\_

**Total area of disturbed land (if applicable):** \_\_\_\_\_ **Dimensions of attached garage (if applicable):** \_\_\_\_\_

**Proposed temporary construction trailer(s)?**                      YES                      NO

**Is this permit in response to a violation citation?**                      YES                      NO

\*Residential permits that **may** be issued the same day depending on the extent of work. For same day permits, the plat of survey, site plan, and building/structural plan may not be required.

Development Review Approval

**PLAT OF SURVEY.** A plat of survey depicting the lot lines, setbacks, existing structures and the proposed construction project, drawn to scale, is required for any construction activity. Three copies of the plat of survey must be submitted to be considered a complete application. If a project requires a site plan, the information required on the plat of survey could be combined with the site plan.

**SITE PLAN.** A site plan is required for all site work and construction activities except for an activity that meets one of the exemptions listed in Section 500.1 of the Water Resource Ordinance. If the project does not meet one of the exemptions and a site plan is required, the plan must be signed and sealed by a Professional Engineer from the State of Illinois. A site development fee will apply in addition to the building permit fee. Three copies of the site plan must be submitted to be considered a complete application.

**BUILDING AND/OR STRUCTURAL PLANS.** Building and/or structural plans must be sealed by an appropriate design professional. Three sealed sets of the plans must be submitted to be considered a complete application.

**DESIGN PLANS.** For projects determined to not require sealed building and/or structural plans, manufacturer design and specifications must be submitted to be considered a complete application.

**PLEASE READ THE FOLLOWING PROVISIONS AND SIGN BELOW:**

- a. I have read the information and agree to comply with all local, state and federal laws including the Will County Zoning Ordinance, Building Codes, Building Ordinance and the Water Resource Ordinance.
- b. I understand that issuance of a site development permit does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage and in the event flooding or flood damage does occur, Will County Land Use Department shall not be held liable.
- c. I have read the Will County Land Use Department Fee Schedule and understand that permits requiring site development review will incur fees in addition to the building permit fee.
- d. I agree that all work performed under said permit will be in accordance with the approved site plan(s) and building plan(s).
- e. I understand that owners of residential property may only do their own construction work on the property if the residence is their primary residence. (Owner in residence)
- f. I hereby certify that I am the owner or have been authorized by the owner to make this application as his/her authorized agent and that all contractors listed are true and accurate.
- g. I understand that if construction is not commenced within one hundred and eighty (180) days from issuance, or if construction is not completed and a final inspection for occupancy is not requested within one (1) year of issuance, the permit is void. If the structure is not completed within one year, the original permit is void and must be renewed or extended to continue work or request any further action.

**Print name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## LIST OF CONTRACTORS

**Architect/Engineer:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**Excavator Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Professional Engineer:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**HVAC Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**General Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Insulation Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Carpentry Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Masonry Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Concrete Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Plumbing Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/055#

**Damp Proofing Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Roofing Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/Lic/BD

**Siding Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Steel Erector:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Drywall Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Water Service Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

**Electrical Contractor:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/Lic/BD

**Other/Project Manager:** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ \* \$ GL/WC/BD

All contractors and subcontractors doing work in unincorporated Will County **must** be registered with the County. If someone working on your job is not listed correctly on the building permit application and/or is not properly registered, the building permit may be **revoked** and the case referred to the Will County State's Attorney's Office for prosecution. Any changes to the contractor list after permit issuance must be provided in writing before any new contractor is allowed to perform work at the project site.

\*office use only\*

Plumbers Letter of Intent      YES                      NO                      Electrical Letter of Intent      YES                      NO