

**SECTION 1 – PROJECT INFORMATION**

PLEASE PRINT CLEARLY

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_

REAL ESTATE INDEX NO.: \_\_\_\_\_

APPLICATION FOR:  ACCESSORY STRUCT.  ADDITION - OUT  ADDITION - UP  AIR CONDITIONER  
 DECK  DEMOLITION  DETACHED GARAGE  DRIVEWAY  DRIVEWAY APRON  
 ELECTRICAL  ELEVATOR  FIRE ALARM  FIRE SPRINKLER  FLATWORK  
 GENERATOR  LANDSCAPING  NEW CONSTRUCTION  PATIO  POOL/SPA  
 PORCH  PLUMBING  REMODELING  SIDING  SPORT COURT  
 STOOP/STEPS  OTHER (SPECIFY) \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

PLAN REVIEW/ESCROW: \$ \_\_\_\_\_ PAID \_\_\_\_\_

PLAN REVIEW/ESCROW: \$ \_\_\_\_\_ PAID \_\_\_\_\_

SEE SEPARATE PERMIT APPLICATION FORMS FOR FENCES, ROOFS, DUMPSTERS, TREE REMOVAL, AND PORTABLE STORAGE CONTAINERS

DESCRIPTION OF WORK: \_\_\_\_\_

ESTIMATED COMBINED CONSTRUCTION VALUE FOR ENTIRE IMPROVEMENT ON PRIVATE PROPERTY ONLY: \$  

PROPOSED PROPERTY USE:  SINGLE FAMILY  TOWNHOUSE UNIT  MULTI FAMILY UNIT  COMMERCIAL  
 TWO UNIT  TOWNHOUSE DEVELOPMENT  MULTI FAMILY BUILDING  INSTITUTIONAL

FOOTING/FOUNDATION WORK:  YES  NO IF YES, COMPLETE PERMIT APPLICATION PAGE B IS THIS A REVISION TO AN EXISTING ISSUED PROJECT:  YES  NO  
 WORK IN RIGHT OF WAY:  YES  NO IF YES, COMPLETE PERMIT APPLICATION PAGE B IS THIS AN EXTENSION OF AN EXISTING ISSUED PROJECT:  YES  NO  
 DUMPSTER TO BE USED:  YES  NO IF YES, COMPLETE SEPARATE DUMPSTER FORM

JULIE DIG #: \_\_\_\_\_ CALL 811 TO OBTAIN DIG NUMBER

**SECTION 2 – CONTRACTOR INFORMATION**

NAME	ADDRESS, CITY, ZIP	DAY PHONE	24 HOUR PHONE
GENERAL CONTRACTOR: PAID _____ CUST. NO. _____	_____	_____	_____
ARCHITECT: CUST. NO. _____	_____	_____	_____
CARPENTRY: PAID _____ CUST. NO. _____	_____	_____	_____
CONCRETE: PAID _____ CUST. NO. _____	_____	_____	_____
ELECTRICAL: PAID _____ CUST. NO. _____	_____	_____	_____
EXCAVATION: PAID _____ CUST. NO. _____	_____	_____	_____
INSULATION: PAID _____ CUST. NO. _____	_____	_____	_____
MASONRY: PAID _____ CUST. NO. _____	_____	_____	_____
MECHANICAL: PAID _____ CUST. NO. _____	_____	_____	_____
PLUMBING/SEWER: CUST. NO. _____	_____	_____	_____
ROOFING: PAID _____ CUST. NO. _____	_____	_____	_____
OTHER: PAID _____ CUST. NO. _____	_____	_____	_____
OTHER PAID _____ CUST. NO. _____	_____	_____	_____

**SECTION 3 – APPLICANT AND PROPERTY OWNER INFORMATION**

APPLICANT NAME: \_\_\_\_\_

APPLICANT ROLE: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

APPLICANT DAYTIME PHONE: \_\_\_\_\_

APPLICANT EMAIL: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

OWNER CUSTOMER NO. \_\_\_\_\_ VENDOR NO. \_\_\_\_\_

OWNER ADDRESS, IF DIFFERENT THAN PROPERTY: \_\_\_\_\_

OWNER PHONE DAYTIME: \_\_\_\_\_ EVE: \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_

THIS WILL BE THE PERSON THAT THE VILLAGE CONTACTS REGARDING THIS PROJECT  
 PLEASE NOTE PREFERRED CONTACT FORM:  PHONE  EMAIL

HAS THE PROPERTY OWNER CHANGED RECENTLY:  YES  NO  
 IF YES, PLEASE PROVIDE PROOF OF OWNERSHIP

TO BE COMPLETED BY APPLICANT – PLEASE FILL OUT COMPLETELY

FOR OFFICE USE ONLY

THE WORK AUTHORIZED UNDER THIS APPLICATION IS  
 CONDITIONED UPON THE CONDITIONS CONTAINED ON  
 THE APPROVED CONSTRUCTION PLANS AND THE  
 CONDITIONS FOUND ON APPLICATION PAGE C.

PERMIT NUMBER / PROJECT ISSUE DATE:  
 

TOTAL PERMIT FEES: \_\_\_\_\_

ROW DEPOSIT: \_\_\_\_\_

TOTAL BALANCE DUE: \$

Please be aware of these permit and construction requirements when undertaking any demolition and/or construction project.

**Permit Activity and Eligibility:**

- Once a construction permit is issued, work must begin within 6 months of the issuance date, or the permit will be considered null and void.
- Demolition and construction permits are issued for a time period of 12 months. If the work for which the permit was issued has not been completed (i.e. a Certificate of Occupancy issued for a new home or commercial project or a final inspection for other work), a permit renewal (extension) fee of 1/12<sup>th</sup> of the original permit fee will be assessed for every 30 days after the expiration of the original permit until a certificate of occupancy or final inspection is approved. No certificate of occupancy shall be issued or final inspections conducted until after any additional permit extension fee is paid.
- Work that is started without a permit will be surcharged according to the Village fee schedule, in addition to the applicable permit fees. This includes work that is conducted outside of the scope of construction for which a permit has been obtained.

**Additional Permits May Be Required:**

- In addition to a demolition and/or construction permit, other permits may apply. This includes from the Village of Wilmette a permit for a dumpster, fence, and elevator. Permits from other agencies, such as Cook County, the Metropolitan Water Reclamation District of Greater Chicago, and the State of Illinois may also be required. It is the applicant’s responsibility to obtain any and all necessary permits.
- A Site Development Plan must be submitted and approved before a permit shall be issued for demolition, new construction, additions to the building footprint, and detached garages. Please see the Construction/Demolition Permit Handbook for more information.

**During Construction:**

- Stamped approved drawings must be available on site at all times.
- Construction hours are Monday through Friday 7:00 a.m. to 7:00 p.m.; Saturdays 9:00 a.m. to 6:00 p.m. Please see the reverse side of this sheet for a complete description of construction hours.
- A MINIMUM of 24 hours is required to schedule an inspection. Inspection requests are subject to availability. The project number is required to schedule an inspection. It is the owner’s/representative of the owner’s responsibility to request an inspection to be scheduled. Call (847) 853-7550 for building inspections. Call (847) 853-7660 for grading and right-of-way inspections.
- The Village reserves the right to charge for reinspections of projects that are not ready at the scheduled inspection time or for additional inspections as required by the building and engineering inspectors.
- Compliance with site maintenance regulations is required at all times. A complete description of the site maintenance requirements is on the reverse side of this sheet.

Use of the Public Right of Way

- The storage of building materials is not permitted on the public right-of-way.
- Parkway trees must be adequately protected at all times in accordance with Village of Wilmette ordinances. No inspections will be conducted until adequate parkway tree protection is provided. Contact the Forestry Division at (847) 853-7500 for a pre-construction inspection.
- All removed or damaged curb, sidewalk, driveway, apron, alley or parkway shall be replaced by the applicant within **10 working days**. Call the Engineering Department at (847) 853-7660 to request a final inspection for refund of the deposit.

Additional Requirements for New Residential Construction

- For new single-family home construction, the Engineering Department must inspect the top of foundation.
- For new single-family home construction, a spot survey of the foundation must be submitted and approved before framing may begin.
- For new single-family home construction, an elevation survey of the top of the framed first floor must be submitted and approved before framing of the structure may continue.
- For new single-family home construction, the Engineering Department must inspect and approve the final grading of the site. A final Certificate of Occupancy will not be issued without this approval.

Additional Requirements for Construction On or Near School Walking Routes

- There shall be no construction activity within the right-of-way at least one half-hour before school starts in the morning and one half-hour after school ends in the afternoon. This includes accepting deliveries of material or equipment and removal or delivery of dumpsters.
- The sidewalks, crosswalks and roadways shall be completely free from debris, construction material, and equipment.
- There shall not be any open holes within any sidewalk, crosswalk or roadway.
- Open holes in the vicinity of school walking routes shall be protected with backfill material, construction fencing or well-barricaded and protected with yellow caution tape.
- Walking surfaces that are backfilled with stone shall be graded such that the surface is level and does not pose a trip hazard.

**By signing this document, I hereby acknowledge, understand and accept that I, the owner/representative of the owner seeking a permit from the Village of Wilmette for the property listed below, am responsible for compliance with the heretofore listed requirements.**

**I hereby certify that the statements in this Application are true and correct. I understand that any false or inaccurate information contained in or in connection with this permit application may result in prosecution under Section 24-196 of the Wilmette Village Code, in addition to any other civil or criminal penalties provided by law, including but not limited to revocation of this permit.**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Role of Signer

\_\_\_\_\_  
Property Address

## VILLAGE OF WILMETTE CONSTRUCTION SITE MAINTENANCE REQUIREMENTS

- Erecting (including excavating) demolishing, altering or repairing any building other than between the hours of **7:00 a.m. and 7:00 p.m. on weekdays**, and **9:00 a.m. and 6:00 p.m. on Saturdays**, except in case of urgent necessity as determined by the Director of Engineering Services; provided, however, that a homeowner or occupant may engage in construction activities personally between 9:00 a.m. and 5:00 p.m. on Sundays. Commercial erection, demolition, alteration, or repair of any building is also **prohibited** on the following holidays: **New Year's Day, Memorial Day, The Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day**; provided, however, that a homeowner or occupant may engage in construction activities personally between 9:00 a.m. and 5:00 p.m. on these holidays.
- Accumulated construction debris shall be hauled away and disposed of in accordance with all applicable laws, on a regular basis, but no less than one time per week. Any debris temporarily stored on site must be stored and secured so as to prevent a safety risk or danger. In addition to any applicable dumpster requirements set forth in the Village Code, dumpsters shall be emptied or removed when full. Debris from construction sites shall not be disposed of in dumpsters located at any other construction site within the Village of Wilmette without the prior approval of the Director of Community Development.
- Construction materials shall be stored, maintained, and secured so as to prevent safety risk or danger. Construction materials shall not be stored in the right of way.
- Unless otherwise approved by the Community Development Department, all construction sites must be enclosed with a 6' tall chain link fence. A "No Trespassing" sign shall be mounted on the fencing in conspicuous locations around the site until construction is completed and approved. Any gate in a perimeter fence shall be adequately hinged to prevent entry, except to allow ingress and egress to and from the site. Such gate must be locked at all times, other than permitted hours of construction. A separate fence permit is not required for a construction fence.
- A Demolition and Construction notice shall be posted with the name and phone number of the general contractor and the expected week of demolition or construction commencement. The sign shall be posted not less than 7 days in advance of such commencement.
- At least 24 hours in advance of actual demolition, the applicant shall provide written notice of the exact date of demolition to nearby residents on a form approved by the Community Development Department.
- All mud, dirt or debris deposited on any street, alley, crosswalk, sidewalk or other public property as a result of construction shall be removed and broom cleaned to the extent possible at the end of each day that construction work has occurred. Debris shall be disposed of in accordance with all applicable laws.
- Except while delivery or removal of materials to and from the construction site is occurring, to the extent any sidewalk, street or other public right-of-way shall be blocked, closed or otherwise rendered impassable, approval of the Director of Engineering Services must be obtained and appropriate signage, cones and/or construction horses must be used to ensure public safety.
- Portable toilets shall be required at every construction site prior to the commencement of construction, unless an existing facility is available on site. Portable toilets shall be located to the extent possible at the rear of the site and out of plain view of any public right of way. Portable toilets shall be serviced no less than once a week.
- Routes of access for ingress and egress to the construction site, which will provide protection to pedestrians and minimize disruption of traffic and damage to the public rights-of-way, shall be followed.
- The parking of construction personnel vehicles shall not occur in any manner so as to block access to or through any public alley, sidewalk, or street. The Village may restrict construction-related parking in any particular location on a public right-of-way if the Village determines that such parking has a significant adverse impact on neighboring property or traffic control. All uses of vehicles shall also comply with applicable regulations related to parking and time of operation of vehicles.
- Oversized construction vehicles will be allowed only on those streets or rights-of-way designated by the Director of Engineering Services.
- All trees and other vegetation on the public right-of-way shall be protected from damage by means of appropriate fencing. Fencing around trees on the public right-of-way shall be placed so as to protect the critical root zone, which is that circular area under the tree as determined by a one-foot radius for each one-inch in diameter. All tree protection measures set forth in any approved Tree Protection Plan must also be followed.
- Airborne particulates shall be controlled at the construction site at all times during work.
- When determined by the Director of Engineering Services to be appropriate and practicable, the applicant shall cause a gravel mat to be installed at the construction site.
- The making of, continuing, or causing to be made or continued any excessive and unnecessary loud and raucous sound or noise or any unnecessary sound or noise which because of its volume, duration or character annoys, disturbs, injures or endangers the comfort, health, or safety of reasonable persons of ordinary sensibilities shall not be allowed.
- No person shall undertake any work from which the discharge of any wastewater will be cause or associated, without prior approval of the Director of Engineering Services.
- Stormwater shall be managed during all phases of demolition and construction so as not to impact adjacent properties and/or any public right-of-way and in accordance with any approved Grading and Stormwater Management Plans submitted as part of the permitting process.
- On-site electricity is required for construction-related work as soon as is practicable.
- To the extent any existing structure is to be demolished and replaced with new construction, no permit for demolition shall be issued until the existing sewer and water services have been disconnected at each main and the new sewer and water services have been installed and stubbed to the parkway. In addition a complete building permit application must be submitted to the Community Development Department. If construction does not commence within 60 days after demolition has occurred at the site, or within 30 days after the issuance of a building permit, whichever is less, then, weather permitting, the construction site must be properly graded and sodded until such times as construction commences.
- No loading, unloading, or storage of demolition debris, spoil or construction materials shall be permitted within any right-of-way, on any public property or within ten feet of any right-of-way adjacent to public or private property, unless specifically approved by the Village.
- All other applicable requirements of the Wilmette Village Code shall be adhered to.