



VILLAGE OF BURNHAM

14450 Manistee Avenue
Burnham, Illinois 60633
P:708-862-9150
F:708-862-9155

Date _____

Permit No. _____

Approved by Building Commissioner

Application for Building Permit Date _____

Application is hereby made for a building permit for the construction, repair or alteration of a building as follows:

OWNER _____ PHONE _____

CONSTRUCTION ADDRESS: _____

LEGAL DESCRIPTION: LOT _____ REAL ESTATE PIN NO. _____

DESCRIPTION OF WORK Valuation \$ _____

Type of Building: Residence Commercial Industrial Other _____
 Frame Brick Block Brick Veneer
New Construction: Basement No Yes Poured Block
Width _____ Length _____ Height _____ Floors _____

Repairs or Alterations: Windows Roofing Flooring Siding Plumbing Electrical
May require additional documents/plans* Garage* Fence* Deck*

Other: _____

GENERAL CONTRACTOR: _____

ADDRESS: _____ PHONE: _____

The applicant hereby certifies that the above statements are true and correct and agrees that the work covered by the permit issued hereunder will be done in accordance with all ordinances, rules and regulations of the **Village of Burnham, Illinois**.

Signature of Applicant _____

PERMIT FEES:

Certificate of Occupancy	\$ _____	Electrical Inspection	\$ _____
Building Permit	_____	Plumbing Inspection	_____
Sewer Tap Inspection	_____	Water Meter Cost	_____
Sewer Tap Connection	_____	Water Meter Installation	_____
Water Tap Inspection	_____	Building Inspection Fee	_____
Water Tap Connection	_____		
Construction Water	_____	TOTAL FEES	\$ _____

Reviewed by:
Ordinance, Resolution & Planning Chairman _____

Fire Department (if applicable) _____

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Important – Please read carefully

1. Permit applications, required drawings and specifications should be filed in the Village Building Department Office for approval of the Building Commissioner.
2. Work authorized by a permit shall be started within six (6) months and be completed within twelve (12) months.
3. Permits must be publicly displayed during construction period.
4. For the construction of new buildings (except private garages) the applicant must furnish two sets of plans showing the foundation plan, the floor plan, the section (showing footing, foundations, floor, wall, ceiling, and roof construction), and the plot plan showing location of building or buildings on property.
5. For the construction of a private garage only a plot plan showing location of garage with reference to property lines and main buildings must be filed.
6. For additions to existing buildings and porch enclosures, plans or sketches must be furnished showing some information required for new buildings.
7. The Building Commissioner must be notified when footing forms and/or wall forms are placed ready for concrete. Twenty-four (24) hours notice should be given the Building Commissioner (708-862-9150) each time concrete is to be poured.
8. No new building structure or portion thereof shall be used or occupied until an OCCUPANCY PERMIT has been issued by the Building Commissioner.

THE FOLLOWING LIST OF SUB-CONTRACTORS MUST BE COMPLETED BEFORE PERMIT IS ISSUED.

1. Excavating & Grading _____
2. Concrete Work _____
3. Masonry _____
4. Carpentry _____
5. Roofing and/or Siding _____
6. Plumbing _____
7. Electrical _____
8. Insulation _____
9. Heating _____
10. Plastering or Drywall _____
11. Tile & Linoleum _____
12. Floor Sanding _____
13. Painting _____
14. Miscellaneous _____

THE BUILDING DEPARTMENT MUST BE NOTIFIED IF ANY CHANGES OF SUB-CONTRACTORS ARE MADE AFTER PERMIT HAS BEEN ISSUED. THIS APPLICATION MUST BE COMPLETED AND APPROVED BY THE BUILDING COMMISSIONER BEFORE A PERMIT WILL BE ISSUED. **NO WORK SHALL BE DONE UNTIL ALL REQUIRED PERMITS HAVE BEEN ISSUED.**

VILLAGE OF BURNHAM

14450 Manistee Avenue
Burnham, Illinois 60633

Phone: 862-9150

Fax: 862-9155

Richard Medina
Building Commissioner

BUSINESS & CONTRACTORS LICENSE REQUIREMENTS

- ❖ BUSINESS & CONTRACTORS NEED PROOF OF:
 - BOND (payable to Village of Burnham) - \$10,000 OR MORE
 - LIABILITY INSURANCE - \$10,000 OR MORE.

- ❖ CONTRACTORS MUST ALSO INCLUDE A PLOT OF SURVEY WITH THE DRAWING OF WHAT WILL BE DONE.

- ❖ WE ALSO ASK THAT YOU GIVE A VERY DETAILED DESCRIPTION.

- ❖ BUSINESS & CONTRACTOR FEE(S) ARE TO BE RENEWED ANNUALLY:
 - BUSINESS LICENSE FEE \$200.00
 - GENERAL CONTRACTORS \$200.00
 - ELECTRICAL CONTRACTORS \$200.00
 - SUB-CONTRACTORS \$100.00

BUILDING PERMIT REQUIREMENTS

- ❖ Fees are determined by the value of the project.
 - Fees are as follows:
 - \$20.00 for the 1st \$1,000
 - \$10.00 per \$1,000 thereafter &
 - \$50.00 inspection fee
 - ❖ A detailed description of the work required.
 - ❖ Various projects may require a plan or survey. Plans / surveys maybe required when the application is reviewed.