



**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	_____	<b>TOTAL FEES</b>	<b>\$ _____</b>

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 1<sup>st</sup> \$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.

FOR OFFICE USE ONLY

Insignia _____	License No. _____
_____	Fee _____
_____	Date Issued _____
_____	Date Typed _____
_____	Expires _____

VILLAGE OF BURNHAM  
APPLICATION FOR CONTRACTORS LICENSE

DATE \_\_\_\_\_

APPLICANT \_\_\_\_\_  
(Full Name of Owner, Names of Partners, or Corporate Title)

BUSINESS NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_

CHECK AND FILL OUT ONE OF THE FOLLOWING:

\_\_\_\_\_ Sole Owner - Home Telephone No. \_\_\_\_\_

\_\_\_\_\_ Partnership - Date of formation \_\_\_\_\_

\_\_\_\_\_ Illinois Corporation - Date of  
Incorporation \_\_\_\_\_

\_\_\_\_\_ Foreign Corporation - State of  
Corporation \_\_\_\_\_  
- Date qualified to  
do business in IL \_\_\_\_\_

PARTNERSHIP:

<u>NAME</u>	<u>ADDRESS</u>	<u>HOME PHONE NUMBER</u>
_____	_____	_____
_____	_____	_____

CORPORATION:

<u>NAME OF OFFICER</u>	<u>ADDRESS</u>	<u>HOME PHONE NUMBER</u>
President _____	_____	_____
Secretary _____	_____	_____

Treasurer \_\_\_\_\_

Manager \_\_\_\_\_

Registered Agent \_\_\_\_\_

Has Assumed Name been filed with Cook County Clerk? \_\_\_\_\_

Date filed with County Clerk \_\_\_\_\_

(Submit copy of certified CERTIFICATE issued by Cook County Clerk)

TYPE OF BUSINESS \_\_\_\_\_

HOURS OF BUSINESS \_\_\_\_\_ NUMBER OF EMPLOYEES \_\_\_\_\_

RETAILERS' OCCUPATION TAX Registration No. \_\_\_\_\_

DO YOU OWN OR LEASE BUSINESS PROPERTY?

OWN _____	{ Building _____	LEASE _____	{ Building _____
	{ Land _____		{ Land _____

NAME OF OWNER \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

NAME OF LESSOR \_\_\_\_\_

ADDRESS OF LESSOR \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

SQUARE FOOT AREA OF BUSINESS PROPERTY: Land \_\_\_\_\_ and Building \_\_\_\_\_

NUMBER OF VEHICLES OWNED AND OPERATED BY THE BUSINESS:

Cars \_\_\_\_\_ Trucks \_\_\_\_\_

YEAR & MAKE \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

Has applicant had a license in this or another State revoked or suspended? \_\_\_\_\_ If so, state reason for suspension or revocation, city or state, and the business activity or occupation of applicant (Explain in detail): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
ARE YOU INDEBTED OR OBLIGATED IN ANY MANNER TO THE VILLAGE OF  
BURNHAM? YES \_\_\_\_\_ NO \_\_\_\_\_

(If applicant is an individual  
or partnership, sign here)

(If applicant is a corporation, sign here)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Corporate Name)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
President

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
(Corporate Seal)

STATE OF ILLINOIS     )  
                                  )  
COUNTY OF COOK        )     SS.

AFFIDAVIT

I, (WE), the undersigned Applicant, swear (or affirm) that the statements and information contained in the foregoing Business License Application are true and correct, are made upon my (our) personal knowledge, and are made for the purpose of inducing the Village of Burnham to issue the herein applied for business license.

DATED: \_\_\_\_\_

(If applicant is an individual  
or partnership, sign here)

(If applicant is a corporation, sign here)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Corporate Name)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
President

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
(Corporate Seal)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_