



VILLAGE OF BURNHAM
 14450 Manistee Avenue
 Burnham, Illinois 60633
 villageofburnham@comcast.net
 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 Repairs or Alterations: _____

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:

Building Permit	\$ _____	Electrical Inspection	\$ _____
Plumbing Inspection	_____	Demolition Fee	_____
Sewer Tap Inspection	_____	Water Meter Cost	_____
Sewer Tap Connection	_____	Water Meter Installation	_____
Water Tap Inspection	_____	Building Inspection Fee	_____
Water Tap Connection	_____	Inspectional Services	_____
Construction Water	_____	TOTAL FEES	\$ _____

Reviewed by:
 Ordinance, Resolution & Planning Chairman _____

Fire Department (if applicable) _____

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. If additional inspections are required applicable fees will be applied.

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 S. Manistee Avenue
Burnham, Illinois 60633
Richard J. Medina, Building Commissioner
Phone: 708-862-9150 • Fax: 708-862-9155

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.

- ❖ SIGNATURE(S) MUST BE NOTORIZED.

- ❖ BUSINESS & CONTRACTOR FEE(S) ARE TO BE RENEWED ANNUALLY:
 - BUSINESS LICENSE FEE \$200.00
 - LOCAL BURNHAM BUSINESS FEE (TBD)
 - GENERAL CONTRACTORS \$200.00 – ½ YEAR \$100
 - ELECTRICAL CONTRACTORS \$200.00 – ½ YEAR \$100
 - 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.



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 Phone: 708-862-9150 Fax: 708-862-9155
 Robert E. Polk- Mayor Lus E. Chavez-Clerk

License No. _____
 Date Issued: _____
 Expiration: _____
 Fees: _____

Contractor's License Application

DATE: _____

BUSINESS NAME: _____

EIN NUMBER: _____ BUSINESS PHONE: _____

BUSINESS ADDRESS: _____

CITY / STATE/ZIP: _____

EMAIL ADDRESS: _____ TYPE OF BUSINESS: _____

APPLICANT/OWNER: _____ PHONE: _____

ADDRESS: _____ CITY/ STATE/ ZIP: _____

Has applicant had a license in this or another State revoked or suspended? No Yes

If **Yes**, state reason for suspension or revocation, city and state, and the business activity or occupation of applicant. Explain in detail: _____

Number of Vehicles owned and operated by the business: _____ Cars / _____ Trucks
Year / Make/Model State & License No.

Sole Owner If applicable: Business DBA _____

Has assumed name been filed with Cook County Clerk? No Yes Date File: _____
 (Submit copy of certified Certificate issued by Cook County Clerk)

Type of Business: _____

Retailers' Occupation Tax Registration No. _____

Partnership Number of Partners: _____ Date of Formation _____

Illinois Corporation Date of Incorporation _____

Limited Liability Corporation Date of Incorporation _____

CONTRACTORS LICENSE APPLICATION – REQUIRED DOCUMENTS

General Contractor Annual Fee \$ 200.00 General Contractor ½ Year Fee \$100.00

***** Contractors Licenses are not transferable *****

***** Contractors Licenses are not renewable-must reapply each year or six months *****

***** Notify the Clerk’s Office of any Changes *****

Sole Owner: -Needed

- ___ Copy of Assumed Certificate issued by Cook County Clerk
- ___ License Bond (payable to Village of Burnham) - \$10,000 or more
- ___ Current Liability Insurance- \$10,000.00 or more

Partnership: -Needed

- ___ License Bond (payable to Village of Burnham) - \$10,000 or more
- ___ Current Liability Insurance- \$10,000.00 or more

Illinois Corporation: -Needed

- ___ License Bond (payable to Village of Burnham) - \$10,000 or more
- ___ Current Liability Insurance- \$10,000.00 or more

Limited Liability Corporation: -Needed

- ___ License Bond (payable to Village of Burnham) - \$10,000 or more
- ___ Current Liability Insurance- \$10,000.00 or more

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.

Signature Required: **Sole Owner**

Signature Date

Print Name

Signatures Required: **Partnership**

Signature Date

Print Name / Title

Signature Date

Print Name / Title

**** All applications must be notarized ****

STATE OF _____)
) SS.
COUNTY _____)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, CERTIFY THAT _____ personally known to me to be the person(s) whose name(s) _____ subscribed to the foregoing instrument, appeared before me this day in person. Subscribed and sworn to before me this _____ day of _____, 2017.

(Notary Seal)

Notary Public

My Commission Expires:
