



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

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 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.