

INFORMATION REQUIRED PRIOR TO PERMIT INITIALIZATION																						
PERMIT TYPE	Cover Letter Clearly Describing Entire Scope of Work of Project	Architectural Drawings Signed & Stamped by Licensed Architect or Structural Engineer	Civil Engineering Drawings Signed & Stamped by Professional Engineer	Drawings & Details Describing Proposed Work in Sufficient Detail to Review	Plat of Survey (with Owner's Affidavit of Accuracy if Older Than 6 Months)	Site Plan Indicating Area of Site and Area of All Impervious Surfaces	Zoning Calculations	Manufactured Structural Components: Product Data, Span Charts and Structural Calculations	Topographic Survey	Landscape Plan	Spotted Plat of Survey Waiver	Health Department: Health Application, Menu & Equipment Cut Sheets	Forestry: Tree Removal Permit & Escrow	Water Billing: Last Meter Reading & Proof of Payment	Elevator: Shop Drawings	Fire Dept: Fire Suppression (Sprinkler) Shop Drawings	Fire Dept: Fire Alarm Shop Drawings	Proof of Ownership, Cook County Demo Permit & Pre-Demo Inspection	Plumber's Letter of Intent (LOI)	Appearance Commission Approval Letter	Right-of-Way Easement Encroachment Agreement	Approval to Build w/in the Utility Easement
Air Conditioner					X																	0
Antenna	X	0		X				0														0
Awning				X																		
Deck	X	0	0	X	X	0	0						0									0
Driveway			0	X	X	0							0								0	0
Elevator															X							
Fence				X	X																	0
Fire Alarm																						
Fire Suppression System																						
Fireplace		0		X		X																0
Flatwork	X	0	0	X	X	0	0		0				0								0	0
Flood Control - Sewage	X		0	X	X														X		0	0
Flood Control - Stormwater	X		0	X	X				0										0		0	0
Foundation Repair	X	X			X																	
Furnace or Boiler				X																		
Garage Addition	X	X	0		X	X	X	0	0		X		0							0		0
Garage Demolition					X				0													
Garage New	X	X	0		X	X	X	0	0		X		0					X	0			0
Generator				X	X																	0
Grading	X		0	X	X				0	0			0									0
Hot Water Heater																						
Hot Tub / Spa	X	0	0	X	X	X	X		0				0						X			0
Lawn Sprinkler System			0	X	X								0						X		0	0
Miscellaneous Electrical	X			X																	0	0
Miscellaneous HVAC	X			X	0																0	0
Miscellaneous Plumbing	X	0		X															X		0	0
Miscellaneous Structural	X	0		X	0	0		0					0								0	0
Move-in Only (Commercial)	X			0																		
Parking Lot	X	0	0	X	X	X	X		0	0			0							0		0
Patio	X			X	X	X	X		0				0									0
Playground	X	0	0	X	X	X	0	0	0	0			0									0
Right-of-Way - Public Works	X		0	X									0									0
Roll-off Box/Dumpster/Storage Pod																						0
Roofing	X	0		X	X			0														0
Sewer Repair	X		0		X								0						X			
Shed	X	0	0	X	X	0	X	0			0		0									0
Siding	X			X																	0	
Sign				X																	0	0
Solar PV Panel	X	X			0			X														
Steps/Stoop	X	0		X	X	0	0															
Swimming Pool	X	0	0	X	X	X	X	0	0				0								0	0
Tank Removal	X			X	X								0									
Temporary Tent	X			X	X			X														
Tree Removal	X			X	X								X									
Water Service	X		0	X	X								0						X			
Yard Drain	X		0	X	X				0				0						0		0	0
Commercial Addition	X	X	X		X	X	X	0	0	0	X	0	0		0	0	X		0	0	0	0
Commercial Demolition					X				0				0	X				X	X			
Commercial New	X	X	X		X	X	X	0	X	X	X	0	0		0	X	X		X	X	0	0
Commercial Remodel	X	X	0		X	0		0				0			0	0	X		0	0	0	0
Single-Family Addition	X	X	0		X	X	X	0	0	0	X	0	0		0	0	0		0	0	0	0
Single-Family Demolition					X				0				0	X				X	X			
Single-Family New	X	X	X		X	X	X	0	X	X	X	0	0		0	X	0		X	X	0	0
Single-Family Remodel	X	0	0	X	X	0		0				0			0	0	0		0	0	0	0
Institutional Addition	X	X	X		X	X	X	0	0	0	X	0	0		0	0	X		0	0	0	0
Institutional Demolition					X				0				0	X				X	X			
Institutional New	X	X	X		X	X	X	0	X	X	X	0	0		0	X	X		X	X	0	0
Institutional Remodel	X	X	0		X	0		0				0			0	0	X		0	0	0	0
Multi-Family Addition	X	X	X		X	X	X	0	0	0	X	0	0		0	0	X		0	0	0	0
Multi-Family Demolition					X				0				0	X				X	X			
Multi-Family New	X	X	X		X	X	X	0	X	X	X	0	0		0	X	X		X	X	0	0
Multi-Family Remodel	X	X	0		X	0	0	0				0			0	0	0		0	0	0	0

LEGEND

X = Required information. (Project will not be initialized without this required information).

0 = Information that may be required depending upon project's scope of work. (Project may or may not be initialized without this required information).