

	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: 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
Air Conditioner					X															
Antenna	X	O		X				O												
Awning				X																
Deck	X	O	O	X	X	O	O						O							
Driveway			O	X	X	O							O							
Elevator															X					
Fence				X	X															
Fire Alarm																	X			
Fire Suppression System																X				
Fireplace		O		X		X														
Flatwork	X	O	O	X	X	O	O		O				O							
Flood Control - Sewage	X		O	X	X														X	
Flood Control - Stormwater	X		O	X	X				O										O	
Foundation Repair	X	X			X															
Furnace or Boiler				X																
Garage Addition	X	X	O		X	X	X	O	O		X		O							O
Garage Demolition					X				O				O					X	O	
Garage New	X	X	O		X	X	X	O	O		X		O						O	O
Generator				X	X															
Grading	X		O	X	X				O	O			O							
Hot Water Heater																				
Hot Tub / Spa	X	O	O	X	X	X	X		O				O							X
Lawn Sprinkler System			O	X	X								O							X
Miscellaneous Electrical	X			X																
Miscellaneous HVAC	X			X	O															
Miscellaneous Plumbing	X	O		X																X
Miscellaneous Structural	X	O		X	O	O							O							
Move-in Only (Commercial)	X			O										X						O
Parking Lot	X	O	O	X	X	X	X		O	O			O							
Patio	X		O	X	X	X	X		O				O							
Playground	X	O	O	X	X	X	O	O	O	O			O							
Right-of-Way - Public Works	X		O	X									O							
Roll-off Box/Dumpster/Storage Pod																				
Roofing	X	O		X	X															O
Sewer Repair	X		O		X															X
Shed	X	O	O	X	X	O	X	O			O		O							
Siding	X			X																O
Sign				X																
Solar PV Panel	X	X			O			X												
Steps/Stoop	X	O		X	X	O	O													
Swimming Pool	X	O	O	X	X	X	X	O	O				O							O
Tank Removal	X			X	X								O							
Temporary Tent	X			X	X			X												
Tree Removal	X			X	X								X							
Water Service	X		O	X	X								O							X
Yard Drain	X		O	X	X				O				O							O
Commercial Addition	X	X	X		X	X	X	O	O	O	X	O	O		O	O	X		O	O
Commercial Demolition					X				O					X				X	X	
Commercial New	X	X	X		X	X	X	O	X	X	X	O	O		O	X	X		X	X
Commercial Remodel	X	X	O		X	O		O				O			O	O	X		O	O
Single-Family Addition	X	X	O		X	X	X	O	O	O	X	O	O		O	O	O		O	O
Single-Family Demolition					X				O				O	X				X	X	
Single-Family New	X	X	X		X	X	X	O	X	X	X	O	O		O	X	O		X	X
Single-Family Remodel	X	O	O	X	X	O		O				O			O	O	O		O	O
Institutional Addition	X	X	X		X	X	X	O	O	O	X	O	O		O	O	X		O	O
Institutional Demolition					X				O					X				X	X	
Institutional New	X	X	X		X	X	X	O	X	X	X	O	O		O	X	X		X	X
Institutional Remodel	X	X	O		X	O		O				O			O	O	X		O	O
Multi-Family Addition	X	X	X		X	X	X	O	O	O	X	O	O		O	O	X		O	O
Multi-Family Demolition					X				O					X				X	X	
Multi-Family New	X	X	X		X	X	X	O	X	X	X	O	O		O	X	X		X	X
Multi-Family Remodel	X	X	O		X	O	O	O							O	O	O		O	O

**LEGEND**

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

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