

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