



ONE VILLAGE CIRCLE, WILLOW SPRINGS, IL. 60480  
708-467-3700 | FAX 708-467-3710  
[CONTACT@WILLOWSPRINGS-IL.GOV](mailto:CONTACT@WILLOWSPRINGS-IL.GOV)

## APPLICATION FOR BUILDING PERMIT

PERMIT # \_\_\_\_\_

<b>Location of Work and Owner Information:</b>	Address:	
	Real Estate Index No. (PIN):	TWP:
	Tenant/Homeowner Name:	
	Phone:	
	Email:	
Lot Dimensions: _____ Total Lot SF _____		
<input type="checkbox"/> Construction <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Interior Remodel <input type="checkbox"/> Exterior Remodel <input type="checkbox"/> Single- Family <input type="checkbox"/> Condo <input type="checkbox"/> Townhouse <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Public Land		
<b>Description of Work:</b>		Cost of Work:  \$

### REGISTERED CONTRACTORS

All contractors or homeowners performing work **must** be registered with the Willow Springs Department of Building and Zoning. Please be sure the contractor is properly registered.

TRADE	CONTRACTOR NAME	CR#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the statements in this application are true and correct to the best of my knowledge and belief; and, that all construction work under the proposed permit will conform to drawings and specifications attached to this application and will conform to all applicable codes. I understand that the approval of this permit or any drawings shall not be construed as approval of any violation of the building codes of the Village of Willow Springs. I further understand and agree that culverts must be in before any excavation can begin, and the property must be cleared of excess landfill and other debris within 30 days of the completion of the job. \_\_\_\_\_ (Initials)

Applicant Printed Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

## INSTRUCTIONS / ADDITIONAL INFORMATION

1. This application may require a Plat of Survey except when not required by the Building Department. Said Survey shall be signed and sealed by a licensed Illinois Surveyor.
2. From date of issuance of this permit, it is understood that unless a substantial start on construction is made within six (6) months, and unless construction is completed within one (1) year, the permit is null and void. An extension may be granted for up to three (3) months.
3. Building permits will not be issued to any property or homeowner that is in arrears of any debts owed to the Village. The permit process may be delayed if the debt is not paid.
4. This permit conveys no right to occupy any street, alley or sidewalk or any part thereof, either temporarily or permanently. Encroachments on public property must be approved by the jurisdiction. The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restriction.
5. All permit applications must be typed or printed and you **MUST** have your Real Estate Tax Number, total job cost, and address on the application. Failure to provide the real estate tax number may result in a delay of the project approval process.
6. All applications must be accompanied by a detail of the scope of work. If drawings are required, they may be drawn by hand if approved by the building commissioner. The simplest way to provide this information is to attach a copy of all contracts for work, if any.
7. If this is new construction, you must complete the new construction addendum to this application and obtain an address assignment from the Village of Willow Springs.
8. All contractors must be registered with the Village of Willow Springs and their contractor number must be provided on the application. If you do not have a contractor(s) selected yet, you may obtain a list of registered contractors from the Village upon your request.
9. The issuance of a permit or approval of drawings shall not be construed as approval of any violation of the building codes of the Village of Willow Springs.
10. Any deviation from the approved plans must be reviewed and approved subject to the same procedure established for the review of the original plans. Additional permit fees may also be charged predicated on the extent of the variation from the original plans.

**I have read, understand & agree to comply with the requirements and instructions stated above.**