VILLAGE OF BURNHAM
14450 Manistee Avenue
Burnham, Illinois 60633
villageofburnham@burnham-il.gov
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: _____REAL ESTATE PIN NO. _____

PROPERTY TYPE: ☐ SF/Owner Occupied ☐ SF/ Rental ☐ Other _____

DESCRIPTION OF WORK

Valuation $_____
***Submit Quote/Receipt**

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 here-under 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	$_____
Plumbing Inspection	_____	Demolition Fee	_____
Sewer Tap Inspection	_____	Water Meter Cost	_____
Sewer Tap Connection	_____	Water Meter Installation	_____
Water Tap Inspection	_____	Building Inspection Fee	_____
Water Tap Connection	_____	Inspectional Services	_____
Construction Water	_____	**TOTAL FEES**	**$ _____**

Reviewed by:
Ordinance, Resolution & Planning Chairman _____

Fire Department (if applicable) _____

(01/21)

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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) hour 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.** **(01/21)**

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Richard Medina
Building Commissioner

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:
  - LOCAL BURNHAM BUSINESS FEE (TBD)
  - GENERAL CONTRACTORS $200.00
  - ELECTRICAL CONTRACTORS $200.00
  - SUB-CONTRACTORS $100.00

BUILDING PERMIT REQUIREMENTS

- Fees are determined by the value of the project.
  - Fees are as follows:
    - $20.00 for the 1st $1,000
    - $10.00 per $1,000 thereafter &
    - $50.00 per inspection (any re-inspections may incur additional fees)
- A detailed description of the work required.
- Attach the receipts that pertain to the work
- Various projects may require a plan or survey. Plans / surveys maybe required when the application is reviewed.

**Fees are subject to change