

Submittal Requirements in Portal

Above Ground Tank Installation / Repair

- OSFM Permit
- Site Map (Storage Tanks location)

Accessory Structure / Detached Garage

- Owner Authorization Form
- Building Drawings
- Site Engineering Plans with Topography
- Plat of Survey
- Parking Plan
- Current copy of Electricians License
- Current copy of Plumbers License
- Current copy of Roofers License

Addition

- Owner Authorization Form
- Building Drawings
- Site Engineering Plans with Topography
- Plat of Survey
- Energy Commercial Com-Check (as applies)
- Energy Residential Com-Check (as applies)
- Parking Plan
- Certificate of Personal Notification to Adjacent Property Owners
- Certificate of Insurance
- Current copy of Electricians License
- Current copy of Plumbers License
- Current copy of Roofers License

Commercial Kitchen Exhaust System

- Owner Authorization Form
- Building Drawings
- Current copy of Electricians License
- Current copy of Plumbers License
- Current copy of Roofers License

Commercial Occupancy or New Tenant

- Owner Authorization Form
- Application for COC / Change of Tenant

Commercial Telecommunications

- Owner Authorization Form
- Building Drawings
- Current copy of Electricians License
- Current copy of Plumbers License
- Plat of Survey
- Structural Report

Deck / Porch / Stoop

- Owner Authorization Form
- Building Drawings
- Plat of Survey

Demolition

- Owner Authorization Form
- Utility Disconnect Confirmations
 - Com Ed
 - Nicor
- Receipt of Rules Certificate
- Right-of-Way photos
- Parking Plan
- Plat of Survey
- Certificate of Personal Notification to Adjacent Property Owners
- Certificate of Insurance
- Air Conditioning System Reclamation Form

Driveway

- Owner Authorization Form
- Building Drawings
- Plat of Survey

Electrical Permit

- Owner Authorization Form
- Current copy of Electricians License
- Building Drawings

Elevator (Maintenance) & Elevator New

- Owner Authorization Form

- Building Drawings
- Current copy of Elevator Contractor's license

Fence

- Owner Authorization Form
- Building Drawings
- Plat of Survey

Fire - Clean Agent Fire Suppression

- Owner Authorization Form
- Clean Agent Fire Suppression System Plans

Fire - Fire Alarm

- Owner Authorization Form
- Fire Alarm Plans

Fire - Hood & Duct Permit

- Owner Authorization Form
- Kitchen Fire Suppression System Plans

Fire - Sprinkler Permit

- Owner Authorization Form
- Fire Sprinkler Plans

Fireworks

- Fireworks Application
- Property Owner Permission Letter
- Site Plan
- Fireworks Inventory List
- Certificate of Insurance
- Company Illinois OSFM Pyrotechnic Distributor's License
- Illinois OSFM Pyrotechnic Operator License

Gas - Underground Line

- Owner Authorization Form
- Building Drawings
- Current copy of Plumbers License (if applies)

Generator

- Owner Authorization Form

- Building Drawings
- Plat of Survey
- Current copy of Electrician's License

Hen

- Owner Authorization Form
- Hen Permit application
- Building Drawings
- Plat of Survey

Lawn Sprinklers

- Owner Authorization Form
- Building Drawings
- Plat of Survey
- Current Copy of Plumbers License
- Certificate of Insurance (If work is within right-of-way)
- Encroachment License (If work is within right-of-way)

Mechanical / HVAC

- Owner Authorization Form
- Building Drawings
- Energy Commercial Com-Check
- Current Copy of Plumbers License
- Current Copy of Electricians License
- Current copy of Roofers License

New Building

- Owner Authorization Form
- Building Drawings
- Site Engineering Plans with topography
- Stormwater Tab Submittal
- Plat of Survey
- Energy Commercial Com-Check (as applies)
- Energy Residential Com-Check (as applies)
- Certificate of Insurance
- Certificate of Personal Notification to Adjacent Property Owners
- Parking Plan
- Receipt of Rules Certificate
- Current Copy of Plumbers License
- Current Copy of Electricians License

- Current copy of Roofers License

Open Burning

- Open Burn Application
- Site Map
- Illinois EPA Open Burning Permit

Parking Lot

- Owner Authorization Form
- Building Drawings
- Site Engineering Plans with topography
- Plat of Survey

Patio / Flatwork

- Owner Authorization Form
- Building Drawings
- Site Engineering Plans with topography
- Plat of Survey

Plumbing

- Owner Authorization Form
- Building Drawings
- Current Copy of Plumbers License

Pool / Hot Tub

- Owner Authorization Form
- Building Drawings
- Site Engineering Plans with topography
- Plat of Survey
- Current Copy of Plumbers License
- Current Copy of Electricians License

Interior Renovation / Remodeling

- Owner Authorization Form
- Building Drawings
- Energy Commercial Com-Check (as applies)
- Energy Residential Com-Check (as applies)
- Current Copy of Plumbers License
- Current Copy of Electricians License
- Current copy of Roofers License

Residential Drain Tile

- Owner Authorization Form
- Building Drawings
- Plat of Survey

Right-of-Way

- Owner Authorization Form
- PW Permit Drawings
- Certificate of Insurance

Roofing

- Owner Authorization Form
- Building Drawings
- Current copy of Roofers License

Sign (Permanent)

- Owner Authorization Form
- Building Drawings
- Plat of Survey
- Current Copy of Electricians License

Sign (Temporary)

- Owner Authorization Form
- Letter from Owner / Landlord
- Site Plan
- Plat of Survey

Small Wireless Facility

- Owner Authorization Form
- Drawings / Specifications
- Map or list of each proposed small wireless facility or pole
- Equipment list
- Photographs
- Schedule
- Site Specific Structural Integrity Report

Solar Panel

- Owner Authorization Form
- Building Drawings
- Plat of Survey

- Current Copy of Electricians License

Stormwater

- Owner Authorization Form
- Building Drawings
- Site Engineering Plans with topography
- Stormwater Tab Submittal
- Plat of Survey

Stormwater Utility

- Owner Authorization Form
- Site Engineering Plans with topography

Stormwater Variance Request

- Owner Authorization Form
- Site Engineering Plans with topography

Temporary Use / Special Events

- Owner Authorization Form
- Building Drawings
- Letter from owner / landlord

Utility

- Owner Authorization Form
- Certificate of Insurance
- PW Permit Drawings

Water

- Owner Authorization Form
- Building Drawings
- Certificate of Insurance
- Current Copy of Plumbers License