



Development Services Department

14700 Ravinia Avenue • Orland Park, Illinois 60462

Phone (708) 403-5300 • Fax (708) 403-6215

Email: developmentservices@orlandpark.org • www.orlandpark.org

BUILDING PERMIT APPLICATION

Permit Number (Completed by Village)

The Freedom of Information Act (FOIA)

Any information provided on this form is subject to the Freedom of Information Act and may be released as part of a document request. If you do not want personal information released to the public, please provide alternative contact information or clearly note that it is personal/private contact information.

Part I General Information		Part II Property Information	
Application Date	Cost of Work \$	Job Site Address	
Building Use	Residential Retail Office Industrial Other	Lot/Unit/Suite/Space/Apt	
Type of Construction	New Addition Remodel/Alteration	Subdivision	
Occupancy Type	New Existing N/A	Parcel Identification Number (PIN)	
Describe scope of work:		Total Building Area (SF)	
		Total Space Area (SF)	
		Construction Area (SF)	

Part III Tenant and Property Contact Information <small>(Please check one to indicate primary contact for this permit application)</small>	
Business Name	Business Phone
Business Address	Business Email
Building Owner	Business Phone
Business Address	Business Email
Other Applicant <small>(Specify Role)</small>	Business Phone
Business Address	Business Email

Part IV Architect and Contractor Contact Information <small>(Please check to indicate primary contact for this permit application)</small>	
<small>Any sole proprietor, partnership, corporation or organization contracting or subcontracting to perform construction within the Village must be listed on this building permit application and must comply with Village license and bonding requirements. Please fill out Part VII of this application for all additional sub-contractors.</small>	
Architect Business Name	Contact Name
Business Address	Business Phone
Business Email	License#
General Contractor Business Name	Contact Name
Business Address	Business Phone
Business Email	License#
Mechanical Business Name	Contact Name
Business Address	Business Phone
Business Email	License#
Electrical Business Name	Contact Name
Business Address	Business Phone
Business Email	License#
Plumbing Business Name	Contact Name
Business Address	Business Phone
Business Email	License#

Part V Applicant	
<small>The undersigned hereby applies to the Development Services Department of the Village of Orland Park, IL for a permit to erect, alter, construct, or enlarge the structure or part thereof herein described, and if granted the permit applied for I will comply with all requirements of the village ordinances relating thereto and pay the fees required by such ordinances. I have read and understand terms, conditions and requirements listed in this application.</small>	
Print Name	Signature Date

Part VI Village Approvals		FEE \$ _____
<small>Receipt hereby acknowledged. Permits and Plans checked. Permits may be issued.</small>		
Print Building Official Name	Signature of Building Official	Date

Additional forms or handouts may be required.



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Part VII Additional Subcontractor Information

*Any sole proprietor, partnership, corporation or organization contracting or subcontracting to perform construction within the Village must be listed on this building permit application and must comply with Village license and bonding requirements. **Please list all subcontractors not already listed on this application.***

Please check if there are no additional Subcontractors.

Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#

Part VIII Applicant

The undersigned hereby applies to the Development Services Department of the Village of Orland Park, IL for a permit to erect, alter, construct, or enlarge the structure or part thereof herein described, and if granted the permit applied for I will comply with all requirements of the village ordinances relating thereto and pay the fees required by such ordinances. I have read and understand terms, conditions and requirements listed in this application.

Print Name	Signature	Date
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Part IX Terms, Conditions and Requirements

PLAT OF SURVEY

This application shall be accompanied by a Plat of Survey except when not required by the Development Services Department. Said Survey shall be signed and sealed by a licensed Illinois Surveyor.

APPLICABLE VILLAGE CODES

This permit is granted on the express condition that the said construction shall, in all respects, conform to all Ordinances of this jurisdiction including the Land Development Code, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provision of said ordinances.

PERMIT EXPIRATIONS

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 substantial progress is made within one (1) year, and unless construction is completed within two (2) years, the permit is null and void.

PUBLIC RIGHTS OF WAYS

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. Street in alley grades as well as depth and location of public sewers may be obtained from the Engineering Division. The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restriction. A Digging Permit is required when opening up a street to perform any work and appropriate bond submitted. Contractors are also required to contact JULIE.

PERMIT POSTING

Permit shall be posted and displayed on the job site during all times of construction and until a final approval has been issued by the Village.

JOB SITE PLANS

Approved plans must be retained on the job site until final inspection has been made and approved.

PLAN REVISIONS

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.

FOUNDATION APPROVAL

Construction shall not continue beyond the building's foundation without a Village approval of the as-built foundation's site location and elevations (spot survey). The foundation lot line setbacks and top of wall elevations shall be approved by the Village Building and Engineering Divisions prior to any further construction of the building.

INSPECTION REQUESTS

The Development Services Department requires inspections and approvals of construction trades prior to any concealment of work regulated by the Village Codes. Typical inspections include but are not limited to:

1. Concrete Inspections require all re-enforcement steel, including wire mesh, to be in-place per approved plans. Inspections must be made after steel is in place and before concrete is poured.
2. Footings, Drain Tile, Underground Plumbing, Electric or Gas Materials and Electric Service.
3. Roughs for Framing, Plumbing, Electrical, Mechanical, Fire, Energy and Concrete Flatwork.
4. Final inspection prior to any use or occupancy(Village Code Title 5, Chapter 1)

INSPECTION NOTIFICATION TIMING

1. Inspection requests can be faxed to (708) 403-6215, submitted online using the [Online Inspection Request Form](#), emailed to developmentservices@orlandpark.org or submitted in person to the Development Services Department.
2. Inspection requests cannot be taken over the phone and cannot be taken for same day inspections.
3. Inspection requests must be submitted by 4pm to schedule for the next business day.
4. Inspection requests submitted on a Friday after 4PM or on Saturday or Sunday will be scheduled the following Tuesday.

ENFORCEMENT

The Development Services Department reserves the right to reject any work which has been concealed or completed without first having been inspected and approved by the Department in accordance with the requirements of the various codes and ordinances.

CERTIFICATE OF OCCUPANCY

After final inspections have been approved, a Certificate of Occupancy may take up to 7 days for processing. Property/Title closings must account for time needed to monitor any legal agreements, and Departments signoffs for occupancy approvals.

INDIVIDUAL COVENANTS AND DEED RESTRICTIONS

The issuance of a permit is not to be construed as a waiver of any restrictive covenant or any other matters that are recorded or unrecorded that may affect the real estate.

ERRORS AND OMISSIONS

No error or omission in any permit application, plans or documents approved by the Village, shall not relieve the land owner, agent or representatives to violate any adopted ordinance or code provisions. After reading these permit application terms, the undersigned fully understands the terms, the undersigned fully understands the terms and declares to the best of the knowledge and belief of the undersigned, that statements made are true.

Part X Applicant

The undersigned hereby applies to the Development Services Department of the Village of Orland Park, IL for a permit to erect, alter, construct, or enlarge the structure or part thereof herein described, and if granted the permit applied for I will comply with all requirements of the village ordinances relating thereto and pay the fees required by such ordinances. I have read and understand terms, conditions and requirements listed in this application.

Print Name	Signature	Date
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ELECTRICAL PERMIT APPLICATION

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Part I	General Information	Part II	Electrical Contractor Information
Application Date Cost of Work \$		Contractor Business Name	
Building Use Residential Commercial Office Industrial Kiosk		Contact	
Job Address		Contractor Address	
Business/Homeowner Name		Contractor Phone	
Owner's Phone <i>(Note if personal)</i>		Contractor Email	
Description of Work		Registration #	
		Registered at	

Part III SERVICE, LIGHTING CIRCUITS, OUTLETS AND POWER

SERVICE

Building Square Footage	Service	Amps
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LIGHTING CIRCUITS AND OUTLETS

	2 WIRE	3 WIRE	4 WIRE
15 AMP CIRCUIT			
20 AMP CIRCUIT			
30 AMP CIRCUIT			
OUTLETS ON EXISTING CIRCUITS			
40 AMP CIRCUIT OR OVER			

COOLING & HEATING POWER

	NUMBER	TOTAL HP OR KW
AIR CONDITIONER		
APPLIANCES		
MOTORS		
ELECTRIC HEAT		

SERVICE REVISIONS, OTHER APPARATUS REPAIRS AND REMARKS

ALARMS *(Check all that apply)*

FIRE BURGLAR

TOTAL FEE *(Completed by Village)*

Part IV Signatures

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Print Super. Electrician Name	Signature of Super. Electrician	Date
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Part V Village Approvals

Receipt hereby acknowledged. Permits and Plans checked. Permits may be issued.

Print Electrical Inspector Name	Signature of Electrical Inspector	Date
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Additional forms or handouts may be required.



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MECHANICAL PERMIT APPLICATION

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Part I	General Information	Part II	Mechanical Contractor Information
Application Date		Contractor Business Name	
Cost of Work \$		Contact	
Building Use Residential Commercial Office Industrial Kiosk		Contractor Address	
Job Address		Contractor Phone	
Business/Homeowner Name		Contractor Email	
Owner's Phone (Note if personal)			
Description of Work			

Part III Type of Equipment

Note: Please provide specifications for each unit type listed on this application.

TYPE	NUMBER	FEE (Completed by Village)
AIR CONDITIONER UNITS - H.P. Each		
REFRIGERATION UNITS - H.P.		
BOILERS - H.P. Each		
FORCED AIR SYSTEMS - B.T.U.		
FLOOR FURNACES - B.T.U.		
WALL HEATERS - B.T.U.		
UNIT HEATERS - B.T.U.		
AIR HANDLING		

TOTAL FEE (Completed by Village)

Part IV Applicant Signature

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Print Contractor/Agent Name	Signature of Contractor/Agent	Date
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Part V Village Approvals

Receipt hereby acknowledged. Permits and Plans checked. Permits may be issued.

Print Mechanical Inspector Name	Signature of Mechanical Inspector	Date
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Additional forms or handouts may be required.



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PLUMBING PERMIT APPLICATION

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Part I General Information		Part II Plumbing Contractor Information	
Application Date Cost of Work \$		Contractor Business Name	
Building Use Residential Commercial Office Industrial Kiosk		Contact	
Job Address		Contractor Address	
Business/Homeowner Name		Contractor Phone	License #
Owner's Phone (Note if personal)		Contractor Email	
Description of Work		<p>**Note** A Letter of Intent on the contractor's letterhead is required with all plumbing permits. Corporations must have the corporate seal affixed. All others must be notarized.</p>	

Part III Fixtures		FEE (Completed by Village)
TYPE	NUMBER	
LAWN SPRINKLER**		**Requires Additional Permit Application
BATHTUBS		
LAVATORY		
WATER CLOSET		
SHOWERS		
URINAL		
SINKS		
LAUNDRY TRAY		
DISHWASHING MACHINE		
WASHING MACHINE		
FOUNTAIN (DRINKING)		
HOT WATER HEATER		
FLOOR DRAINS		
SUMP PUMP		
SEWAGE EJECTOR		
CATCH BASIN		
GREASE TRAP		
DRAIN TILE		
SPECIAL WASTES		
APPLIANCES		
TOTAL FEE (Completed by Village)		

Part IV Applicant	
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Print Contractor Name	Signature of Contractor Date

Part V Village Approvals	
<p>Receipt hereby acknowledged. Permits and Plans checked. Permits may be issued.</p>	
Print Plumbing Inspector Name	Signature of Plumbing Inspector Date

Additional forms or handouts may be required.