



ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT
 14700 RAVINIA AVENUE
 ORLAND PARK, ILLINOIS 60462
 708-403-5300
 FAX 708-403-6215

developmentservices@orlandpark.org
www.orlandpark.org

PERMIT# _____

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.

BUILDING PERMIT APPLICATION

Orland Park Location of Work and Business or Homeowner Info	Address: _____		Unit # _____
	Tenant/Homeowner Name: _____		
	Phone: _____		
	Email: _____		
Total Unit Area (SF) _____ Construction Area (SF) _____ PIN _____			
Construction: <input type="checkbox"/> Addition <input type="checkbox"/> New Building <input type="checkbox"/> Interior Remodel <input type="checkbox"/> Exterior Remodel			
Non-Residential: <input type="checkbox"/> New Tenant <input type="checkbox"/> Existing Tenant			
Building Use: <input type="checkbox"/> Residential <input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Industrial <input type="checkbox"/> Medical <input type="checkbox"/> Food Service <input type="checkbox"/> Storage <input type="checkbox"/> Warehouse			
Description of Work:			Cost of Work: \$ _____
Applicant:	Printed Name: _____		
	Company: _____		
	Phone: _____	Email: _____	
<p>I, the Owner/Agent/Contractor for the above property 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, agrees to comply with all requirements of the village ordinances relating thereto by such ordinances including, but not limited to, paying the fees required and requesting necessary inspections.</p> <p>Applicant Signature _____ Date _____</p>			
Village Use:	Building Official Printed Name: _____	Signature: _____	Date: _____ FEE: _____

LIST CONTRACTORS ON PAGE 2. USE ADDITIONAL PAGES IF NEEDED. ALL CONTRACTORS MUST BE LICENSED AND BONDED WITH THE VILLAGE OF ORLAND PARK. IF HOMEOWNER IS DOING THE WORK THEMSELVES, ATTACH A HOMEOWNER'S AFFIDAVIT.



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BUILDING PERMIT APPLICATION CONTINUED

Location of Work:	Address:		Unit #
Architect	Business Name:		Contact:
	Business Address:		
	Phone:	Email:	
General Contractor	Business Name:		Contact:
	Business Address:		CL#
	Phone:	Email:	
Electrical Contractor	Business Name:		Contact:
	Business Address:		Bond Exp:
	Phone:	Email:	
Plumbing Contractor	Business Name:		Contact:
	Business Address:		CL#
	Phone:	Email:	
Mechanical Contractor	Business Name:		Contact:
	Business Address:		Bond Exp:
	Phone:	Email:	
Carpentry Contractor	Business Name:		Contact:
	Business Address:		CL#
	Phone:	Email:	
Contractor	Business Name:		Contact:
	Business Address:		Bond Exp:
	Phone:	Email:	
Contractor	Business Name:		Contact:
	Business Address:		CL#
	Phone:	Email:	
Contractor	Business Name:		Contact:
	Business Address:		Bond Exp:
	Phone:	Email:	
Contractor	Business Name:		Contact:
	Business Address:		CL#
	Phone:	Email:	
Contractor	Business Name:		Contact:
	Business Address:		Bond Exp:
	Phone:	Email:	
Contractor	Business Name:		Contact:
	Business Address:		CL#
	Phone:	Email:	
Applicant	Printed Name:		Signature:
			Date:
Village Use:	Building Official Printed Name:		Signature & Date:

BUILDING PERMIT APPLICATION

Permit Number (Completed by Village)

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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