



# Village of Hoffman Estates Building Permit Application

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

Village Use Only	Initials	Date
Permit Received		
Building Official Approval		
Applicant Notified/Card Complete		
Permit Issued		
Final Inspection Approved		

**PROPERTY ADDRESS:** \_\_\_\_\_

*Print legibly*

**Property Owner:**

**Applicant:**  Same as Property Owner – or complete below:

Name	Name
Company	Company
Address	Address
City, State, Zip	City, State, Zip
Phone	Phone
E-Mail	E-Mail

**PROJECT INFORMATION:**

- Residential:     Owner Occupied     Rental  
 Commercial:    Business/Tenant Name \_\_\_\_\_

**PROJECT VALUATION/COST:** \$ \_\_\_\_\_

**TYPE OF WORK TO BE PERFORMED:** \_\_\_\_\_

**WORK TO BE PERFORMED BY (please complete all that apply):**

- OWNER/RESIDENT:** As legal owner of the subject property I certify that I alone will perform  all or  part of the work listed on this permit and I assume full responsibility for meeting all applicable code requirements of the Village. I further acknowledge that use of a contractor for any portion of this work shall require such contractor to comply with Village License, Bond and Insurance requirements: **Owner initials:** \_\_\_\_\_
- CONTRACTOR:** All contractors must complete the following and have current License (L), Bond (B) and Insurance (I) documents approved by the Village to perform work in the Village of Hoffman Estates. Contractor requirements can be found at: [www.hoffmanestates.org/permits](http://www.hoffmanestates.org/permits)  
 \_\_\_\_\_ Initial here, if NOT using subcontractors.

L	B	I	CONTRACTOR TYPE	NAME	ADDRESS	PHONE
			General			
			Subs (Attached list)			

<b>ARCHITECT/DESIGNER:</b> _____	<b>E-MAIL:</b> _____	<b>PHONE:</b> _____
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I hereby certify that I am authorized to make this application and that all information provided by me on or in conjunction with this application is true and accurate to the best of my knowledge. I understand that I will be responsible for correcting any deficiencies within this application and that I am the contact who will be notified when the review is complete. I agree to comply with all conditions required by the Village as part of the issuance of this permit.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME & TITLE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

VILLAGE USE ONLY – BUILDING PERMIT FEE:		<input type="checkbox"/> Contractor(s) L B I Complete <input type="checkbox"/> Conditions Signed <input type="checkbox"/> Letter of Intent <input type="checkbox"/> Missing:	<input type="checkbox"/> Performance Deposit Required Date Received: _____	Amount
<input type="checkbox"/> Building: \$	<input type="checkbox"/> Plumbing: \$			
<input type="checkbox"/> Mechanical: \$	<input type="checkbox"/> Plan Review: \$		<input type="checkbox"/> LOC	
<input type="checkbox"/> Electrical: \$	<input type="checkbox"/> Fee Sheet Attached			
<b>TOTAL DUE: \$</b>				
PAYMENT TYPE: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Charge				

*No error or omission in either the plans or application, whether said plans or application have been approved by the Building Official or not, shall permit or relieve applicant from constructing the work in any manner other than provided for by Village Ordinance.*





# Village of Hoffman Estates

## Building Permit Application

### SCOPE OF WORK FORM

PROPERTY ADDRESS: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ CONTRACTOR PHONE: \_\_\_\_\_

Proposed Work: \_\_\_\_\_

**Work Includes:**

- Electric/Lighting
- Plumbing
- Mechanical/HVAC
- Framing
- Insulation
- Excavation
- Partial Drywall Removal (complete drywall removal will require fire sprinkler retrofit installation)

**Detailed Project Description - Please submit any plans\*, drawings or contracts along with this description:**

\* If a change in the floor plan is proposed, before and after floor plans must be submitted.