

CITY OF ST CHARLES
Application for Building Permit



Department: **Building & Code Enforcement Division**

Phone: **(630) 377-4406**

Application Date: _____ Parcel No. _____ Permit No. _____

PLEASE PRINT ALL INFORMATION

I, _____, do hereby apply for a permit for the following described work

located at _____ Estimated Cost: _____

Description of proposed work: _____

If your project is for "windows and doors" what is the proposed date of installation: _____

Check List for Submittal of Application:

- Is your property located in the Historic Preservation District? Yes/No If yes, your application will need to be approved by the Historic Preservation Committee.
- If any windows or doors are being replaced or installed new - documentation is required on the U-Factor rating.
- If any roofing is conducted by anyone other than the owner we need a copy of the Roofing Contractor's Illinois State License and a copy of the signed contractor with the owner's signature.
- If any work is being conducted in the City right-of-way or street, the Engineering Department must issue a Right-of-Way permit prior to issuance of the Building Permit.
- Payment on permits are **TO BE BY CASH, CREDIT CARD OR CHECK PAYABLE TO THE CITY OF ST. CHARLES.**

Owner of the Property:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

Applicant:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

General Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

Contractor:

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
Telephone NO. _____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____ SIGNATURE: _____

REPORT OF THE BUILDING OFFICIAL

Accepted: _____ Rejected: _____ Date: _____

Signed: _____

For Office Use
Received _____
Fee Paid \$ _____
Check # _____