



VILLAGE OF LINCOLNWOOD

6900 Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402
www.lincolnwoodil.org | commdev@lwd.org



Building Permit Application

**** Please complete all pages as pertains to this project ****

Please note that permits not submitted through our online portal at lincolnwood.onlana.com will take additional time to be processed. You can also access the portal by scanning QR code above.

Additionally, partial applications are not accepted. Be sure to have all required documentation before submitting your application.

Property Address	
Project Valuation	\$

A detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)

Type of property: Residential Commercial

Does this improvement include a new USE on the property? Yes No

If yes, describe the new USE:

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Property Owner / Business Tenant	
Address	
Phone	
Email address (required)	

Applicant Name (if not property owner)	
Company Name	
Address	
Phone	
Email address (required)	

Description of Work :

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Type of Work/Improvement: (* indicates that the type of work is its own separate permit from any other work)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Fire Damage Repair | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Tenant Build-out |
| <input type="checkbox"/> Air Conditioner | <input type="checkbox"/> Furnace/Boiler | <input type="checkbox"/> Patios, Walks or Landings | <input type="checkbox"/> Tent * |
| <input type="checkbox"/> Basement Remodel | <input type="checkbox"/> Generator * | <input type="checkbox"/> Plumbing only | <input type="checkbox"/> Trailer * |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Hot Tub * | <input type="checkbox"/> Roof * | <input type="checkbox"/> Tree Removal * |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Interior Remodel | <input type="checkbox"/> Sewer Repair | <input type="checkbox"/> Water Heater |
| <input type="checkbox"/> Detached Garage * | <input type="checkbox"/> Lawn Sprinkler/RPZ * | <input type="checkbox"/> Shed * | <input type="checkbox"/> Window or Door * |
| <input type="checkbox"/> Driveway * | <input type="checkbox"/> Mechanical only | <input type="checkbox"/> Signs * | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Electrical only | <input type="checkbox"/> New Construction | <input type="checkbox"/> Solar Panels * | |
| <input type="checkbox"/> Elevator | | <input type="checkbox"/> Swimming Pool * | |
| <input type="checkbox"/> Fence * | | | |

Standard Documentation for all permits includes:

- Homeowner Information including name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village. Any change in contractors **MUST** be submitted in writing **IMMEDIATELY**
- Valuation for the proposed work with a detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)

For specific documentation requirements please review the necessary handout for your proposed project.

Forms are available on the Village Website at <https://www.lincolnwoodil.org/192/Building-Construction> or in person at the Community Development Department

If you are applying for a New Construction, an addition, or any level of interior remodel, a completed [Fire Sprinkler Determination Form](#) will be required (If it's determined that Fire Sprinklers are needed a separate permit would need to be applied for).

Architect Name	
Company	
Business Address	
Business Phone	
Company Email Address (required)	

General Contractor	
Contact Name	
Business Address	
Phone	
Company Email Address (required)	

Subcontractor 1 - Business Name	
Contractor Type	
Business Address	
Business Phone	
Company Email Address (required)	

Subcontractor 2 - Business Name	
Contractor Type	
Business Address	
Business Phone	
Company Email Address (required)	

Subcontractor 3 - Business Name	
Contractor Type	
Business Address	
Business Phone	
Company Email Address (required)	

If there are additional subcontractors, list them on a separate document and include that document with your application. All subcontractors will need to provide a separate letter of intent (unless the Homeowner is the general contractor, in which case, we will need an actual signed contract from each subcontractor) If the Homeowner is acting as the general contractor, we will also require a [Homeowner as Contractor](#) affidavit as well as documentation showing the cost of all materials used for their portion of the work.

In consideration of this application and the attached forms being made a part thereof and the issuance of the permit, I will comply with the rules and regulations set forth in the Lincolnwood Municipal Code and all work performed under said permit will be in accordance with the approved plans and specifications which accompany this application. 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 the applicant from constructing the work in any other manner than that provided for in the municipal code of this Village relating thereto. The applicant agrees to pay all Plan Review Fees whether they receive a permit or not. The applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of my knowledge and belief.

Signature of Owner or Agent:	
Date	