



PERMIT APPLICATION PROCEDURES

Permit Fee: 1.5 % of total cost of job or \$100.00, whichever is greater, DUE AT THE TIME OF PERMIT SUBMITTAL

All permit applications must be **fully** completed, including all Permanent Index Number(s) (PINS) and submitted with required permit fee before the review process will begin.

NEW Construction: Site plans and specifications, as well as landscaping plans must be reviewed and approved by the Village Engineer and the Village Engineer must make at least two inspections during construction. Applicants **must** deposit a \$1,000.00 retainer fee toward the engineer's review and inspection fees.

The Village may retain outside consultants to evaluate applications for annexation, zoning, subdivision and construction applications for municipal action or permission. Fees for such services are determined by the consulting firm and are the responsibility of the applicant.

5 sets of drawings, including electrical & plumbing specifications are required at the time of submittal (ALL PLANS MUST BE SIGNED & SEALED BY AN ILLINOIS ARCHITECT)

All applications must be accompanied by a plat of survey under seal of a registered Illinois surveyor showing the location of the buildings on the described premises.

All Contractors MUST be listed on the permit application

All contractors, both general & subcontractors must be licensed with the Village of McCook

Contractor's License Fee \$100 per year (Jan 1st – Dec 31st)

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE BUILDING DEPARTMENT FOR INSPECTIONS AT LEAST 48 HOURS IN ADVANCE OR AS SOON AS POSSIBLE AT (708) 447-9030 x 639.

NO WORK IS TO BE PERFORMED BEFORE THE PERMIT APPLICATION IS REVIEWED AND APPROVED.