



CITY OF HIGHWOOD  
 17 HIGHWOOD AVE - HIGHWOOD, IL 60040  
 Phone 847.432.1924 / Fax 847.432.0735  
 - www.cityofhighwood.org -

## APPLICATION FOR A BUILDING PERMIT

**Application must be filled out completely.**  
 DO NOT FAX OR EMAIL APPLICATION.

Today's Date \_\_\_\_\_

### Project Information

Property Address \_\_\_\_\_

Building Use  **Single Family**  **Duplex**  **Multi-Family**  **Commercial**

Name of Property Owner \_\_\_\_\_

Address of Property Owner \_\_\_\_\_

Phone Number \_\_\_\_\_ Email: \_\_\_\_\_

### Contractor Information

Contractor Type:  General  Electrical  Roofing  Plumbing  Concrete  Masonry

License No. \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Address of Contractor \_\_\_\_\_

Phone Number \_\_\_\_\_

Description of Work (Please be as detailed as possible): **Please include plans.**

---



---



---



---

**NOTE:** Additional applications shall be filed and permits obtained before starting on the plumbing work, sewer and water taps and stubs, electrical work, sidewalk construction, Heating and/or Air Conditioning work and such other work for which permits may be required.

The Guarantee Deposit provides for replacement of any existing improvements damaged by reason of the work and for the maintenance of the public streets and surrounding property in a clean and orderly condition. Any work done by the city to repair or maintain such conditions will be deducted from said deposit. A street obstruction bond is required whenever use is made of any portion of the city street, including walks, parkway and/or paving.

**CONDITIONS:** This permit authorizes only work for which a FEE has been noted and paid. The contractor shall construct work in accordance with the description set forth in the application, plans and specifications and no error or omission in said application, plans, and specifications, as filed whether approved or not shall relieve the permittee from conforming with the Building Code of Highwood, Illinois and all other pertinent ordinances in the installation, alteration, or repair work of any such work.

**NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES:** Before excavating, grading or ANY other work below the surface of the ground, the undersigned is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

CONSTRUCTION PERMIT FEES	
Permit No.	_____
Issued By:	_____
Estimated Cost of Project	
\$	_____
Certificate of Occupancy	\$ _____
Permit Fee	\$ _____
Plan Review Fee	\$ _____
Inspection(s) Fee	\$ _____
Administrative Fee	\$ _____
Total Fees	\$ _____
Deposit (if required)	\$ _____

<b>CAUTION</b>			
<b>BEFORE DIGGING PLEASE CALL</b>			
J.U.L.I.E	(800) 892-0123	_____	_____
		Property Owner Signature	Building Inspector