

# SIDING BUILDING PERMIT APPLICATION

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Property & Owner Information	
Owner Name	
Phone	
Email Address	
Birth date	
Drivers License No.	
Street Address	_____
	<i>Romeoville, Illinois 60446</i>
Subdivision & Lot #	Subdivision _____ Lot # _____
<input type="checkbox"/> Corporation – Corporate No. _____	
<input type="checkbox"/> Limited Liability Company or Partnership LLC or LLP No. _____	
Registered Agent:	
Address: (no PO Box)	
City, State, Zip:	
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor
Who will be doing the work? Check all that apply.	<input type="checkbox"/> Self <input type="checkbox"/> General Contractor <input type="checkbox"/> Sub-Contractor(s)
Who is the contact person?	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor
Estimated Cost	\$ _____

Office Use Only		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Status Sticker</b>  <small>OFFICIAL USE ONLY</small> </div>
Application Date:		
Received By:		
Permit Date:		
Permit #:		Cost of Permit:\$ _____

<b>Work Performed by Homeowner</b>			
If you doing the work yourself, please also complete the <i>Property Owner's Acknowledgement of Responsibility</i> form.			
<b>Contractor Information</b>			
If using a contractor or sub-contractor, a copy of the signed contract must be included with the application and the following information must be provided. All contractors and sub-contractors in Romeoville must be registered with the Village.			
Contractor Name		Village Registration No.	
Contractor Address (no P.O. Box)			
Contractor Phone		Email Address	
Birth date			
Drivers License No.			
<input type="checkbox"/> Corporation – Corporate No. _____			
<input type="checkbox"/> Limited Liability Company or Partnership LLC or LLP No. _____			
Registered Agent:			
Address: (no PO Box)			
City, State, Zip:			

### Construction Requirements

<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</i>		Office Use
<b>General Requirements</b>		
<input type="checkbox"/>	The framing for the gable ends are to be vertically framed 16 inches on center.	
<input type="checkbox"/>	The gable end sheathing must be a minimum of 7/16 thickness.	
<input type="checkbox"/>	<b>HOUSE WRAP IS REQUIRED (MUST BE INSTALLED TO MANUFACTURER 'S SPECIFICATION)</b>	
<input type="checkbox"/>	All "J" Channel must be caulked around windows and doors.	
<input type="checkbox"/>	Manufacturer's siding specifications must be submitted at the time of permit application.	
<input type="checkbox"/>	A house address must be installed after the siding is completed. (The minimum size for the numbers is at least 4 inches in height and a minimum of ½ wide)	

<b>Provide a location and description of work to be performed, (i.e. north, south, east, west side of building, etc.)</b>	<b>Office Use</b>

<b>Permit &amp; Inspection Requirements</b> <i>Please read the requirements and place a ✓ in the box to the left to confirm that you understand.</i>	<b>Office Use</b>
<input type="checkbox"/> The Building Permit must be posted in the building’s window where it can be seen from the street. Each phase of construction must be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction.	
<input type="checkbox"/> • A gable end(s) inspection before the wall sheathing is installed.	
<input type="checkbox"/> • A final inspection.	
<input type="checkbox"/> • All inspections must be scheduled 48 hours in advance by calling (815)886-7203 or by emailing <a href="mailto:buildinginspections@romeoville.org">buildinginspections@romeoville.org</a> . Your permit number must be provided when inspections are scheduled.	
<input type="checkbox"/> • Failure to call for required inspections may result in a “STOP WORK ORDER”.	
<input type="checkbox"/> • Should you fail an inspection, a re-inspection fee must be paid before continuing work and before scheduling another inspection. <b>INVOICED AFTER 5 DAYS.</b>	
<input type="checkbox"/> • <b>A FINAL INSPECTION MUST BE PERFORMED WHEN THE SIDING HAS BEEN INSTALLED.</b> If the inspection is passed, a Certificate of Completion will be issued.	
<input type="checkbox"/> Work must be started within thirty (30) days of the issuance date of the permit and must be completed within 365 days.	

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

- Owner     Tenant     Agent     Contractor     Other specify \_\_\_\_\_

**This Page for Office Use Only**

Approval & Review Status

Building	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Planning:	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Clerical	Check for Outstanding Debt:	
	Contacted Date:	
	Person Contacted:	
	Contacted By:	
	<input type="checkbox"/> Received copy of Drivers License	

Notes	
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