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COMMUNITY DEVELOPMENT DEPARTMENT

RESIDENTIAL ALTERATION - INTERIOR

PERMIT SUBMITTAL CHECKLIST

Forms & applications are available at Village Hall or at www.caryillinois.com. Payment is not required until permit issuance. Permit fees are calculated after the review is completed and approved.

Permit Review:

- Building Permit Application**
- Contractor's Proposal / Scope of Work / Contract** or other additional documents as needed to clearly show the extent of proposed work.
- Two (2) sets of **construction plans**:
 - Existing and proposed floor plans of the area being altered.
 - Dimensions showing the location of new/relocated walls.
 - Clearly show location and extent of the proposed work (framing, plumbing, mechanical and electrical).
 - Include walls, doors, electric layout (lights, switches, outlets, electric panel), mechanical equipment (furnace, water heater) and plumbing fixtures.
 - Include room / space names.
 - Plans shall be drawn to an appropriate scale (i.e. 1/4" = 1'-0").
 - Plans do not need to be signed & sealed by an Illinois licensed design professional (Architect, Structural Engineer or Professional Engineer) unless there are structural changes.

Permit Issuance:

- Contractors List** on Permit Application.
- License Permit Bond** for each of the contractors: It must be a \$10,000 License Permit Bond signed by a representative of the contractor's business.
- Contractor Registration** with Village for each of the contractors: \$75 for annual registration.
- Plumber's License/Registration**: Illinois or City of Chicago Plumbing License (058) AND Illinois Plumbing Contractor Registration (055)
- Plumber's Letter of Intent**: It must be on company letterhead, signed by licensed plumber and with corporate seal or notarized.
- Owner's Letter of Intent** (if applicable): For any plumbing done by owner and not an Illinois licensed Plumber. A letter of intent stating the homeowner will be completing the plumbing and will reside in the residence for a period of at least 6 months after the final inspection is approved. Must be signed by owner and notarized.
- Owner's Work Waiver** (if applicable): For any work done by owner and not a contractor. Must be signed by owner and notarized.
- Copy of **approvals from County/State/Federal agencies** (if applicable):
 - McHenry County Department of Health (well or septic abandonment)
 - IDNR (document substantial damage/improvements if in a floodplain)

Note:

- Additional items, or more detailed information, may be required for a complete code compliance review based on the unique aspects of a specific project.

If you have questions on your project, please contact
the Community Development Department at 847-639-1100.