



# Building Permit Application- Commercial

Community Development Department  
27 Riverside Rd. Riverside, IL 60546  
P: (708) 447 – 1241 | F: (708) 447 – 2704

Received Stamp

**GENERAL INFORMATION:** **Is application to correct a notice of violation? \_\_ Yes \_\_ No**

Address of Property: \_\_\_\_\_ Owner: \_\_\_\_\_  
Tax Index # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**TYPE OF WORK:**

- New construction - \$2000 deposit
  - Interior Buildout/Remodel - \$500 deposit
  - Addition - \$1000 deposit \_\_\_\_\_sq. ft.
  - Other: \_\_\_\_\_
  - Roofing/siding
  - Windows/doors
  - Gutters, fascia, soffit
  - Plumbing/electrical
  - Driveway/Parking lot
    - asphalt
    - concrete
  - Lawn irrigation
  - Fire-alarm/ sprinkler
  - Fence
- (Note: homeowner waiver does not apply for work on commercial properties)

**DESCRIPTION OF WORK:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Value\*\* \$ \_\_\_\_\_**  
**\*\*SIGNED CONTRACT(S) MUST BE ATTACHED TO THIS PERMIT.**

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Riverside during the plan review and construction process will be directed to the permit applicant, only.  
**If subcontractors are used, signed letters of intent with each subcontractor need to be provided.**

**BUILDER/CONTRACTOR INFORMATION:**

General Contractor:	Phone:
Address:	Email:

Architect:	Phone:
Address:	Email:

Carpenter:	Phone:
Address:	Email:

Concrete:	Phone:
Address:	Email:

<b>Sewer:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Excavator:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Electrician:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Plumber:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Brick Mason:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>HVAC:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Roofer:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Asphalt:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Landscape/Paver:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Other:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

**ACKNOWLEDGEMENT**

I hereby certify that the information above, any attached plans and specifications and other attached documentation is true to the best of my knowledge; and I agree to comply strictly with all applicable codes and ordinances of the Village of Riverside in completion of the work. I understand there is a \$75.00 fee for re-inspection of any work that does not pass a prior inspection. I hereby acknowledge my obligation to reimburse the Village of Riverside for all necessary and reasonable expenses incurred by the Village for independent professionals to review the application for compliance with applicable building codes in accordance with sections 1-21-1, 4-1-4(I) and 4-1-4(J) of the Municipal Code.

**Signature:** \_\_\_\_\_  
**Contractor or Agent – Please sign and print name**      **Date**      **Owner – Please sign and print name**      **Date**

<b>PERMIT &amp; FEES</b>		<b>*OFFICE USE ONLY*</b>	
<b>PERMIT #</b> _____	Building Fee _____	Water Fee _____	Sewer Fee _____
Issued On _____	Electric Fee _____	ROW Deposit _____	DPW Fee _____
App'd By / Date _____	Plumbing Fee _____	Cert of Occ. Fee _____	Site Management Bond: _____
Plan Review Deposit _____	Plan Review Fee _____	Other _____	TOTAL _____

<b>INSPECTIONS REQUIRED</b>		<b>*OFFICE USE ONLY*</b>			
Rough Plumbing	Rough Electric	Rough Building	Pre-pour Foundation	Above Ceiling HVAC	Certificate of Occ.
Ground Plumbing	Underground Electric	Backfill	Pre-pour Slab	Above Ceiling Elect.	Fire Dept.
Water Service	New Service Electric	Insulation	Pre-pour Footing	Spot Survey	Other:
Final Plumbing	Final Electric	Final Building	Final Plumbing – DPW	Final Grading	