



Development Services Department

14700 Ravinia Avenue • Orland Park, Illinois 60462

Phone (708) 403-5300 • Fax (708) 403-6215

Email: developmentservices@orlandpark.org • www.orlandpark.org

BUILDING PERMIT APPLICATION

Permit Number (Completed by Village)

The Freedom of Information Act (FOIA)

Any information provided on this form is subject to the Freedom of Information Act and may be released as part of a document request. If you do not want personal information released to the public, please provide alternative contact information or clearly note that it is personal/private contact information.

Part I	General Information	Part II	Property Information
Application Date	Cost of Work \$	Job Site Address	
Building Use	Residential Retail Office Industrial Kiosk	Lot/Unit/Suite/Space/Apt	
Type of Construction	New Addition Remodel	Subdivision	
Tenant Type	New Existing	Parcel Identification Number (PIN)	
Describe scope of work:		Total Building Area (SF)	
		Total Space Area (SF)	
		Construction Area (SF)	

Part III	Tenant and Property Contact Information <small>(Please check one to indicate primary contact for this permit application)</small>	
Tenant		Business Phone
Business Address	Business Email	
Property Owner		Business Phone
Business Address	Business Email	
Other Applicant <small>(Specify Role)</small>		Business Phone
Business Address	Business Email	

Part IV	Architect and Contractor Contact Information <small>(Please check to indicate primary contact for this permit application)</small>	
<small>Any sole proprietor, partnership, corporation or organization contracting or subcontracting to perform construction within the Village must be listed on this building permit application and must comply with Village license and bonding requirements. Please fill out Part VII of this application for all additional sub-contractors.</small>		
Architect Business Name		Contact Name
Business Address		Business Phone
Business Email		License#
General Contractor Business Name		Contact Name
Business Address		Business Phone
Business Email		License#
Mechanical Business Name		Contact Name
Business Address		Business Phone
Business Email		License#
Electrical Business Name		Contact Name
Business Address		Business Phone
Business Email		License#
Plumbing Business Name		Contact Name
Business Address		Business Phone
Business Email		License#

Part V	Signatures	
<small>The undersigned hereby applies to the Development Services Department of the Village of Orland Park, IL for a permit to erect, alter, construct, or enlarge the structure or part thereof herein described, and if granted the permit applied for I will comply with all requirements of the village ordinances relating thereto and pay the fees required by such ordinances. I have read and understand terms, conditions and requirements listed in this application.</small>		
Print Applicant Name	Signature of Applicant	Date

Part VI	Village Approvals	FEE \$
<small>Receipt hereby acknowledged. Permits and Plans checked. Permits may be issued.</small>		
Print Building Official Name	Signature of Building Official	Date

Additional forms or handouts may be required.



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Part VII Additional Subcontractor Information

Any sole proprietor, partnership, corporation or organization contracting or subcontracting to perform construction within the Village must be listed on this building permit application and must comply with Village license and bonding requirements. **Please list all subcontractors not already listed on this application.**

Please check if there are no additional Subcontractors.

Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#
Subcontractor Business Name & Trade	Contact Name
Business Address	Business Phone
Business Email	License#

Part VIII Signatures

The undersigned hereby applies to the Development Services Department of the Village of Orland Park, IL for a permit to erect, alter, construct, or enlarge the structure or part thereof herein described, and if granted the permit applied for I will comply with all requirements of the village ordinances relating thereto and pay the fees required by such ordinances. I have read and understand terms, conditions and requirements listed in this application.

Print Applicant Name	Signature of Applicant	Date
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BUILDING PERMIT APPLICATION

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Part IX Terms, Conditions and Requirements

PLAT OF SURVEY

This application shall be accompanied by a Plat of Survey except when not required by the Development Services Department. Said Survey shall be signed and sealed by a licensed Illinois Surveyor.

APPLICABLE VILLAGE CODES

This permit is granted on the express condition that the said construction shall, in all respects, conform to all Ordinances of this jurisdiction including the Land Development Code, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provision of said ordinances.

PERMIT EXPIRATIONS

From date of issuance of this permit, it is understood that unless a substantial start on construction is made within six (6) months, and unless substantial progress is made within one (1) year, and unless construction is completed within two (2) years, the permit is null and void.

PUBLIC RIGHTS OF WAYS

This permit conveys no right to occupy any street, alley or sidewalk or any part thereof, either temporarily or permanently. Encroachments on public property must be approved by the jurisdiction. Street in alley grades as well as depth and location of public sewers may be obtained from the Engineering Division. The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restriction. A Digging Permit is required when opening up a street to perform any work and appropriate bond submitted. Contractors are also required to contact JULIE.

PERMIT POSTING

Permit shall be posted and displayed on the job site during all times of construction and until a final approval has been issued by the Village.

JOB SITE PLANS

Approved plans must be retained on the job site until final inspection has been made and approved.

PLAN REVISIONS

Any deviation from the approved plans must be reviewed and approved subject to the same procedure established for the review of the original plans. Additional permit fees may also be charged predicated on the extent of the variation from the original plans.

FOUNDATION APPROVAL

Construction shall not continue beyond the building's foundation without a Village approval of the as-built foundation's site location and elevations (spot survey). The foundation lot line setbacks and top of wall elevations shall be approved by the Village Building and Engineering Divisions prior to any further construction of the building.

INSPECTION REQUESTS

The Development Services Department requires inspections and approvals of construction trades prior to any concealment of work regulated by the Village Codes. Typical inspections include but are not limited to:

1. Concrete Inspections require all re-enforcement steel, including wire mesh, to be in-place per approved plans. Inspections must be made after steel is in place and before concrete is poured.
2. Footings, Drain Tile, Underground Plumbing, Electric or Gas Materials and Electric Service.
3. Roughs for Framing, Plumbing, Electrical, Mechanical, Fire, Energy and Concrete Flatwork.
4. Final inspection prior to any use or occupancy(Village Code Title 5, Chapter 1)

INSPECTION NOTIFICATION TIMING

1. Inspection requests can be faxed to (708) 403-6215, submitted online using the [Online Inspection Request Form](#), emailed to developmentservices@orlandpark.org or submitted in person to the Development Services Department.
2. Inspection requests cannot be taken over the phone and cannot be taken for same day inspections.
3. Inspection requests must be submitted by 4pm to schedule for the next business day.
4. Inspection requests submitted on a Friday after 4PM or on Saturday or Sunday will be scheduled the following Tuesday.

ENFORCEMENT

The Development Services Department reserves the right to reject any work which has been concealed or completed without first having been inspected and approved by the Department in accordance with the requirements of the various codes and ordinances.

CERTIFICATE OF OCCUPANCY

After final inspections have been approved, a Certificate of Occupancy may take up to 7 days for processing. Property/Title closings must account for time needed to monitor any legal agreements, and Departments signoffs for occupancy approvals.

INDIVIDUAL COVENANTS AND DEED RESTRICTIONS

The issuance of a permit is not to be construed as a waiver of any restrictive covenant or any other matters that are recorded or unrecorded that may affect the real estate.

ERRORS AND OMISSIONS

No error or omission in any permit application, plans or documents approved by the Village, shall not relieve the land owner, agent or representatives to violate any adopted ordinance or code provisions. After reading these permit application terms, the undersigned fully understands the terms, the undersigned fully understands the terms and declares to the best of the knowledge and belief of the undersigned, that statements made are true.

Part X Signatures

The undersigned hereby applies to the Development Services Department of the Village of Orland Park, IL for a permit to erect, alter, construct, or enlarge the structure or part thereof herein described, and if granted the permit applied for I will comply with all requirements of the village ordinances relating thereto and pay the fees required by such ordinances. I have read and understand terms, conditions and requirements listed in this application.

Print Applicant Name	Signature of Applicant	Date
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ZONING PERMIT - LAND USE VERIFICATION ONLY

Permit Number (Completed by Village)

The Freedom of Information Act (FOIA)

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General Information

Please read and answer all questions below. Entire form must be complete. If Applying for Zoning Permit ONLY - \$40 fee required at time of submittal.

Part I General Information		Part II Property Information	
Application Date		Job Address	
Please Check One	New Construction Existing Building	Subdivision	
Name of Business		Lot/Space/Unit	
Existing Use of Building		Property Index Number(s) PIN	
Proposed Use of Building		Total Space Area (SF)	

Part III Applicant and Property Contact Information	
Applicant	Business Phone
Business Address	Business Email
Property Owner	Business Phone
Business Address	Business Email

Part IV Project Information	
Project Description:	

Please check all that apply, if yes please explain in project description above:

Yes	No	Are any exterior changes proposed to the existing building, to the site or to the landscaping? <i>If yes, additional planning approvals may be required.</i>
Yes	No	Are any hazardous or toxic chemicals stored on site?
Yes	No	Will any vehicles be stored or kept on site?
Yes	No	Are any auto repair services provided?
Yes	No	Are any auto sales conducted?
Yes	No	Is there warehouse storage?
Yes	No	Will there be outdoor storage?
Yes	No	Will there be outdoor seating?
Yes	No	Are any business operations conducted outdoors?

Part V Signatures	
<i>It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Land Development Code or by other ordinances, codes, or regulations of Village of Orland Park. It is further understood that unless a substantial project start is made within six (6) months, and unless substantial progress is made within one (1) year, and unless construction is completed within two (2) years from the date of issuance of this permit (unless this period should be extended upon such application being received from the applicant) this permit shall become null and void.</i>	
Print Applicant Name	Signature of Applicant Date

Part VI Village Review <small>STAFF USE ONLY</small>	
Existing Zoning	Building Permit #
Proposed Land Use	Permitted Not Permitted Permitted with Additional Approval:
<input type="checkbox"/> Approved _____ <input type="checkbox"/> Denied _____	Notes: This permit is for Land Use Verification ONLY.
Print Planning Official Name	Signature of Planning Official Date

Additional forms or handouts may be required.

Revised August 26, 2016