



REMODEL – RESIDENTIAL CHECKLIST

Required Application Forms:

- Building Permit Application
- Trade Specific Work Form
- Contractors of Record Form (if known)

Required Additional Documents:

- Four (4) complete sets of Architectural plans (two sealed & signed)
Five if proposed project is in the Flood Plain

Adopted Codes to Note on Cover Page of Plans:

- International Residential Code for One and Two-Family Dwellings, 2015 Edition w/ appendix J (existing buildings)
- International Property Maintenance Code, 2015 Edition
- International Mechanical Code, 2015 Edition
- International Fuel Gas Code, 2015 Edition
- State of Illinois Plumbing Code, 2014 Edition
- National Electrical Code, NFPA 70, 2014 Edition
- International Fire Code, 2015 Edition
- NFPA 101 Life Safety Code, 2015 Edition
- NFPA Publication 13, 13R, 13D, 72, 2016 Edition
- International Energy Conservation Code 2018 Edition with the Illinois Amendments
- Village of Winnetka Building Code Amendments, August 1, 2019

Items Requiring a Separate Permit Submittal:

- Elevator



Village of Winnetka
Community Development
510 Green Bay Rd.
Winnetka IL 60093
(847) 716-3520

Building Permit Application

Permit #: _____

Date Received: _____

Permit Address _____ Winnetka, IL 60093

Description of Work _____

Estimated Construction Cost \$ _____ (required)

CONSTRUCTION COST includes cost of material and labor; we may request submittal of a signed contract. The applicant hereby certifies that the total value of construction as stated above is an accurate and truthful estimate of the total value of all labor and materials for the new construction or improvement, including all finish work, painting, roofing, electrical, plumbing, HVAC, paving as well as any general contractor's fee. The general contractor's fee shall be included even if the owner and general contractor are the same.

Property Owner Information

Name _____

Address _____ City _____ State _____

Daytime Phone _____ Email _____

Primary Contact *(Note: all correspondence will be with the primary contact)*

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

Architect's Information **Not Applicable**

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

General Contractor's Information

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____



Submittal Requirements:

Please refer to the appropriate checklist for your particular type of permit work for application submittal requirements. All items identified on the worksheet(s) must be submitted with this application form in order for the application to be deemed complete.

Disclosure & Signatures:

The information submitted in this Building Permit Application may be used by the Village of Winnetka and/or any of its contractors or consultants. By signing below you certify that:

- the information and exhibits herewith are true and correct;*
- you are the owner of record of the named property, the proposed work is authorized and that the registered professional or contractor submitting the application is authorized to do so;*
- you agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference; and*
- if the permit sought is approved, the permit work will be completed in accordance with the Village Codes and within the scope of work described in the application and the approved construction documents*

Application for a permit shall constitute the owner's consent to all inspections of the permit work that may be required pursuant to the Village Codes and to the right of all building officers to enter onto the premises during reasonable hours to conduct such inspections.

Signature of Property Owner: _____ Date: _____

Print Name: _____

Signature of Owner's Authorized Designee: _____ Date: _____

(Must attach Designee Form)

Print Name: _____

Relationship to Property Owner: _____



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Winnetka IL 60093

PLUMBING/ELECTRIC/MECHANICAL

PERMIT FEE WORKSHEET

(Must be submitted with the Application for Building permit)

PROJECT ADDRESS: _____

DESCRIPTION OF PROJECT: _____

PLUMBING

- Base fee up to five (5) fixtures \$70.00 = \$70.00
 - Plus \$10 each additional fixture _____ \$10.00 per fixture = \$ _____
- Quantity

WATER SERVICE UPGRADE

*Fee includes—making tab, tapping sleeve, corporation stop, curb stop and box& inspection
(Meter fee additional)*

- Meter 1" \$625.00
- Meter 2" \$990.00

- New 1 ½" service (tap/main) \$852.00
- New 2" service (tap/main) \$960.00
- Larger Please Call

- Right-of-Way opening \$125.00

IRRIGATION SYSTEM

- Base fee \$80.00 = \$80.00
 - Plus \$.90 per sprinkler head _____ \$.90 each = \$ _____
- Quantity

SEWER (SANITARY OR STORM)

- New/repair sanitary or storm – each \$150.00
- Right-of-Way opening \$125.00
- Alteration (add cleanout, sump pump, etc.) \$150.00



CONTRACTOR(S) OF RECORD

****IMPORTANT – Must be completed before issuance of permit****

This **completed** form may be submitted anytime during review process.

Permit Address: _____ Date: _____

Please check all boxes that apply to this Project

	Required	Not Required		Required	Not Required
General Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Carpentry Contractor	<input type="checkbox"/>	<input type="checkbox"/>
Concrete Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Demolition Contractor	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Landscape/Hardscape	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Contractor	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Contractor	<input type="checkbox"/>	<input type="checkbox"/>	Roofing Contractor	<input type="checkbox"/>	<input type="checkbox"/>
Sewer Contractor	<input type="checkbox"/>	<input type="checkbox"/>			

General Contractor ★\$20,000 license/permit bond	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

Carpenter ★\$20,000 license/permit bond	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

Electrician ★\$20,000 license/permit bond copy of current electric license	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

Plumber ★ State 055 & 058 or Chicago J licenses ★ letter of intent	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

HVAC ★\$20,000 license/permit bond	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

Concrete ★\$20,000 license/permit bond	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

Roofer ★ \$20,000 license/permit bond copy of State license	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Sewer ★\$20,000 license/permit bond	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Demolition/Excavation ★\$20,000 license/permit bond	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Water Service ★State 055 & 058	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Irrigation ★State 060 license	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Landscaper ★\$20,000 license/permit bond	
Name:	
Address:	
City, State, Zip:	
Phone:	Email: