



Village of Hoffman Estates

Building Permit Application

PERMIT # _____

Village Use Only	Initials	Date
Permit Received		
Building Official Approval		
Applicant Notified/Card Complete		
Permit Issued		
Final Inspection Approved		
TOWNSHIP: <input type="checkbox"/> 01B <input type="checkbox"/> 02P <input type="checkbox"/> 06H <input type="checkbox"/> 07S		

PROPERTY ADDRESS: _____

Print legibly

Property Owner: _____

Applicant: Same as Property Owner – or complete below:

Name	Name
Company	Company
Address	Address
City, State, Zip	City, State, Zip
Phone	Phone
E-Mail	E-Mail

PROJECT INFORMATION:

- Residential: Owner Occupied Rental
 Commercial: Business/Tenant Name _____

CONSTRUCTION COST (Required): \$ _____

TYPE OF WORK TO BE PERFORMED: _____

WORK TO BE PERFORMED BY (please complete all that apply):

- OWNER/RESIDENT:** As legal owner of the subject property I certify that I alone will perform all or part of the work listed on this permit and I assume full responsibility for meeting all applicable code requirements of the Village. I further acknowledge that use of a contractor for any portion of this work shall require such contractor to comply with Village License, Bond and Insurance requirements: **Owner initials:** _____
- CONTRACTOR:** All contractors must complete the following and have current License (L), Bond (B) and Insurance (I) documents approved by the Village to perform work in the Village of Hoffman Estates. Contractor requirements can be found at: www.hoffmanestates.org/permits
 _____ Initial here, if NOT using subcontractors.

L	B	I	CONTRACTOR TYPE	NAME	ADDRESS	PHONE
			General			
			Subs (Attached list)			

ARCHITECT/DESIGNER: _____	E-MAIL: _____	PHONE: _____
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I hereby certify that I am authorized to make this application and that all information provided by me on or in conjunction with this application is true and accurate to the best of my knowledge. I understand that I will be responsible for correcting any deficiencies within this application and that I am the contact who will be notified when the review is complete. I agree to comply with all conditions required by the Village as part of the issuance of this permit.

APPLICANT SIGNATURE: _____ **DATE:** _____

PRINT NAME & TITLE: _____ **PHONE:** _____

VILLAGE USE ONLY – BUILDING PERMIT FEE:				Amount	
<input type="checkbox"/> Plan Review: \$	<input type="checkbox"/> Electrical: \$	<input type="checkbox"/> Contractor(s) L B I Complete	<input type="checkbox"/> Performance Deposit Required	\$ _____	
<input type="checkbox"/> Building: \$	<input type="checkbox"/> Plumbing: \$	<input type="checkbox"/> Conditions Signed	Date Received: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Bond	
<input type="checkbox"/> Mechanical: \$	<input type="checkbox"/> Fee Sheet Attached	<input type="checkbox"/> Letter of Intent		<input type="checkbox"/> LOC	
TOTAL DUE: \$		<input type="checkbox"/> Missing:			
PAYMENT TYPE: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Charge					

No error or omission in either the plans or application, whether said plans or application have been approved by the Building Official or not, shall permit or relieve applicant from constructing the work in any manner other than provided for by Village Ordinance.



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Building Permit Application
CONTRACTOR LIST

PERMIT #

PROPERTY ADDRESS: _____

L	B	I	CONTRACTOR TYPE	NAME	ADDRESS	PHONE

PRINT APPLICANT NAME: _____ **PHONE:** _____