



BUILDING PERMIT APPLICATION

* REQUIRED INFORMATION

All words, terms, and phrases contained in this application shall be construed and interpreted in accordance with, and have the same meaning as, those defined in the Itasca Municipal Code, as which may be amended, from time to time. All references in this application shall be deemed to be the property that is the subject of this application and any and all improvements located thereon.

*PROPERTY ADDRESS & SUITE #: _____ PERMIT #: _____

*TYPE OF WORK (check all that apply): _____ *TOTAL ESTIMATED COST \$ _____

RESIDENTIAL ☐ COMMERCIAL ☐ INDUSTRIAL ☐ NEW STRUCTURE ☐ ALTERATION ☐ ADDITION ☐ DEMO ☐ SIDING ☐
DRIVEWAY ☐ GARAGE ☐ ELECTRICAL ☐ PLUMBING ☐ ROOFING ☐ OTHER _____

*DETAILED DESCRIPTION: _____

*TOTAL SQUARE FOOTAGE OF PROPOSED IMPROVEMENT: _____

*OWNER'S/TENANT'S NAME: _____ *OWNER'S/TENANT'S SIGNATURE: _____

*OWNER'S/TENANT'S PHONE#: _____ *OWNER'S/TENANT'S E-MAIL: _____

*LOCATED IN HISTORIC DISTRICT (Y/N): _____ *LOCATED IN FLOODPLAIN/FLOODWAY (Y/N): _____

	Name	Address	Phone	Office Use Only			
				COI	Lic	Bond	Reg
Gen. Contractor							
Architect							
Excavator							
Concrete							
Carpenter							
Plumber							
Electrician							
HVAC							
Drywall							
Insulation							
Roofer							
Paver							
Fire Prot							
Fire Alarm							
Other							
Other							

BY SIGNING, THE APPLICANT AGREES TO ABIDE BY THE FOLLOWING:**The applicant does hereby certify, acknowledge, agree, and affirm to the Village that:**

1. The applicant either (a) is the Owner of Record of the real estate, (b) has a binding contractual or beneficial interest in the real estate, or (c) is a duly authorized agent of the Owner of Record of the real estate and executes this application with lawful authority.
2. Any permit issued pursuant to this application may be revoked by the Village in the event that the Village determines in its sole and absolute discretion that (a) such permit was wrongfully or erroneously issued by the Village, (b) the applicant misrepresented, whether intentionally or innocently, any fact on the application upon which the Village relied on issuing such permit.
3. The applicant acknowledges Village construction management regulations and takes responsibility for a safe construction site.
4. The Village has the right, and is hereby granted permission, to enter upon the real estate and into any structure located thereon for purposes of conducting the inspections required pursuant to the Itasca Municipal Code and for discharging and enforcing the provisions of all applicable statutes, laws, rules, codes, regulations, and ordinances.
5. The Village has the authority to cause to be removed, at the applicant's expense, any material that might interfere with a thorough inspection of the real estate if such material has been put in place prior to the Village's having been given an opportunity to inspect the work in question.
6. The Village has the right to issue stop work orders pursuant to and in accordance with the Itasca Municipal Code, and the applicant shall immediately comply with any such order.
7. All work performed pursuant to any permit issued relative to this application shall be in strict compliance with all provisions of the Itasca Municipal Code and all other applicable statutes, laws, rules, codes, regulations, and ordinances.
8. Noise from construction/demolition sites is restricted within 1,000 feet of an occupied residence, motel, hotel, or similar establishment and must be conducted only between 7:00 a.m. and 7:00 p.m., Monday through Friday, and 8:00 a.m. and 7:00 p.m. on Saturdays, Sundays, and Itasca-observed holidays.
9. The building permit expires twelve (12) months after it is issued. Once the permit has been issued, the applicant has up to six (6) months to commence with work and a total of twelve (12) months to complete the work. An extension may be granted only at the direction of the Director of Community Development.
10. The applicant acknowledges that in accordance with the Itasca Municipal Code, the Village of Itasca may use the services of professional consultants for research, investigation, and professional opinion in the processing of any building application and may bill the applicant separately from, and in addition to, permit fees. Such consultants may include but are not limited to those who provide advice in the fields of civil engineering, planning, traffic, elevators, cellular technology, building codes, and structural and architectural design. The applicant whose building permit application requires the use of such professional services shall reimburse the Village the reasonable cost it incurred for the services rendered by its consultants within ten (10) days after the submission of the bill by the Village.
11. In addition to permit fees, a cash bond may be required to insure code compliance and the preconstruction condition of all parkways. If any parkways are adversely affected by construction, the Village is authorized to use as much of the cash bond as is necessary for repairs. This use of bond monies is considered liquidated damages, and the Village reserves the right to bring suit to collect any additional costs incurred.
12. The applicant acknowledges that in accordance with the Itasca Municipal Code, no final certificate of occupancy for this building permit shall be issued by the Village until all outstanding fees are paid.
13. The applicant (a) has carefully read this application, (b) fully understands the terms and provisions of this application, and (c) unconditionally agrees to comply with and be bound by each and every term and provision of the application and all applicable statutes, laws, rules, codes, regulations, and ordinances including, but not limited to, the Itasca Municipal Code.
14. All of the information contained herein is true and correct and that all contractors to be engaged in any of the work for which this permit is to be issued shall comply with all pertinent local codes and ordinances.

*APPLICANT'S NAME (PLEASE PRINT) _____

ADDRESS: _____

CITY/STATE/ZIP: _____ *PHONE# _____

*E-MAIL _____

*APPLICANT SIGNATURE: _____ *DATE: _____

Revision Date: 11/3/2021