



CITY OF HIGHWOOD
17 HIGHWOOD AVE - HIGHWOOD, IL 60040
Phone 847.432.1924
- www.cityofhighwood.org -

APPLICATION FOR A BUILDING PERMIT

Application must be filled out completely.

Email completed form to mbyrne@cityofhighwood.org

Physical copies are not accepted at City Hall.

Today's Date _____

Project Information

Property Address _____

Building Use ☐ **Single Family** ☐ **Duplex** ☐ **Multi-Family** ☐ **Commercial**

Name of Property Owner _____

Address of Property Owner _____

Phone Number _____ Email: _____

Contractor Information

Contractor Type: ☐ General ☐ Electrical ☐ Roofing ☐ Plumbing ☐ Concrete ☐ Masonry

License No. _____

Name of Contractor _____

Address of Contractor _____

Phone Number _____

Description of Work (Please be as detailed as possible): **Please include plans.**

NOTE: Additional applications shall be filed and permits obtained before starting on the plumbing work, sewer and water taps and stubs, electrical work, sidewalk construction, Heating and/or Air Conditioning work and such other work for which permits may be required.

The Guarantee Deposit provides for replacement of any existing improvements damaged by reason of the work and for the maintenance of the public streets and surrounding property in a clean and orderly condition. Any work done by the city to repair or maintain such conditions will be deducted from said deposit. A street obstruction bond is required whenever use is made of any portion of the city street, including walks, parkway and/or paving.

CONDITIONS: This permit authorizes only work for which a FEE has been noted and paid. The contractor shall construct work in accordance with the description set forth in the application, plans and specifications and no error or omission in said application, plans, and specifications, as filed whether approved or not shall relieve the permittee from conforming with the Building Code of Highwood, Illinois and all other pertinent ordinances in the installation, alteration, or repair work of any such work.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES: Before excavating, grading or ANY other work below the surface of the ground, the undersigned is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

CONSTRUCTION PERMIT FEES

Permit No. _____

Issued By: _____

Estimated Cost of Project

\$ _____

Certificate of Occupancy \$ _____

Permit Fee \$ _____

Plan Review Fee \$ _____

Inspection(s) Fee \$ _____

Administrative Fee \$ _____

Total Fees \$ _____

Deposit (if required) \$ _____

CAUTION

BEFORE DIGGING PLEASE CALL

J.U.L.I.E

(800) 892-0123

Property Owner Signature _____

Building Inspector _____