



CITY OF PONTIAC BUILDING AND ZONING OFFICE
115 WEST HOWARD ST.
PONTIAC, IL 61764
815-844-1038

zoning@pontiac.org

BUILDING PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit Number: _____

Approved: _____

Property Owner

Name: _____

Street Address: _____

City/St/Zip: _____

Phone: _____

Email: _____

Contact if different from owner

Name: _____

Street Address: _____

City/St/Zip: _____

Phone: _____

Email: _____

Location of Proposed Construction

Street Address: _____

****If new construction:****

PIN (Property Identification Number): _____ Lot Number: _____ Size in acres: _____

Type of Construction

Briefly describe proposed work: _____

****If new house or addition****

Total square footage of new construction: _____

Cost of Construction/Project: _____

For plumbing work, Number of Water Supply Fixture Units used in building: _____

List of Contractors

All contractors and subcontractors working on the job must be registered with the City before the permit will be issued. The Building Department must be notified of any contractor changes after the permit has been issued.

	Name	Address	Phone
General Contractor	_____	_____	_____
Electrical	_____	_____	_____
Plumbing	_____	_____	_____
Concrete/HVAC	_____	_____	_____
Other	_____	_____	_____

Required Documents

If new construction or addition: Two copies of stamped architectural or engineering drawing, including site plan.

If exterior work: A plat of survey or diagram showing dimensions of proposed work and distance from property lines.

For all permits: A complete scope of work and a list of all contractors and subcontractors is required.

Please read the following provisions and sign below

All work must be inspected. The applicant or contractor is required to contact the Building Department to schedule each inspection as necessary. Please allow at least 24 hours' notice prior to inspection.

Footing/Foundation Inspection	Prior to backfilling the outer perimeter
Rough Framing Inspection	Prior to concealing with insulation & drywall
Rough Electrical Inspection	Prior to concealing with insulation & drywall
Rough Plumbing Inspection	Prior to concealing or covering plumbing
Final Inspection	Once all work is completed, prior to occupancy
Other Required Inspections	As needed and/or as discussed with Inspector

Permit fees are non-refundable and are payable by cash, check or credit card. If work does not begin within six months from the date of issue, the permit will be void. Expired permits may be extended up to one year from the original expiration date.

I/We agree that all work performed under said permit will be in accordance with the plan(s) and plat(s) which accompany this application. **The Building Department must be notified in writing of any changes to plans proposed. All work must stop until said changes are approved.**

I/We understand that if the proposed structure or use violates the Zoning Ordinances of Pontiac, the permit will not be issued, and the applicant will need to complete further action to bring the proposed work into compliance with ordinance requirements.

I/We hereby certify that the proposed work is authorized by the owner of record and that I am the owner or have been authorized by the owner to make this application as their authorized agent and that all contractors listed and/or owners doing their own construction are true and accurate.

Signature: _____

Print Name: _____

Date: _____