



Village of Westchester

10300 West Roosevelt Road, Westchester, IL 60154
Phone: (708) 345-0199 • Email: Building@westchester-il.gov

Date Received

APPLICATION FOR COMMERCIAL BUILDING PERMIT

Date: _____ Site Address: _____

Name of Property Owner: _____ Phone: _____

Address: _____ Email: _____

Name of Tenant/Business: _____ Phone: _____

Email: _____

General Contractor: _____ Phone: _____

Contractor Address: _____ Email: _____

Description of work: _____ Cost: _____

CONTRACTOR LIST

TYPE	NAME	ADDRESS	PHONE
CARPENTER			
PLUMBER			
ELECTRICIAN			
HVAC			
ROOFER			
EXCAVATOR			
CONCRETE			
MASON			
DRYWALL			
OTHER			
OTHER			

No error or omission in either the plans or application, whether said plans or application have been approved by the Building Commissioner or not, shall permit to relieve the applicant from constructing the work in any other manner than that provided for in the Ordinance of this Village relating thereto. The Applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of my knowledge and belief.

Signature: _____

Date: _____

Print Name: _____

Application Requirements:

- Application Form: Fill out a copy of this application form.
- Provide a signed contract with detail scope of work (all vendors must be registered prior to permit release)
- Submit four (4) sets of floor plans, diagrams, or stamped/signed drawings by an Illinois licensed Architect.
- PDF's, or flash drive must be submitted for architectural drawings.
- A plat of survey must accompany all permit applications for all exterior work.
- **Call JULIE (Joint Utility Locating Information for Excavators)** at 1-800-892-0123 or 811 allowing 48 hours to locate utilities for exterior work.