



**Building Permit Application**

Village of La Grange Park, Building Department

447 N Catherine Avenue, La Grange Park, IL 60526 (708)354-0225 • [building@lagrangepark.org](mailto:building@lagrangepark.org)

Complete application and submit with copy of contract/proposal and any other required documents.

Project specific information is available on our website [www.lagrangepark.org](http://www.lagrangepark.org)

1	Project Address						
2	Owner				Phone #		
	Address, City, State, Zip <small>(if different from above)</small>				Email Address		
3	Describe Work				Construction Costs \$		
4	<b>Reimbursement of Fees Agreement &amp; Deposit</b> <i>ONLY required for new construction, additions, alterations, garages &amp; interior remodels                  complete &amp; sign reverse of application - deposit fees shown on reverse</i>						
5	Work will be done by:	Owner <input type="checkbox"/> skip to 8	Contractor <input type="checkbox"/> complete 6 - 8				
6	Status Notifications to:	<input type="checkbox"/> Contractor <i>must provide email address</i>			<input type="checkbox"/> Owner		
7	<b>Contractor Type Name</b>	<b>Address, City, State, Zip</b>			<b>Phone #</b>		
	<b>OFFICE USE</b>						
	L    B    C						
	General						
	Fence						
	Roofer						
	Landscaper						
	Carpenter						
	Plumber/Sewer						
	Electrician						
	Mechanical						
	Masonry						
	Concrete/Asphalt/Pavers						
Excavator/Demolition							
Architect							
8	I hereby certify that I am the: <i>(select one)</i> <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent		By signing this application I acknowledge that all information contained in the application is true, correct and complete to the best of my knowledge. I acknowledge that I am either owner of said property or have authorization of the owner for the performance of the scope of work applied for. I agree to construct said scope of work in compliance with all provisions and amendments of all codes & ordinances of the Village.				
	Signature		Date		Printed Name		
<b>OFFICE USE ONLY BELOW THIS LINE</b>							
9	Submittal Date:	walk-in <input type="checkbox"/>	email/fax <input type="checkbox"/>	mail <input type="checkbox"/>	online <input type="checkbox"/>	ENTERED <input type="checkbox"/> ISSUED <input type="checkbox"/>	
<b>F E E S</b>	\$	\$			Engineering \$		
	\$	\$			Code Stop/Fine \$		
	\$	Plan Review \$			Total \$		
11	Paid:	DATE	cash <input type="checkbox"/>	check <input type="checkbox"/>	credit/debit <input type="checkbox"/>	online <input type="checkbox"/>	
12	Status	<input type="checkbox"/> not approved - resubmittal required <input type="checkbox"/> approved - ready for issuance <input type="checkbox"/> approved - contractor pending					
Notification to:		Via:		By:		Date:	

Deposit Fees	One & Two Family	All Other Structures - excluding One & Two Family
New Construction	\$2,500.00	\$5,000.00
Addition/Alteration	\$1,000.00	\$1,000.00
Garage	\$500.00	\$500.00
Interior Remodel	\$250.00	\$500.00

**REIMBURSEMENT OF FEES AGREEMENT**

Required for the reimbursement of all out-of-pocket costs, in-house review fees or any charges incurred during construction. Fees will be deducted from deposit funds held by the Village. If the deposit is not sufficient to cover all costs incurred applicant is required to pay any outstanding amounts. The Village will refund any remaining balance upon final inspection approval or final occupancy issuance.

REQUIRES SIGNATURE OF BOTH OWNER AND APPLICANT FOR SUBMITTAL

Project Address \_\_\_\_\_

Owner \_\_\_\_\_

Applicant \_\_\_\_\_

*if other than owner*

Should the Village, in its sole and exclusive discretion, determine that it is necessary or desirable for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, traffic, drainage or other consultants, in connection with any Application filed by the Applicant, or to incur recordation, inspection, re-inspection, or other out of pocket costs or expenses in connection with any Application filed by the Applicant, then the Applicant and Owner shall be jointly and severally liable for the payment of such professional services fees and out of pocket costs as are actually incurred by the Village.

Upon the failure of the Applicant or Owner to reimburse the Village for fees or costs incurred in accordance with this Agreement, no further action shall be undertaken on any Application by the Village Staff, or Board of Trustees, or by any other official or quasi-official individual or body thereunder, including the conduct of any hearings or deliberations, the granting of any relief or approvals, inspections of work in progress, or the execution or recording of any documents, until all such outstanding fees are paid in full. Further, the Village may deny any application for any subsequent building or other permit pertaining to the same property until such amounts are paid in full.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the Village's right to seek relief of such fees against any or all responsible parties in a court of competent jurisdiction.

**APPLICANT AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. THE APPLICANT AND OWNER AGREE THAT APPLICANT AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE VILLAGE.**

ROF Deposit paid by:	<input type="checkbox"/> owner	<input type="checkbox"/> applicant
<i>Any remaining funds will be reimbursed after final inspection approval.</i>		
Reimbursement should be sent to:	<input type="checkbox"/> owner	<input type="checkbox"/> applicant

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature (if other than owner) \_\_\_\_\_ Date \_\_\_\_\_