



# CITY OF EVANSTON BUILDING DEPARTMENT PERMIT APPLICATION

2100 Ridge Ave. Evanston, IL. Ph: 847-866-2932 Fax: 847-448-8020

Please type or print in ink. ALL APPLICABLE LINES **MUST BE COMPLETED.**  
YOU WILL NEED ARCHITECTURAL DRAWINGS IF CONSTRUCTION COST EXCEEDS \$10,000

**Address of Property:** \_\_\_\_\_ (Include floor/unit #'s where work is to be done)

(This must include a house number and street name, we do not accept street intersections or building names. See City Engineer 866-2924 for addresses)

**Use of Bldg:**

- Single Family
- Multi-Family-Rental: # of units \_\_\_\_\_
- Existing Condominium
- Condo Conversion / New Condo: # of Units \_\_\_\_\_
- Restaurant
- Office
- Garage
- Retail: \_\_\_\_\_
- Health Care
- Educational:
- Other: \_\_\_\_\_

**\*\* Office Use Only \*\***

**Application #** \_\_\_\_\_

**Landmark / Historic District:** \_\_\_\_\_

Yes    Applicant **MUST** complete back of application & Pres. worksheet

No

**Scope of Work** (Be as detailed as possible): \_\_\_\_\_

**WORK VALUATION** (required for permit issuance) \$ \_\_\_\_\_

**Applicant/Contact: Name:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_ X \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Owner of Property:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Address** (if different): \_\_\_\_\_

**Architecture Firm:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Architect's E-mail address:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

### Contractor's Information

(Please complete the contractors necessary for this job. If the contracts are out to bid, this portion can be completed prior to permit issuance)

**\*\*Office Use Only\*\***

G.C. License

  

PL Lic.

  

Elec Lic.  
 Worksheet

  

Mech. Lic.  
 Mech. License

**General Contractor:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Evanston License #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Plumber/Sewer:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **IL.State License #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City where licensed:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**HVAC Contractor:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Evanston License #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Additional Permit Information**

(Please complete the sections below that apply)

Sign/Roofing/Fence/Other Contractor: \_\_\_\_\_  
Address : \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**LANDMARK / HISTORIC DISTRICT**

Is the property where the work is to be done a Landmark or in a Historic District?  
 If **Yes**, please answer the following  **No** questions:

- 1. Are there **exterior** modifications to the property?  
 If **Yes**, you must apply for a Certificate of Appropriateness.  
 **No**, I will not be modifying the exterior in anyway: X \_\_\_\_\_  
*Sign and Print Your Name*

**MULTI-UNIT APARTMENTS / CONDOMINIUMS**

**Are you constructing a new multi-unit residential building, upgrading an existing apartment building, or converting an existing building into apartments?**

If **Yes**, please answer the following  **No** question

**Are these residential units going to be condominiums?**

- If YES, how many units? \_\_\_\_\_  
You must contact The Housing Planner at 847-866-2928 to begin the Condominium paperwork.  
(Required for Permit issuance).

- NO, these units will not be sold as condominiums: X \_\_\_\_\_  
*Sign and Print Your Name*

**WATER/SEWER: NEW, REPAIR, OR REPLACEMENT, AND/OR WORK ON THE PUBLIC WAY**

Does this project require street, sidewalk/parkway openings and/or obstruction of a public right of way (driveway, street, sidewalk, or parkway)? Yes No

*If YES, a Right of Way Permit must be obtained from the City Engineer prior to issuance of a Building Permit, and in addition to a Building Permit for work performed.*

I have completed the application honestly and to the best of my knowledge. I understand that all work performed pursuant to this application shall be in strict compliance with all provisions of the City of Evanston statutes, laws, rules, regulations and ordinances.

X Applicant Signature \_\_\_\_\_ DATE: \_\_\_\_\_