



**Village of Mount Prospect**

Phone: (847) 870-5675

Fax: (847) 870-6620

building@mountprospect.org

**Building Permit Application**

Permit # \_\_\_\_\_

Issue Date: \_\_\_\_\_

**A COPY OF CONTRACT/PROPOSAL IS REQUIRED WITH THIS APPLICATION UNLESS ARCHITECTURAL PLANS ARE SUBMITTED  
IF THE PERMIT APPLICANT IS NOT THE PROPERTY OWNER, THEN THE PROPERTY OWNER MUST ALSO SIGN THE APPLICATION; SEE LAST PAGE**

**Applicant's Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Real Estate Index P.I.N.:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Construction Cost (include labor and material):** \_\_\_\_\_ **Square Footage of Project:** \_\_\_\_\_

**Disposal of Demolition Debris Requirements (Commercial Projects Only):** The Village of Mount Prospect has an exclusive commercial franchise agreement with Republic Services. The service includes the collection of construction and demolition debris. Please contact Republic Services at (847) 981-0091 for service.

**Choose One:**

- COMMERCIAL**  **RESIDENTIAL**  **MULTI FAMILY/CONDO/TOWNHOME - Requires letter from Multi Family/Condo/Townhome Association**

**Choose One:**

**And if there is an \* next to permit type, there is a handout with further information**

- Driveway/flatwork\*  HVAC (ac/furnace/rooftop)\*  Deck\*  Basement remodel\*
- Generator\* (Old meter socket may require new meter socket)
- Garage\*  Fence\*  Swimming pool\*  Out Door Fire Pit/Fire Table/Fire Place\*  Roof\*  Shed\*
- Electrical Service Upgrade or Panel Change out Only [No arc fault required. If using aluminum or copper clad-aluminum service entrance conductors, all conductors must be upsized in accordance with the 2014 National Electric Code standards. If using Copper service entrance conductors, 3 AWG/kcmil for 100 amp and 3/0 for 200 amp. If using aluminum or copper-clad aluminum, 2 AWG/kcmil for 100 amp and 4/0 for 200 amp.]

**SIGN (please select type)**

- Wall  Freestanding/Monument  Canopy/Awning  Temporary/Banner  Electronic Message Center [EMC]

**Description of project; Include any buried downspouts or other scope of work:**

\_\_\_\_\_  
\_\_\_\_\_

**\*\* means required information; PRINT CLEARLY;**

	Name**	Address/City/State/Zip**	EMAIL** Phone**	Office Use Only	
				L	R
Project ** Contact					
Property ** Owner					
Tenant ** As applicable					
Architect** As applicable					
General ** Contractor					
Excavating					
Concrete					
Carpenter					
Mason					
Drywall					
Fire Alarm					
Fire Suppression					
Mechanical/ HVAC					
Electrical					
Plumbing Interior					
Plumbing H2O Service					
Roofer					

LETTER OF INTENT IS REQUIRED

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**STANDARD PERMIT TREE PROTECTION PLAN REQUIREMENT; ANY QUESTIONS, CONTACT PUBLIC WORKS FORESTRY DIVISION AT (847) 870-5640**

Tree protection code requirements see Chapter 9 of Village Code: (view on-line at [www.mountprospect.org](http://www.mountprospect.org)) and the Village Arboricultural Standards Manual available in the Village Clerk's Office. These regulations prohibit removal of public trees without a permit, grade changes within the dripline, pruning, trunk wounding, etc.

Failure to follow the tree protection regulations in the Village Code (Chapter 9) may result in a Stop Work Order and possible fines, up to \$500.00 **per violation, per day** until the violation is corrected. Parkway excavation may require a customized tree protection plan, which may require placement of snow fencing at the dripline of parkway trees before equipment mobilization, and maintenance of the fence during construction. If tree root damage is too extensive, the Forestry/Grounds Division may determine that the tree needs to be removed and charge the cost of removal/replacement to the party who signed the permit application.

Except for existing paved areas, do not excavate or place equipment inside the dripline of any parkway tree without written authorization by the Village in a Custom Tree Protection Plan. There are two exceptions; a) Driveway aprons may be replaced "in-kind" without any widening, but roots must be pruned as described below and b) Excavations for emergency sewer repairs may be made within the dripline if necessary. Properly prune tree roots 2" or larger with a saw before backfilling. Do not backfill the upper 18" of soil within the critical root zone before the Forestry/Grounds Division has inspected it (inspections can be scheduled by calling (847) 870-5640).

**STANDARD PERMIT APPLICATION CONDITIONS; ANY QUESTIONS CONTACT BUILDING DIVISION AT (847) 870-5640**

No error or omission in either plans or application, regardless of having been approved by the Village or not, shall allow or excuse the Applicant from adhering to all the ordinances of The Village of Mount Prospect. **See permit conditions for list of required inspections;** Failure to comply will result in bond forfeiture, holds placed on transfer stamps, and can result in court fines.

I acknowledge that there are **re-inspection fees** for any failed inspection and trade as allowed by code. 1<sup>st</sup> failed inspection No Charge, 2<sup>nd</sup> failed inspection \$50.00 and any subsequent inspections are \$75.00

The Applicant having prepared and read this application and fully understanding the intent thereof declares that the statements made are true to the best of his/her ability, knowledge and belief. Construction must be started within sixty (60) days and completed within one (1) year of the date of issuance (Sec. 21.203.B).

**PERMIT APPLICANT - SIGNATURE REQUIRED**

(Permit Number \_\_\_\_\_ )

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PRINTED Name \_\_\_\_\_

Company Name: \_\_\_\_\_

**PROPERTY OWNER - SIGNATURE REQUIRED IF THE PERMIT APPLICANT IS NOT THE PROPERTY OWNER, PLEASE COMPLETE THE FOLLOWING:**

I hereby designate the applicant to act as my agent for the purpose of seeking the building permit described in this application and the associated supporting material.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PRINTED Name \_\_\_\_\_

Company Name: \_\_\_\_\_