



# APPLICATION FOR BUILDING PERMIT

## CITY OF WILMINGTON

1165 S. Water St. Wilmington, IL 60481

Phone: 815-476-2175 Fax: 815-476-9782

DATE APPLIED FOR:

DATE ISSUED:

- Residential       Commerical       Industrial  
 New Construction       Remodeling       Demolition

PERMIT NO.

Address of Structure

PIN NUMBER:

Type of Work to be Done - (Plans Must Accompany Permit)

APPROVED BY:

Owner \_\_\_\_\_ Email \_\_\_\_\_

**Fees (per Code 154.03)**

Building Permit Fees..... \_\_\_\_\_

General Contractor      Address      Phone       Registration Complete

Inspection Fees..... \_\_\_\_\_

Architect      Address      Phone       Registration Complete

Administration Fees..... \_\_\_\_\_

Subtotal \_\_\_\_\_

Carpentry Contractor      Address      Phone       Registration Complete

**Water (per Code 52)**

Concrete / Paving Contractor      Address      Phone       Registration Complete

Water Meter..... \_\_\_\_\_

Drywall Contractor      Address      Phone       Registration Complete

Distribution System Fee. \_\_\_\_\_

Electrical Contractor      Address      Phone       Registration Complete

Capacity User Fee..... \_\_\_\_\_

**Sewer (per Code 52)**

Excavator Contactor      Address      Phone       Registration Complete

Collection System Fee. \_\_\_\_\_

Capacity User Fee..... \_\_\_\_\_

Subtotal \_\_\_\_\_

Fence/Deck/Shed/Pool Contractor      Address      Phone       Registration Complete

**Other**

HVAC Contractor      Address      Phone       Registration Complete

Insulator Contractor      Address      Phone       Registration Complete

Masonry Contractor      Address      Phone       Registration Complete

**Grand Total** \_\_\_\_\_

Roofing Contractor      Address      Phone       Registration Complete

Plumbing Contractor      Address      Phone       Registration Complete

**Township:**

Other Contractor      Address      Phone       Registration Complete

Wilmington

Florence

Wesley

Custer

COMPLETE COST OF WORK TO BE DONE (INCLUDE MATERIALS AND LABOR)  
\$\_\_\_\_\_. AS THE APPLICANT FOR THIS PERMIT, I EXPRESSLY AGREE TO CONFORM TO ALL APPLICABLE ORDINANCES, RULES AND REGULATIONS OF THE CITY OF WILMINGTON

Applicant's Signature

Phone Number

Permit Expires:

**CITY OF WILMINGTON  
PERMIT APPLICATION CHECKLIST**

Please make sure all of your documents are submitted with your permit. Failure to do so will result in a delay in issuing your permit if we have to contact you to submit additional documents.

Did you attach the following items to your permit:

- YES  N/A Copy of a Signed Contract with your Contractor (mandatory to figure your permit fees, if you are doing the work yourself attach estimates of the material costs, we cannot process your permit without these.)
- YES  N/A Plat of Survey of your property (required for decks, pools, patios, fences, additions, sheds, or any use or structure involving your yard)
- YES  N/A Drawing or plan to indicate the work that you are doing, specifications, copies of receipts, or estimates for materials if you are doing the work yourself.
- YES  N/A Spec sheets for materials being installed that fall under the Energy Code such as windows, doors, insulation materials, etc.
- YES  N/A Electrical and Plumbing diagrams, HVAC diagrams, etc. for mechanical work being performed in your home as part of the permit application.

Please acknowledge the following statements:

- YES  N/A You acknowledge if you are renting the residence you reside in and are applying for a permit for that residence, we must have a signed authorization from the property owner to issue a permit to you.
- YES  N/A You acknowledge that all roofing, plumbing, and alarm system installations are covered by the State of Illinois and that you will only use State Licensed installers to perform this type of work on your property or perform the work yourself as allowed by Illinois State Statutes.
- YES  N/A You acknowledge it is your obligation to ensure that any Contractors you allow to perform work on your residence are to be registered with the City of Wilmington to perform work within the city limits.
- YES You acknowledge it is your obligation to amend your permit and submit the necessary documents if your design or materials change from those submitted at the time of permit issue.
- YES You acknowledge and understand that starting work prior to your obtaining a permit can result in a stop work order being placed on your property, possible tickets, fines, and/or fees being assessed and double the dollar amount of permit fees charged as allowed by city ordinance.
- YES You acknowledge it is your obligation to contact the Building Department to schedule all applicable inspections within 24 hours of need as required by code.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ email: \_\_\_\_\_



**City of Wilmington  
Owner Contractor Memorandum**

In order for a homeowner to list himself as the contractor, he must guarantee that they personally will be doing each of the trades that he listed himself for.

In order to be listed as the homeowner/contractor:

- You must reside in the residence for a period of six (6) months after the final inspections.
- You must ensure that the required inspections are scheduled and conducted.
- You must take full responsibility for the project and conditions.
- If it is found that someone other than yourself is doing the work, there will be a STOP WORK order issued

I understand the above and agree to abide by these conditions.

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Date

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Applicant's Signature

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Print Name