

**UTILITY STRUCTURES (AT&T, NICOR, AND COMED) Application Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**  
**BUILDING PERMIT APPLICATION**

<b>Property Owner Information</b>	
Property Owner Name	
Phone	
Street Address	_____
	<i>Romeoville, Illinois 60446</i>
Email Address	

<b>Utility Structure Owner Information</b>	
Property Owner Name	
Utility Company Contact Person	
Phone	
Street Address	
Email Address	

<b>Project Information</b>	
Who is the applicant?	
Who will be doing the work?	
Who is the contact person?	
Estimated Cost of Project	\$

<b>Contractor Information</b>	
If you are using a contractor or sub-contractor, a copy of the contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors doing work in Romeoville shall be registered, insured and bonded with the Village.	
Contractor Name	
Contractor Address	
Contractor Phone	
Village Registration No.	

<b>Office Use Only</b>	Cost of Permit: \$	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <b>Status Sticker</b>  <small>OFFICIAL USE ONLY</small> </div>
Application Date:	Received By:	
Permit Date:	Permit #:	

Use this form and checklist as you plan your structure to ensure that you include all information needed to review your application.

## Submittal Requirements

<i>Please read the requirements and place a ✓ in the column to the left to confirm that you have provided the information.</i>		<b>Office Use</b>
<input type="checkbox"/>	A Plat of Survey or scaled plot plan which shows all location information to determine proximity to village-owned utilities and to determine that proposed facility will be placed properly within ROW or easement. The documents shall be drawn to scale, labeled, and dimensioned.	
<input type="checkbox"/>	The proposed structure. It shall be labeled and dimensioned.	
<input type="checkbox"/>	The distance to the nearest building or structure.	
<input type="checkbox"/>	The size of the structure (length, width & height)	
<input type="checkbox"/>	A general description of scope of work and purpose.	
<input type="checkbox"/>	Information indicating details and dimensions of facilities to be installed, showing the scope of the installation from point of origin to terminus.	
<input type="checkbox"/>	Method of installation information as necessary, such as trenching, directional bore, etc.	
<input type="checkbox"/>	Information regarding the site, such as ROW and easement dimensions, etc.	
<input type="checkbox"/>	Manufacturer specifications and installation instructions or a set of building plans.	

<b>Permit &amp; Inspection Requirements</b> <i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</i>		<b>Office Use</b>
<input type="checkbox"/>	The Building Permit shall be posted where it can be seen from the street.	
<input type="checkbox"/>	Each phase of construction must be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction. <ul style="list-style-type: none"> <li>• All inspections shall be scheduled 72 hours in advance by calling (815)886-7200 or by emailing <a href="mailto:buildinginspections@romeoville.org">buildinginspections@romeoville.org</a>. Your permit number shall be provided when inspections are scheduled.</li> <li>• Failure to call for required inspections may result in a “Stop Work Order”.</li> <li>• Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection.</li> <li>• A final inspection shall be performed when the structure has been installed. Once the inspection passes, a Certificate of Completion will be issued. The structure may not be used until the Certificate of Completion has been issued.</li> </ul>	
<input type="checkbox"/>	The project shall start within ninety (90) days from the date the permit is issued and completed within one hundred and eighty (180) days.	

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**This Page for Office Use Only**

Approval & Review Status

Public Works	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Building	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Planning:	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Clerical	Check for Outstanding Debt:	
	Contacted Date:	
	Person Contacted:	
	Contacted By:	
	Permit Received:	

Notes	
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