

Work Performed by Homeowner

If you are doing the work yourself complete the *Property Owner's Acknowledgement of Responsibility* form.

Contractor Information

If you are using a contractor or sub-contractor, a signed copy of the contract must be included with the application and the following information must be provided. All contractors and sub-contractors doing work in Romeoville must be registered, insured and bonded with the Village.

General Contractor

Contractor Name			
Contractor Address			
Contractor Phone		Village Registration Number (for office use only)	

Sub-Contractors

Type of Contractor	Business Name	Street Address, City, State and Zip	Phone Number	Registration Number
Excavation				
Concrete				
Masonry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Paving				
Carpentry				
Drywall or Lathing				

Permit & Inspection Requirements		Office Use
<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree.</i>		
	The Building Permit shall be posted in the building's window where it can be seen from the street.	
<input type="checkbox"/> Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction. <input type="checkbox"/> • All inspections shall be scheduled 72 hours in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org . Your permit number must be provided when inspections are scheduled. <input type="checkbox"/> • Failure to call for required inspections may result in a "Stop Work Order". <input type="checkbox"/> • Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection.		
	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)

Building Department			
Activity	Reviewed by		
Building Review – BLDG		Building Review – HVAC	
Building Review – ELECTRIC		Building Review – PLUMBING	

Planning: (if applicable)		
Date Plans Received		Date Plans Approved
Plans Examiner		Plans Approved By

Clerical		
Clerical to check on all contractors to make sure that they are current with their license.		Contacted Date
Clerical check for outstanding debt:		Person Contacted:
		Contacted By:

Notes :

Village of
Romeoville
Where Community Matters