



## COMMUNITY DEVELOPMENT DEPARTMENT

110 E. Sycamore St., 4<sup>th</sup> Floor

Sycamore, IL 60178

(815) 895-7188

[www.dekalbcounty.org](http://www.dekalbcounty.org)

# Building Permit Application Instructions

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### Permit Submittal Checklist:

- Permit application filled out completely
  - Site plan and/or Plat of Survey
  - Two (2) complete sets for residential projects or Three (3) complete sets for commercial projects of detailed building plans and specifications. (Note: all non-residential & non-agricultural plans are to be Signed, Sealed and Dated by an Illinois Licensed Architect or Structural Engineer.)
  - A copy of the approved well and septic permits or Site Verification Form issued by the DeKalb County Health Department (815-758-6673).
  - A notarized letter of intent from the plumber, HVAC, roofer, and/or electrician on company letterhead; or a Homeowner Exemption Contractor Registration Form as owner-occupant serving as a subcontractor on the project.
  - A copy of the access permit from the appropriate road authority (if construction is to occur on a parcel possessing no driveway entrance or only an agricultural field entrance).
  - Application fees (cash or check, due at time of application)
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## What Happens Next?

Your application and all submittals may be dropped off at the DeKalb County Community Development Department. A Zoning Review of the application, followed by a Site Inspection, will then be conducted. You are required to indicate the location of the proposed structure on the property; stakes, flags, spray paint, or any other marking is sufficient (if a Site Development Permit Application is required in conjunction with the application, the site inspection will not occur until after that application has been processed). Applications for residential construction will then be reviewed by the County Building Inspector. Commercial and Industrial projects will be sent to a third-party plan review service (additional review fees will be incurred). Depending on the complexity of your project, turnaround time will typically take between one (1) to three (3) weeks. Thoroughness and attention to detail in your application and submittals will help expedite the process.

When your permit is ready, you will be contacted by DeKalb County Community Development Department. You will receive a permit card and a plan review relating to your specific project, and any additional fees will be collected at this time. **You may not begin work until the permit is issued; doing so may incur fines.** Your permit card must be displayed on the property. You should carefully read the plan review for important information regarding your project. Then, it is your responsibility to call for all required inspections as outlined in your permit package.

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OFFICE USE ONLY	
Permit No.	_____
Fee	_____
Receipt No.	_____
Zoning District	_____
Date of Application	_____
Site Development Permit (Y / N)	_____
Received by	_____

## Building Permit Application

**Note:** If improvements are made by someone other than the homeowner, or if the structure is commercial, industrial, or multi-family structure, a licensed/registered plumber, roofing contractor and electrician are required to do the work.

Application is hereby made for a building permit involving premises described below.

Applicant \_\_\_\_\_

Applicant's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's Telephone Number \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_

Applicant's Interest in Property: Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Other \_\_\_\_\_

Owner of Record \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address of Proposed Project \_\_\_\_\_

Parcel Number \_\_\_\_\_

Estimated Value of Improvement (Rounded to nearest \$100). \_\_\_\_\_

<p><b>Primary Use of Property (Please Check):</b></p> <p><input type="checkbox"/> Residential</p> <p style="padding-left: 20px;"><input type="checkbox"/> 1 or 2 Family Dwelling</p> <p style="padding-left: 20px;"><input type="checkbox"/> Multi-Unit Dwelling</p> <p style="padding-left: 20px;"><input type="checkbox"/> Mobile Home</p> <p><input type="checkbox"/> Non-Residential</p> <p>Describe: _____</p> <p>_____</p> <p><b>Structure to be Affected (Please Check):</b></p> <p><input type="checkbox"/> Primary Structure / Residence</p> <p><input type="checkbox"/> Accessory Structure</p> <p>Describe: _____</p> <p>_____</p>	<p><b>Type of Improvement (Please Check):</b></p> <p><input type="checkbox"/> New Structure</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Alteration / Repair</p> <p><input type="checkbox"/> Moving / Relocating</p> <p><b>Describe Improvement:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Please provide total square footage of each area to be constructed and/or altered.

Basement \_\_\_\_\_ sq. ft.                      Garage \_\_\_\_\_ sq. ft.                      Other \_\_\_\_\_ sq. ft.

1<sup>st</sup> Floor \_\_\_\_\_ sq. ft.                      Deck \_\_\_\_\_ sq. ft.                      *Determined by project at office:*

2<sup>nd</sup> Floor \_\_\_\_\_ sq. ft.                      Porch \_\_\_\_\_ sq. ft.                      Plumbing \_\_\_\_\_

Electrical \_\_\_\_\_

Mechanical \_\_\_\_\_

Height (Accessory Structures Only): \_\_\_\_\_

FEE AMOUNT (Rounded to nearest dollar) \$ \_\_\_\_\_

Please provide the names, addresses, and telephone numbers of all contractors. Incomplete information will delay permit:

**General Contractor**

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

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Lead Cert # \_\_\_\_\_

**Architect / Engineer**

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

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Framer / Carpenter**

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

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Electrical Contractor**

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

- Include copy of Certificate of Registration

Phone # \_\_\_\_\_

Email \_\_\_\_\_

- Include Notarized Letter of Intent

**Concrete Contractor**

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

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**HVAC / Mechanical Installer**

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

Phone # \_\_\_\_\_

Email \_\_\_\_\_

- Include Notarized Letter of Intent

**Roofing Contractor**

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

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Plumbing**

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

License # 058 - \_\_\_\_\_

Registration # 055 - \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_

Also include copies of Roofing Contractor's:

- State Roofing License

- Signed Contract or Notarized Letter-of-Intent

- Include State Plumbing License & Notarized Ltr of Intent

**The authorized applicant / property owner's signature below attests:**

1. All information contained in the application and on any accompanying documents is true and correct.
2. Proposed construction will not take place on any granted easement, public or private, nor violate and covenant or restriction applicable to the subject property.
3. Applicant / Owner and any contractors will conform to the regulations set forth in the DeKalb County Zoning and Building Ordinances.
4. All work performed under said permit will be in accordance with the plans and plat diagram which accompany this application, except for changes as may be authorized by the Building Officer.
5. Applicant / Owner is aware that inspections will be required and that all necessary inspections will be conducted in accordance with the "Required Inspections" procedure sheet.
6. The permit will become null and void if no inspections are scheduled or conducted at least every 180 days.
7. Work will not commence until after the permit has been picked up and signed for at the DeKalb County Community Development Department Office. Per the DeKalb County Code, permit fees will be DOUBLED if work is started without first obtaining permit.

\_\_\_\_\_  
Signature of Owner or Applicant

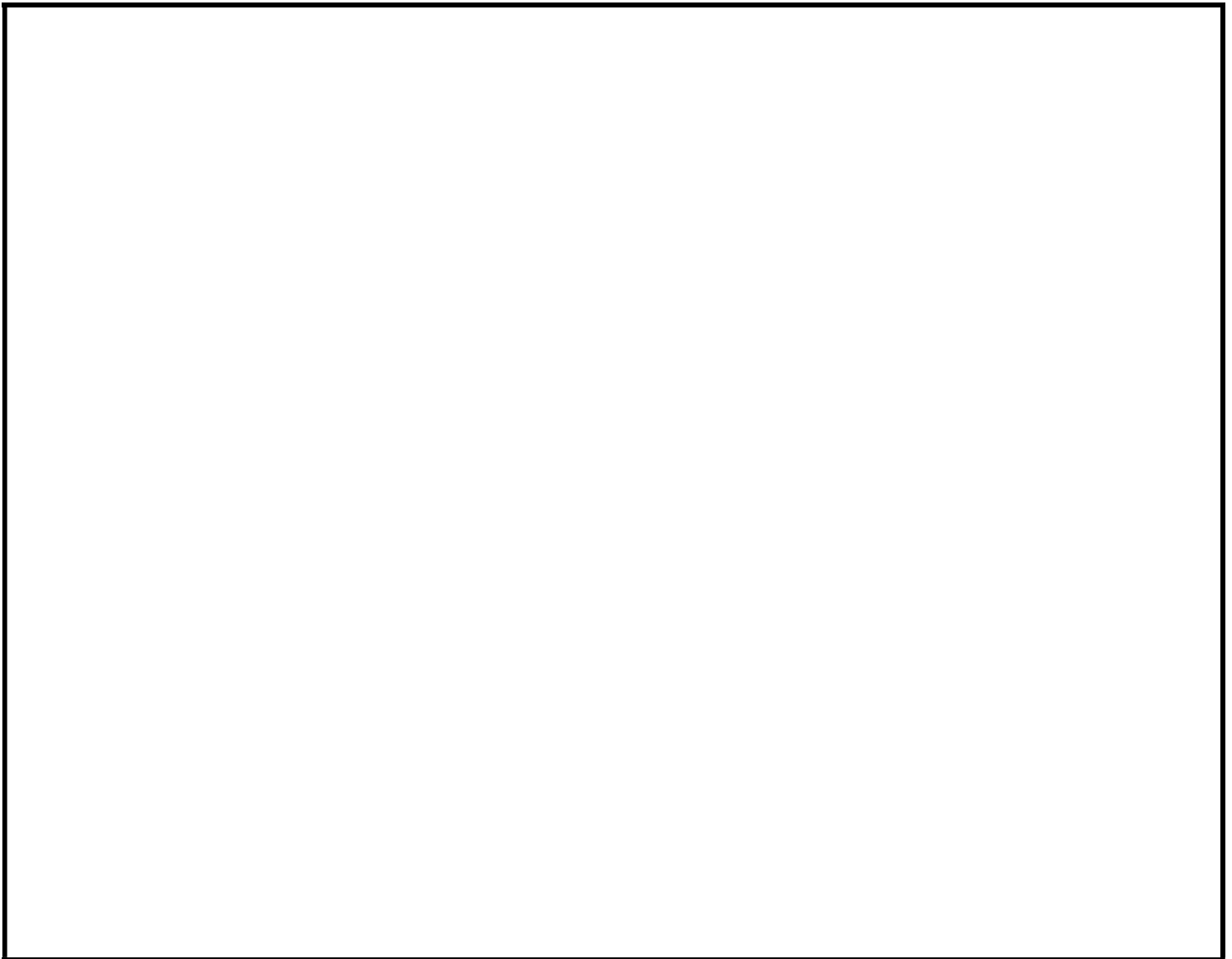
\_\_\_ / \_\_\_ / \_\_\_\_  
Date

## SITE PLAN

**FOR ACCESSORY STRUCTURES (decks, sheds, fences, etc.) OR RESIDENTIAL ALTERATIONS OR ADDITIONS ONLY, THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE SITE PLAN BELOW (OR ON AN OFFICAL PLAT OF SURVEY):**

1. Lot size and dimensions
2. Name and location of all roads abutting property.
3. Structures on the property (existing and proposed).
4. Front, side, and rear yard setbacks (Distance between the lot line and structures).
5. Distance in feet between all structures on the lot.
6. Drive aisles and parking areas (existing and proposed).
7. Please indicate north by an arrow.

STAKE OUT DATE \_\_\_\_\_



**NOTE: ALL SITE PLANS FOR COMMERCIAL CONSTRUCTION OR NEW PRIMARY RESIDENTIAL STRUCTURES MUST BE PROVIDED ON OFFICAL PLAT OF SURVEY.**



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### Homeowner's Exemption from Registration as a Contractor

For matters concerning \_\_\_\_\_ (*address*), I attest that I am the homeowner of the property and I reside therein and the property is my homestead. In consideration for a Homeowner's permit, I do affirm and attest to the following:

1. That the work described on the permit application will be performed by me and that I will not be assisted by any other person performing any part of the work for remuneration.
2. That I will comply with all requirements of the DeKalb County Codes and Ordinances and must ensure that all required inspection approvals are granted by the DeKalb County Building Inspector prior to any use or occupancy of any construction affected by permits issued.
3. Any plumbing or electrical work to be performed on a secondary structure of the primary residence is required to be completed by a licensed contractor, (e.g., garden shed, pools).
4. If there is default on item #1 or #2 then I will agree to hire a contractor of proper classification/ license to secure the necessary permits to complete the project.

Type of permit:  Building  Electrical  Plumbing  Mechanical  Other \_\_\_\_\_

Homeowner's printed name: \_\_\_\_\_

Homeowner's signature: \_\_\_\_\_

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

Staff Witness: \_\_\_\_\_

Office Use Only: Permit Number: \_\_\_\_\_