



# CITY OF EVANSTON BUILDING PERMIT APPLICATION

2100 Ridge Ave. Evanston, IL. Ph(847)866-2932 Fax(847)448-8020

Please type or print in ink. ALL APPLICABLE LINES **MUST** BE COMPLETED.  
YOU WILL NEED ARCHITECTURAL DRAWINGS IF CONSTRUCTION COST EXCEEDS \$10,000

**Address of Property:** \_\_\_\_\_

(Include floor/unit #'s where work is to be done - This must include a house number and street name, we do not accept street intersections or building names. Call City Engineer 866-2924 for addresses)

**Use of Building:**

- Single Family
- Multi-Family-Rental: # of units \_\_\_\_\_
- Existing Condominium # of units \_\_\_\_\_
- Condo Conversion / New Condo: # of units \_\_\_\_\_
- Garage       Residential       Commercial

Provide location Business Name for the following projects:

- Retail \_\_\_\_\_
- Restaurant \_\_\_\_\_
- Office \_\_\_\_\_
- Health Care \_\_\_\_\_
- Educational \_\_\_\_\_
- Other \_\_\_\_\_

\*\* Office Use Only \*\*

**Application #** \_\_\_\_\_

**Landmark / Historic District:** \_\_\_\_\_

Yes Applicant **MUST** complete back of application & Pres. worksheet

No

**Scope of Work** (Be as detailed as possible): \_\_\_\_\_

**Work Valuation** (required for permit issuance) \$ \_\_\_\_\_

**APPLICANT/CONTACT NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ X \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**24 HOUR EMERGENCY CONTACT-DURING CONSTRUCTION:**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**OWNER OF PROPERTY:** \_\_\_\_\_ **PHONE#:** \_\_\_\_\_

**Address** (if different): \_\_\_\_\_ **E-MAIL ADDRESS:** \_\_\_\_\_

**ARCHITECTURE FIRM:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**ARCHITECT'S E-MAIL ADDRESS:** \_\_\_\_\_

**Contractor Information**

(Please complete the contractors necessary for this job. If the contracts are out to bid, this portion can be completed prior to permit issuance)

**General Contractor:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Evanston License #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Plumber/Sewer:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **ILState License #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**City where licensed:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Mechanical Contractor:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Evanston License #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Additional Permit Information**  
(Please complete the sections below that apply)

Sign/Roofing/Other Contractor: _____	
Address : _____	Email: _____
Phone #: _____	Fax #: _____

**LANDMARK / HISTORIC DISTRICT**

Is the property where the work is to be done a Landmark or in a Historic District?

- If YES, please answer the following questions:       NO

Are there exterior modifications to the property?

If YES, you must apply for a Certificate of Appropriateness.

NO, I will not be modifying the exterior in anyway: X \_\_\_\_\_  
*Sign and Print Your Name*

**MULTI-UNIT APARTMENTS / CONDOMINIUMS**

Are you constructing a new multi-unit residential building, upgrading an existing apartment building, or converting an existing building into apartments?

- If Yes, please answer the following questions       No

Are these residential units going to be condominiums?

If YES, how many units? \_\_\_\_\_  
You must contact The Housing Planner at (847) 866-2928 to begin the Condominium paperwork.  
(Required for Permit issuance).

NO, These units will not be sold as condominiums: X \_\_\_\_\_  
*Sign and Print Your Name*

**WATER/SEWER: NEW, REPAIR, OR REPLACEMENT, AND/OR WORK ON THE PUBLIC WAY**

Does this project require street, sidewalk/parkway openings and/or obstruction of a public right of way (driveway, street, sidewalk, or parkway)?       Yes       No

*If YES, a Right of Way Permit must be obtained from the City Engineer prior to issuance of a building permit, and in addition to a building permit for work performed.*

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I have completed the application honestly and to the best of my knowledge. I understand that all work performed pursuant to this application shall be in strict compliance with all provisions of the City of Evanston statutes, laws, rules, regulations and ordinances.

X Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_