



Village of Stone Park

1825 N. 32nd Avenue
Stone Park, IL 60165
www.vosp.us

**Beniamino Mazzulla
President**

**Laura Cassidy-Hatchet
Village Clerk**

Board of Trustees

Loretta J. Teets

Marco Paz

Marco A.
Gutierrez

Nazario Garcia

Simplisio Roman

Sylvia Terrazas

Administration

708-345-5550
Fax: 708-450-3202

Police Department

708-450-3216
Fax: 708-345-5564

Public Works

708-450-3208
Fax: 708-450-3209

Procedures for Obtaining A BUILDING PERMIT

Step 1: APPLICATION

A permit application must be completely executed, including an estimated cost and contractor information. Please ensure the application is signed & dated. Do not leave any blank spaces as this will delay approval.

Step 2: DRAWINGS

For small jobs that do not require architectural drawings, a space on the back page of the application is provided. This area is for additional details and renderings of the proposed project. For jobs that require professional architectural drawing a set of four must be provided with the application.

Step 3: CONTRACTOR LICENSING

If the project calls for a contractor to perform the job, Stone Park licensing of each contractor will be required. Licensing of said contractors is required prior to the issuance of the permit. Please refer to procedures for *Business License Outside Village Limits*.

Step 4: APPROVAL & COST

Once permits have been reviewed, a fee is then set forth by the Inspectors, which is dependent on the work to be performed. Once approval is complete, our office will call the applicant to advise that their permit is ready for pick-up. Permits may be picked up Monday through Friday, from 9am to 5pm. **Please be aware that permits may take a week or longer to get approved.**

Step 5: POSTING & EXPIRATION

Once the permit has been obtained it must be posted in an easily visible place during the entire time work is performed. Violation of this may result in a citation with a range of fines. Expiration is printed on the permit by which work must be completed. If work is not completed on time, a request for an extension must be made to continue work. A letter of extension will need to be executed; form letters will be available in our office. One extension per permit will be allowed.

Step 6: COMPLETION

Once the project is complete, within the allowed time frame, the permit must be returned with all required signatures. Your FINAL INSPECTION will serve as your pass ticket or certificate of occupancy.

ROOFING CONTRACTORS: All State of Illinois roofing codes must be followed. Must submit pictures of the stripped roof (before and after wood repairs, if any), the ice and water shield, roofing paper, flashing and new vents to rgonzini@vosp.us or schedule an inspection on Tuesday or Thursday.

Note: WORKING WITHOUT A PERMIT WILL RESULT IN TICKETS BEING ISSUED AND WILL INCUR DOUBLE PERMIT AND LICENSE FEES.



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Procedimientos Para Obtener un Permiso de Construcción

Primer Paso: APLICACION

La aplicacion debe ser completada en su totalidad. Incluyendo el estimado del costo y informacion del contratista. Asegurese de firmar y apuntar la fecha. No deje ningun espacio en blanco, eso puede demorar su aplicacion.

Segundo Paso: DIBUJO

Para trabajos pequeños que no requieren planos, hay un espacio para que dibuje y apunte detalles adicionales. Para trabajos que requieren dibujos profesionales de arquitecto se necesitan cuatro copias con su aplicacion.

Tercer Paso: LICENCIA DE CONTRATISTA

Si su trabajo ocupa de un contratista, se requiere que tengan licencia con Stone Park y en algunos casos del estado tambien. Se ocupara la licencia para poder expedir el permiso. Favor de referirse a *Procedimientos Para Obtener una Licencia de Negocio*.

Cuarto Paso: APROBACION & COSTO

El permiso sera revisado y rectificado si es necesario. Despues los inspectores aplican el precio, el cual depende en el trabajo propuesto. Una vez aprobado, le llamaremos para que pueda recoger su permiso durante las horas de 9am a 5pm de lunes a viernes. **Recuerde, el permiso puede tardarse hasta una semana o mas para que sea aprobado.**

Quinto Paso: EXHIBICION & EXPIRACION

Cuando tenga su permiso tendra que exhibirlo en un lugar visible durante el tiempo que el proyecto se lleve a cabo. Violacion de esto puede resultar en una multa. El trabajo debe ser completo para la fecha de expiracion apuntado en el permiso. Si el trabajo no esta completo, tendra que pedir permiso para una extension. Ejemplo de la carta de extension seran disponible en nuestra oficina. Solo una extension por permiso sera permitido.

Sexto Paso: TERMINACION

Una vez completo, regrese el permiso con las firmas necesarias. Su ULTIMA INSPECCION le servirá como su permiso de aprobacion.

CONTRATISTAS DE TEJADO: Se deben seguir todos los códigos de techado del Estados de Illinois. Debe enviar fotos del techo despejado (antes y después de la reparación de la madera, si corresponde), escudo de hielo y agua, papel para techar, tapajuntas y ventilaciones nuevas a rgonzini@vosp.us o programar una inspección para el martes o jueves. Esto es necesario para pasar la inspección.

POR FAVOR TENGA EN CUENTA QUE AL HACER EL TRABAJO SIN PERMISO SE LE DARA UNA MULTA Y SE LE COBRARA EL DOBLE DEL PERMISO Y LICENSIA.



BUILDING PERMIT APPLICATION

FOR OFFICE USE ONLY

PAID ON

OWNER INFORMATION

Name of Owner/Nombre del Dueño	
Applicant (if not owner) / Aplicante (si no es el dueño)	
Job Address/Domicilio del proyecto	
Phone/Telefono	
Pin#	

CONSTRUCTION & PROPERTY INFORMATION

Type of Construction - (**Type of Alternation must be specified) Tipo de Construcción - (**Tipo de Alteración sea específico)										
Permit for: check box →	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Alteration**	<input type="checkbox"/>	Replacement	<input type="checkbox"/>	Other(explain in work detail)		
Residential check box →	<input type="checkbox"/>	Single Family	<input type="checkbox"/>	2 Flat	<input type="checkbox"/>	3 Flat	<input type="checkbox"/>	4 or 6 Flat	<input type="checkbox"/>	Other(explain in work detail)
Commercial check box →	<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Retail- Build Out	<input type="checkbox"/>	Other(explain in work detail)		

Estimate of work to be performed & Fees- <i>Estimado costo del trabajo y cargos</i>							
	Cost		Cost		Cost		Cost
Roof		Siding		Windows		Cement	
Fence		Stairs		Sprinklers		Basement	
HVAC		Interior Walls		Pool		Other	
Electrical*		Plumbing*		*Requires licensed contractor - <i>Require contratista licenciado</i>			
TOTAL OF COST/SUMA DE COSTO							
TOTAL OF PERMIT FEES/SUMA DE CARGOS							

Work Details (<i>must be in English</i>) / Detalle del trabajo propuesto (<i>debe ser en Ingles</i>) Note: Permit approval may take a week or longer	

Signature of Applicant:		Date:	
*****FOR OFFICE USE ONLY*****			
Checked & Received by:		Date:	
Approved:		Date:	
Expiration Date:		Follow-up :	
Permit #:		Date to CCA:	

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CONTRACTOR INFORMATION - INFORMACION DEL CONTRATISTA

Contractor	Company Name, City & State	Phone	State Lic	SP Lic#	NOTE	
General Contractor					-Four sets of plans and specs signed by a Registered Structural Engineer or Architect -Plat of Survey – in duplicate and complete with dimensions of premises, building grades, utilities, etc. – showing the location of proposed and existing building. -Permit approval process may take a week or longer	
Carpenter						
Mason /Cement						
*Plumber						
*Electrician HVAC						
*Architect/Structural Engineer						
*Roofer						
Other or **Self (no contractor)						
* State license Required **not permitted for work that requires a licensed contractor-no permitido para trabajos que requieren contratista licenciado						

*Draw here. Drawing not necessary if blue prints are submitted * Dibujo no es necesario si incluye planes*

