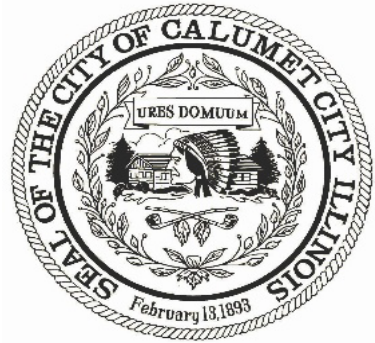


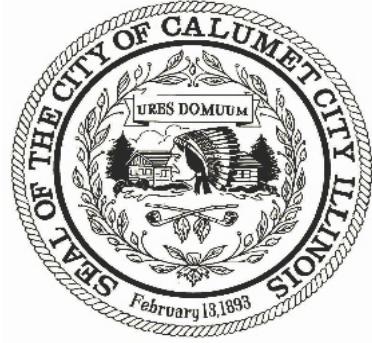
Thaddeus M. Jones - Mayor
Sheryl Tillman – Director, Department of Building & Zoning



RESIDENTIAL PERMITS

1. A permit is required for all work done in Calumet City - residential and commercial.
2. A separate permit is required for all trades.
3. Permit applications requiring drawings and specifications should be filed with the Department of Building & Zoning for approval and processing.
4. The permit card must be publicly displayed during the construction period.
5. For construction of a new building or beautification of your home, a completed application and a signed contract from the contractor is required.
6. For your protection, make sure all contractors performing work are registered with Calumet City first before pulling any permit(s).
7. All applications (permits and contractor) are available on our website at www.calumetcity.org. You are also welcome to come to the Dept. of Building & Zoning and our staff will be happy to assist you with the application.
8. The minimum fee for a permit is \$50.00 and the inspection fee \$25.00. The fee will be 1.5% of the base cost of the job.
9. For all construction work such as garage, porch, patio, driveway (concrete or asphalt), sidewalk and fence, you need a plat of survey along with the permit application and the signed contract.
See attached permit(s) applications.
10. Remember to complete the entire permit/contractor application in full detail (***see attached***) with all required documents before submitting.
11. If you are a homeowner and want to pull a permit, you must have a current valid ID and the address must match.
12. After the work is completed (once you have the permit card), please contact our office or visit in person to schedule a rough or final inspection.
13. When applying for solar panels please submit one set of plans to Farnsworth Group for approval; Farnsworth Group Tinley park, IL/Joliet, IL/Lisle, IL, (708) 326-4000; www.f-w.com and also one set of plans and permits to the Department of Building & Zoning, 670 Wentworth Avenue, Calumet City, IL 60409.

Thaddeus M. Jones - Mayor
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COMMERCIAL PERMITS

1. One set of plans and permits must be submitted to Farnsworth Group for review. You must contact Isaac at iramsay@f-w.com for details on plan submittal process.
2. One set of plans and permit applications for all trades including general contractors and subcontractors (except for flooring and painting, for which permits are not required) must be submitted to the Dept. of Building & Zoning in person or by mail. Permit applications are available for **print only** online at www.calumetcity.org under Building and Zoning.
3. All contractors, including subcontractors, are required to register with the City of Calumet City before work begins. Contractor registration forms are available for **print only** online at www.calumetcity.org under Building and Zoning Forms. Completed forms and payment must be submitted in person or by mail.
4. Once plans are reviewed and released from Farnsworth Group, allow the Dept. of Building & Zoning 6-10 business days to process permits. NOTE: Permit fees will be calculated at that time based upon the scope of work. Generally, permit cost is 1.5% of the construction cost and inspection fees. A separate invoice will be provided for Farnsworth Group's plan review. Permits must be picked up in person.
5. **One** permit is issued for an entire job. We do not issue separate permits.
6. General contractors will be notified when a permit is available for pick-up at which time the permit cost will be provided.

Please contact our office if additional assistance is required or visit our website at:
www.calumetcity.org.

Please find our contact information and hours of operation below:

Department of Building & Zoning
670 Wentworth
Calumet City, Illinois 60409
Phone: (708) 891-8120 / Fax: (708) 891-2128
dis@calumetcity.org

Hours of operation are Monday through Friday 8:00 a.m. – 4:00 p.m. (excluding holidays)

Director Sheryl Tillman
Department of Building & Zoning