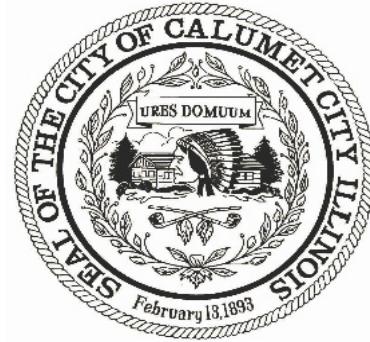


## PERMIT PROCESS



### Residential Permits:

1. A permit is required for all work done in calumet city; residential and commercial.
2. Permits are required to be applied for simultaneously when repairs are a result of an inspection, All required trades; residential and commercial.
3. Permit applications required drawings and specifications should be filed in the department of building and zoning for approval and processing.
4. The permit card must be publicly displayed during the construction period.
5. For the construction of a new building or beautifying your home, you need an application and a sign contract from the contractor.
6. For your protection, make sure all contractors performing work are registered with our city first before pulling any permit (s)
7. All applications (permits and contractor) are on our website at [www.calumetcity.org](http://www.calumetcity.org) or you're welcome to come to our office and our staff will be happy to assist you with the application
8. All permits' minimum fee is \$50.00, and an inspection fee is \$25.00. The fee will be 1.5% base of the cost of the job.
9. For all construction work such as, garage, porch, patio, driveway (concrete and asphalt), sidewalk& 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/contactor application (***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 ID and the address must match.
12. After the work is completed (once you have the permit card) please contact our office or come in person to schedule a rough or a final.
13. When applying for solar panels please submit one set of plans to Fransworth for approval; Fransworth Group Tinley park, IL/Joliet, IL/Lisle, IL, 708-593-5260; [www.f-w.com](http://www.f-w.com) and also one set of plans and permits to the Building and Zoning Department; 670 Wentworth Avenue, Calumet City, IL 60409

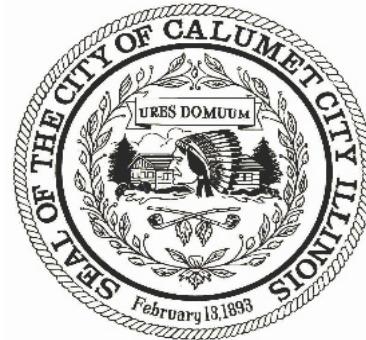
***One set of plans and permits for the building and zoning department and One set of plans and permits for the Farnsworth Group or B&F***

***For Civil Permits-Farnsworth Group-Commercial  
Tinley Park, IL/Joliet, IL/Lisle, IL  
(708) 593-5260***

***[www.f-w.com](http://www.f-w.com) and [darquemedo@F-W.com](mailto:darquemedo@F-W.com) Additional Plan Review Fees are Applied***

***[For Single Family Residential --B&F Construction Structural -847-428-7010- \(Email\):bfccs@bfccs.org -Elgin,](mailto:bfccs@bfccs.org)***

Thaddeus M. Jones - Mayor  
Sheryl Tillman - Director Building & Zoning



### Commercial Permits:

1. One set of plans and permits must be submitted to Farnsworth group for review. Farnsworth Group Tinley Park, IL/Joliet, IL/Lisle, IL, 708-593-5260; [www.f-w.com](http://www.f-w.com) for details on the plan submittal process. You must contact [mbuerger@f-w.com](mailto:mbuerger@f-w.com) Michael Buerger.
2. One set of plans and permit applications for all trades including G.C and Subcontractors, with an exception to flooring and painting which permits are not required. must be submitted to Building & Zoning in person or by mail. Permit Applications are available for **print only** online at [calumetcity.org](http://calumetcity.org) under title building and zoning.
3. All contractors, including subcontractors, are required to register with the city of calumet city. Contractor registration forms are available for **print only** online at [calumetcity.org](http://calumetcity.org) under title building and zoning forms. Completed forms including payment must be submitted in person or by mail.
4. Once plans are reviewed and released from Farnsworth allow the building dept. 3-5 days to process permits. note: permit fees will be calculated at that time based on scope of work generally permit cost is 1.5 percent of construction cost and inspection fees, a separate invoice will be provided for Farnsworth 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. G.C will be notified when a permit is available for pick up, permit cost will also be provided at that time.

Building and Zoning is located at 670 Wentworth Calumet City, IL 60409 hours of operation 8am-4pm.

**Please contact our office if additional assistance is required or visit our website at [www.calumetcity.org](http://www.calumetcity.org).**

**Please see below our hours of operation, fax, email, contact number and our location.**

Building and Zoning  
670 Wentworth  
Calumet City, Illinois 60409  
708-891-8120-Monday-Friday (excluding holidays)  
8am-4pm  
[dis@calumetcity.org](mailto:dis@calumetcity.org)  
Fax: 708-891-2128  
**Director Sheryl Tillman**  
Department of Building and Zoning