



**Village of Carol Stream**  
 Community Development Department  
 500 N. Gary Avenue, Carol Stream, Illinois 60188  
 (630) 871-6230 CommunityDevelopment@carolstream.org

## COMMERCIAL PERMIT APPLICATION

(Information in this box to be completed by Village Staff)

Flood Plain

Permit # \_\_\_\_\_

Date Received \_\_\_\_\_ Date Issued \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_ Bond \$ \_\_\_\_\_

(Please print clearly)

Project Address \_\_\_\_\_

Property Owner  Occupant

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Construction Valuation**  
 (To include labor and materials only):

\$ \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Major Projects:** See Fee Schedule D

<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel	Square Ft _____ Cubic Ft _____
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**Indicate Design Disciplines in Project:**

<input type="checkbox"/> Building	<input type="checkbox"/> Zoning	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electric	<input type="checkbox"/> Fire	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Energy	<input type="checkbox"/> NFPA	<input type="checkbox"/> Site Work
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**Fire Related:** See Fee Schedule E

<input type="checkbox"/> Fire Alarm (Sq Ft _____)	<input type="checkbox"/> Fire Sprinkler (Heads # _____)	<input type="checkbox"/> Hood & Duct
<input type="checkbox"/> Equipment (Pieces # _____)	<input type="checkbox"/> Racking System (Height _____)	<input type="checkbox"/> Type 1 - With Suppression # _____
		<input type="checkbox"/> Type 1 - W/O Suppression # _____
		<input type="checkbox"/> Type 2 - # _____

**Concrete / Paving:** See Fee Schedule E

**Electrical:** See Fee Schedule E

<input type="checkbox"/> Parking Lot (Sq Ft _____) <input type="checkbox"/> Sealcoat and Stripe <input type="checkbox"/> Milling / Paving  Description: _____	<input type="checkbox"/> Driveways (# _____) <input type="checkbox"/> Stoops/Stairs (# _____) <input type="checkbox"/> Sidewalks (# _____)	<input type="checkbox"/> Electrical, Major <input type="checkbox"/> Electrical, Minor (fixture replacement) <input type="checkbox"/> Solar <input type="checkbox"/> Vehicle Charging Stations
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**Other (Describe in Detail):** See Fee Schedule E

**SIGNS:** See Fee Schedule E (Sign Permit Data Sheet Required)

<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Face Change	<input type="checkbox"/> Special Event
<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Has Electrical	<input type="checkbox"/> Number of Signs _____

I have reviewed and understand the Important Notices on the following page before signing this application (Initials required) \_\_\_\_\_

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

(Do not write below this line)

By: _____ Date: _____ Zoning Official or Authorized Deputy	By: _____ Date: _____ <input type="checkbox"/> N/A Engineering Official or Authorized Deputy
By: _____ Date: _____ Building Official or Authorized Deputy	By: _____ Date: _____ <input type="checkbox"/> N/A Stormwater Admin. or Authorized Deputy

**Important Notices:**

- 1) Any permit issued as a result of this application will authorize only work applied for hereon. If other work is to be done, additional permits may be required.
- 2) The owner/applicant agrees to pay the cost incurred by the Village for review of plans and specifications for building permits by Village staff, the Village Attorney, and other outside consultants as may be required to fulfill the provisions of Village Ordinances.
- 3) This application must be signed by the property owner or duly authorized agent. Issuance of the permit herein applied for, for the approval of plans in connection therewith, shall not be construed to permit any construction upon said premises or use thereof in violation of any provision of the Building or Zoning Ordinances or other applicable Ordinances of Village of Carol Stream, or to excuse the owner or successors in title from complying therewith. The owner or contractor shall call for all required inspections upon completion of the work.
- 4) Permit correspondence will be sent via e-mail to the permit applicant and other parties as indicated. The responsibility for responding to all permit correspondence lies with the permit applicant.
- 5) I hereby certify that I am the owner of record or that the proposed work is authorized by the owner of record, that I have been authorized by the owner to make this application and to schedule all necessary inspections as an agent, and that I agree to conform to all applicable codes, laws and ordinances of the Village of Carol Stream. (Initials required) \_\_\_\_\_

**CONTRACTOR INFORMATION**

**Please Provide Company Name, Address, Phone Number, and Email address.**

**\*Mark N/A if Not Applicable.      \*Mark TBD if Undetermined.**

<b>Contractor Type</b>	
General	
Carpenter	
Concrete/Asphalt	
<b>Demolition</b> <b>**Affidavit required</b>	
Fire	
Sewer/Water	
<b>Electrical</b> <b>**License required</b>	
<b>Plumber</b> <b>**State License required</b>	
<b>Roofer</b> <b>**State License required</b>	
Sign	
Other	
Other	