

# Demolition of Residential Structure

For the **DEMOLITION OF A SINGLE FAMILY RESIDENCE**, see below for permit submittal requirements.

BY COMPLETING THIS APPLICATION YOU ARE **SPECIFICALLY** APPLYING FOR THE FOLLOWING WORK:

- Perimeter-Chain-Link/Tree/Fencing/Signage
- Village of Northbrook Utility Disconnects (Sewer and Water)
- Actual Demolition of the Structure

ONCE YOUR APPLICATION IS APPROVED, PICKED UP AND PAID FOR, YOU WILL BE REQUIRED TO FOLLOW THE INSPECTION INFORMATION LISTED BELOW:

## INSPECTION INFORMATION

The following inspections, **in sequence**, apply to all demolition of structure permits:

Inspections		Date
1	Perimeter Chain-Link/Tree Fencing/Signage: <ul style="list-style-type: none"> <li>- Inspection/Approval of Installed Stabilized Construction Entrance</li> <li>- Chain-Link fencing and signage must be posted per the Demolition Management Site Plan approved prior to scheduling inspection and in accordance to fencing and signage guidelines provided in the permit packet</li> </ul>	
<div>STOP</div> <b>No EXCAVATION FOR UTILITY DISCONNECTS May Occur Until Perimeter/Tree Fencing &amp; Signage Inspection Has Been APPROVED (Failure to do so will result in immediate STOP WORK ORDER and PENALTY FEE)</b>		
2	Utility Disconnect Inspection (Water/San. Sewer/Sewer) <ul style="list-style-type: none"> <li>- Water disconnection shall occur at the location shown on the approved Demolition Management Site Plan</li> <li>- All sewer and water disconnects must remain exposed, staked and painted prior to inspection</li> </ul>	
<div>STOP</div> <b>No DEMOLITION May Occur Until Perimeter Chain Link/Tree Fencing/Signage AND Utility Disconnects Inspections Have Been APPROVED (Failure to do so will result in immediate STOP WORK ORDER and PENALTY FEES)</b>		
3	Final Grading Inspection <ul style="list-style-type: none"> <li>- Grading must be restored per the Site Restoration Agreement signed by the applicant</li> </ul>	

\*\*\*\*\*Inspections can be scheduled with the Permit Coordinators at 847-664-4050\*\*\*\*\*

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

## **DEMOLITION OF RESIDENTIAL STRUCTURE**

The following documents are **REQUIRED** to obtain this permit.

**NO WORK IS TO COMMENCE UNTIL A PERMIT HAS BEEN ISSUED.** Please see Page 4 for further instructions.

### **Application Submittal Checklist**

<b>Property Address</b>	Date
-------------------------	------

#	Item Description	Check if Submitted	Staff Initials
1	Demolition of Residential Structure Permit Application (This page)		
2	Demolition Management Site Plan ( <b>3 copies</b> ) – See Last Page of Packet		
3	Cook County Dept. of Environmental Control Demolition Permit		
4	Letter from ComEd (Electrical Service Disconnection)		
5	Letter from Nicor (Gas Service Disconnection)		
6	Contractor(s) of Record Form (Verifying Plumbing and Sewer Contractor)		
7	Water Shut-Off, Meter Return and Final Meter Reading (contact Public Wks. 847-272-4711)		
8	Tree Removal Application ( <i>if applicable</i> )		
9	Verification of Well Sealing Affidavit ( <i>if applicable</i> ) – See Page 3		
10	Septic Tank Abandonment Documentation ( <i>if applicable</i> ) – See Page 3		

### **Applicant Information**

<b>Property Owner:</b>	Address _____ Phone _____ City/State/Zip _____ Email _____
<b>Primary Contact (If not owner):</b>	Address _____ Phone _____ City/State/Zip _____ Email _____
<b>General/Demolition Contractor:</b>	Address _____ Phone _____ City/State/Zip _____ Email _____

**DEMOLITION TAX**

**REFUNDABLE DEPOSITS**

**DEVELOPMENT & PLANNING FEES**

**TOTAL PERMIT FEE**

**\$10,000.00**

R.O.W. Damage Deposit and  
Demolition Escrow<sup>2</sup>

**\$5,000.00**



Plan Review and  
Inspection Fee<sup>1</sup>

**\$750.00**

**\$15,750.00**

## Inspection Information

The following inspections, in sequence, apply to all demolition of structure permits:

Inspections		Date
1	Perimeter Chain-Link/Tree Fencing & Const. Sign & Stabilized Const. Entrance <ul style="list-style-type: none"> <li>- Inspection/Approval of Installed Stabilized Construction Entrance</li> <li>- Chain-Link fencing and signage must be posted per the Demolition Management Site Plan approved prior to scheduling inspection and in accordance to fencing and signage guidelines provided in the permit packet</li> </ul>	
<div style="display: flex; align-items: center; justify-content: center;">  <div> <p style="text-align: center;"><b>No EXCAVATION FOR UTILITY DISCONNECTS May Occur</b>  <b>Until Perimeter/Tree Fencing &amp; Signage Inspection Has Been APPROVED</b>  <b>(Failure to do so will result in immediate STOP WORK ORDER and PENALTY FEE)</b></p> </div> </div>		
2	Utility Disconnect Inspection (Water/San. Sewer/Sewer) <ul style="list-style-type: none"> <li>- Water disconnection shall occur at the location shown on the approved Demolition Management Site Plan</li> <li>- All sewer and water disconnects must remain exposed, staked and painted prior to inspection</li> </ul>	
<div style="display: flex; align-items: center; justify-content: center;">  <div> <p style="text-align: center;"><b>No DEMOLITION May Occur Until Perimeter Chain Link/Tree Fencing/Signage</b>  <b>AND Utility Disconnects Inspections Have Been APPROVED</b>  <b>(Failure to do so will result in immediate STOP WORK ORDER and PENALTY FEES)</b></p> </div> </div>		
3	Final Grading Inspection <ul style="list-style-type: none"> <li>- Grading must be restored per the Site Restoration Agreement signed by the applicant</li> </ul>	

Inspections can be scheduled by calling the Permit Coordinator desk at 847-664-4050.

## Certification

The property owner and the permit applicant (as owner's agent) certify that the permit application information is true and correct, and agree that the work will be completed in compliance with the Village Code, and that the errors or omissions discovered in the permit documents shall not be construed to approve any work in violation of the Code, and that the issuance of a building permit or approval of construction inspection shall not relieve the property owner or the owner's agent) of their responsibility to design, engineer, and construct the work in compliance with the Village Code, and that the inspections of each stage of the work as listed on the building permit will be requested and approved prior to proceeding with the next stage of the work.

☐ **Yes** ☐ **No** Is a New Single-Family home to be constructed on the property following the demolition?

If **No**, I understand that the Village will require the disconnection of Water & Sanitary services at their respective mains. In addition, all disturbed areas on the private property shall be brought to pre-existing grades with the placement of 6 inches of topsoil and seed blanket within thirty (30) days following the completion of demolition.

\_\_\_\_\_  
Property Owner Signature (Required)      Date

\_\_\_\_\_  
Permit Applicant (Owner's Agent) Signature      Date

## Demolition of Residential Structure Application Requirements

### General Instructions

Please consider the following guidelines for completing and submitting your permit application.

### Demolition Management Site Plan

A Demolition Management Site Plan must be submitted with each Demolition of Structure Permit Application. This Site Plan must be based on a scaled (1:10'; 1:20') Plat of Survey for the subject property. Each plan must include a minimum of the following:

- **Location of construction fencing and signage;** chain link fence, six (6) feet high, is required around the construction limits for all demolitions and new buildings. This fencing must also display "No Trespassing" sign(s) at prominent location(s) around the site. Wood slat fencing is required to be installed around the perimeter of all existing trees (6" diameter and larger) located on the site. Fencing **MUST** be located one (1) foot for every one (1) inch of tree diameter away from the trunk of the tree.

## SIGN REQUIREMENTS



SIGN SHALL BE OF WEATHER-RESISTIVE CONSTRUCTION AND BE:

- WHITE BACKGROUND
- BLACK LETTERING

- **Tree Preservation Detail;** all trees on the subject site must be identified and labeled on the Site Plan. This includes indicating their species, diameter, condition, and whether they will be kept or removed as a result of the demolition. **For questions regarding tree preservation or tree fencing, please contact Mark Cacioppo at 847/272-4125.**
- **Main Line Utilities;** all main line utilities including water mains, storm sewer and sanitary sewer mains must be clearly labeled on the Site Plan. In addition, current connections from the existing structure should be identified.

- **B-Box Location** should be identified on the Site Plan showing the water connection from the existing structure;
- **Location of your existing utility lines;**
- **Location of desired Water/Sewer utility disconnections (i.e. at main or B-Box); and**
- **Footprint Outline of Structure to be demolished** along with any concrete that will not remain on the site.

### Tree Removal Application

If the applicant is planning on removing any trees prior to the demolition and/or prior to any new construction, a Tree Removal Application must be submitted. For more information, please contact the Forestry Division in the Department of Public Works at 847/272-4711.

### Cook County Dept. of Environmental Control Demolition Permit

A Cook County Demolition Permit is required for any demolition that is to occur in Cook County. This permit must be obtained from the County prior to submitting a Demolition of Structure Application with the Village of Northbrook. Please visit <http://www.co.cook.il.us/>.

### Contractor of Record Form

It is the applicant's responsibility to collect all required documents for contractors prior to submitting a permit application. All contractors must have a current Village Contractor License. All plumbers must have a valid State License and Registration, and a letter of intent for the project.

### Utility Disconnect Documentation

The applicant must submit the following utility disconnection documentation along with the Demolition of Structure Application:

- Gas Service (Nicor)
- Electric Service (ComEd)
- Well Abandonment Documents (If applicable)
- Septic Tank Abandonment Documents (If applicable)

For Water Meter information, please contact the Department of Public Works at 847/272-4711.

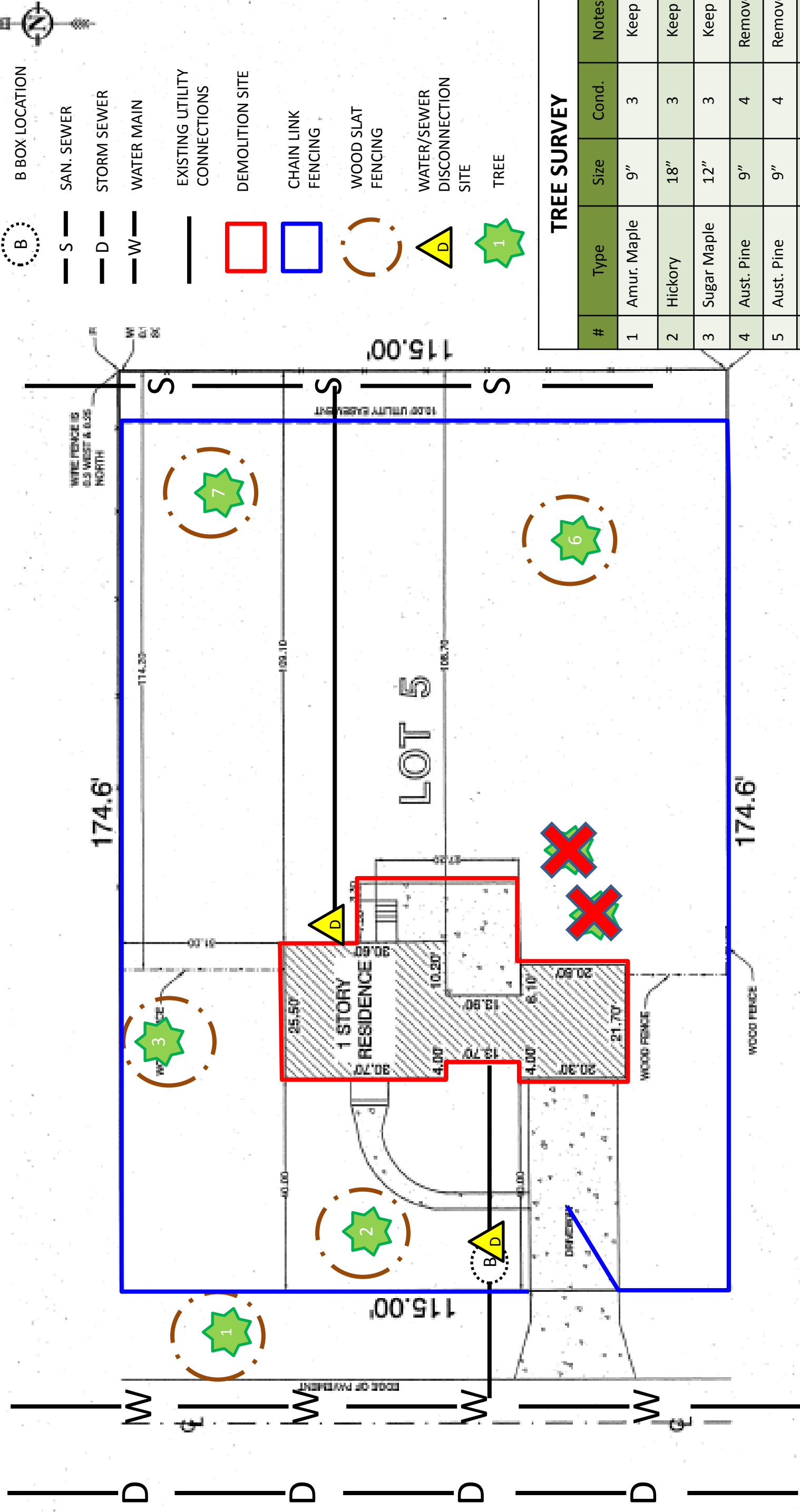
### Well Sealing and Septic Tank Abandonment

*If you wish to reuse a well for a lawn irrigation system, please consult with the DPS department prior to application.* If a well is going to be sealed, a well sealing affidavit must be submitted by a licensed well driller. Please visit [www.idph.state.il.us](http://www.idph.state.il.us) to obtain a Well Sealing Form.

If a septic tank is located on the demolition site, the tank will need to either be removed or appropriately abandoned with the filling of gravel. A copy of the receipt from the licensed waste hauler proving that the septic tank has been properly pumped out and disposal of the waste completed. The Contractor then must schedule a final inspection following this work.



# SAMPLE DEMOLITION MANAGEMENT SITE PLAN



TREE SURVEY				
#	Type	Size	Cond.	Notes
1	Amur. Maple	9"	3	Keep
2	Hickory	18"	3	Keep
3	Sugar Maple	12"	3	Keep
4	Aust. Pine	9"	4	Remove
5	Aust. Pine	9"	4	Remove
6	Red Oak	6"	4	Keep
7	Red Oak	6"	4	Keep



**Effective January 1, 2025**, a 9-month ban on gas-powered leaf blower use will be in place during the months of December through March and May through September. This allows landscape contractors and residents to use gas-powered leaf blowers from April 1 to April 30, and October 1 to November 30. These regulations do not affect the use of electric leaf blowers, including battery-powered and corded options.

## Tree Removal Application and Instructions

### Why do I need to apply for a tree removal permit?

- Tree removal permits allow the Village to document the location, type, size and condition of the tree(s) property owners wish to remove. Property owners are allowed to remove a tree(s) on private property if they comply with all provisions set forth in Chapter 25 of the Village's Municipal Code. (Available on the Village Website at [www.northbrook.il.us](http://www.northbrook.il.us)).
- Tree removal permits allow Village staff the opportunity to talk with property owners about whether there are alternatives to tree removal.
- Tree removal permits encourage the retention of healthy trees, especially those that qualify as Heritage and Landmark trees.
- Tree retention can provide environmental, economic, social, cultural and health benefits important to the Village residents and visitors. For example:
  - Enhanced water quality by reducing storm water runoff
  - Decreased air pollution
  - Reduced air temperature extremes and energy costs
  - Increased property values

### When do I need to apply for a tree removal permit?

You will need to apply for a tree removal permit anytime you would like to remove a tree(s) on private property equal to or greater than six (6) inches in diameter at breast height (DBH) or for clump trees having an aggregate diameter equal to or greater than twelve (12) inches at DBH (For reference, DBH, is the diameter of the trunk of a tree measured in inches at a point four and one-half (4½) feet above the existing grade at the base of the tree.)

### Tree removal application instructions (please make sure you have checked all boxes prior to submitting application)

- ☐ Fill out only one application per property.
- ☐ A qualified tree contractor has been secured prior to submitting an application. **Copy of the signed contract proposal is attached to the application.**
- ☐ Tree Information: Your contractor can help you fill in the required tree information.
  - a. All trees are to be accurately measured using DBH. To calculate DBH, measure the circumference of the trunk (4½) feet above the existing ground using a tape measure and divide by 3.14.
  - b. Either botanical or common name is acceptable for tree type. Photos may be attached for clarification.
  - c. Reasons for removal may include but are not limited to dead, declining, diseased, dangerous, consistent with good forestry practice, will enhance the health of surrounding trees or other reasons.
  - d. Location should be as descriptive as possible. Photos are encouraged.
- ☐ If applying to remove more than 3 trees, please use the tree removal application supplemental page.
- ☐ Discuss with you contractor if a ComEd line drop or scheduled power outage is required for the tree removal. Check applicable box on application under Permit Type.
- ☐ Sign and date the application; **Incomplete applications will not be accepted.**

## Additional Information

- Heritage and Landmark trees are protected trees which may require additional review for removal by the Public Works Committee and require Village Board approval. If included on application, approval process could take up to an additional 90 days.
- Verification of property lines and tree(s) ownership is the responsibility of the property owner.
- **If a Home Owner Association exists, approval by the HOA is the responsibility of the property owner to obtain and is to be provided in writing along with the application.**
- **If the trunk of the tree(s) straddles property lines, a letter from the adjacent owner or a note of consent must be included with this application.**
- If you choose to include photos of the tree(s) along with the application, at least 2 photos are required:
  1. A close up of the leaves and twigs for species identification
  2. A far-away shot showing the tree from top to base along with its current condition
  3. Photos may expedite permit processing or may allow a permit to be issued without an on-site inspection.
- For any permit requiring the replanting of new trees, an additional Tree Replacement Agreement form is required. It will be sent to the applicant after the initial review of the application. If the applicant is not the owner, it is the responsibility of the applicant to get the paperwork to the owner. The property owner will be required to sign the form and will be required to post monies to be held in escrow. The monies will be returned after the replacement trees have been planted and inspected. Quantity of replacement trees and deposit required are dependent on size and type the tree(s) being removed. Once the tree replacement agreement and deposit have been collected, only then can the permit be issued.
- All review correspondence and approved permit paperwork shall be sent to the applicant via e-mail, unless a special circumstance exists where this is not possible.

## Contractor

You should have already acquired a tree contractor prior to submitting a tree removal application. The tree contractor's information is required on the permit application. A copy of the signed contract proposal is required to be submitted with the application.

*If you are listing a landscaping company as your tree contractor, please provide a copy of the signed contract proposal and a copy of the company's certificate of insurance. They will need a minimum of \$2,000,000 coverage.*

## Site Plan

If you are submitting a plat of survey or engineering plan drawing please be sure the trees are numbered on the plat or plan to correlate with the trees listed in the table on the application.

## Permit

The approved permit is for the removal of only the tree(s) listed and is valid for 6 months. It must be visibly posted on site prior to the work beginning.

If you wish to make any changes to your permit after it has been issued, including tree contractor changes or adding additional trees to the permit, you will need to contact Tree Preservation to determine whether a new application will need to be submitted or if the issued permit can be revised. Failure to do so could result in monetary fines.

Please allow up to 14 business days for your permit application to be reviewed and processed. Submittal of your application to another Village Department may increase the time required to process and issue your permit.

**All completed applications should be submitted to Public Works located at 655 Huehl Road, Northbrook, IL 60062 or via email to [treeremovalapplication@northbrook.il.us](mailto:treeremovalapplication@northbrook.il.us)**

If you have any questions, please contact Tree Preservation at 847-272-4711.



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

Fee: \_\_\_\_\_

**Public Works Department**

655 Huehl Road

Northbrook, Illinois 60062

847/272-4711 FAX: 847/272-3629

[treeremovalapplication@northbrook.il.us](mailto:treeremovalapplication@northbrook.il.us)

[www.northbrook.il.us](http://www.northbrook.il.us)

## Tree Removal Application

*All applications should be submitted to Public Works or to [treeremovalapplication@northbrook.il.us](mailto:treeremovalapplication@northbrook.il.us)*

Property Address \_\_\_\_\_ Date \_\_\_\_\_

### Property Owner Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ e-mail \_\_\_\_\_

### Tree Contractor Information

Company \_\_\_\_\_

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

### Applicant

☐ Property Owner ☐ Tree Contractor ☐ Property Manager ☐ Other \_\_\_\_\_

Name \_\_\_\_\_

e-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

*All review correspondence and approved permit paperwork shall be sent to the applicant via e-mail.*

### Permit Type (Check all applicable)

- ☐ Standard Tree Removal Application (dead, dying, diseased, dangerous, good forestry or other).
- ☐ Construction Tree Removal Application (trees need to be removed for a pending or active construction project)
- ☐ Emergency Tree Removal Application

- I am submitting this application in order to receive a retroactive tree removal permit.
- I have included photographic evidence of the emergency/hazard.
- The property owner may be found in violation of Municipal Code Chapter 25 if it no pictures are submitted and it is determined the protected tree(s) was removed without a permit and was not an emergency.

☐ Tree Preservation Ordinance Violation Notice (I am required to submit this application as a requirement for a violation)

☐ ComEd line drop/scheduled power outage required. You must notify the Village of the date and time when the line drop/power outage is scheduled

### Tree Information (If listing more than 2 trees please use the tree removal application supplemental page)

	Diameter (inches) Measured 4.5 feet above grade	Tree Type: Botanical or Common Name	Reason For Removal	Location
1				
2				



## Notices

**Statement of Fact:** I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of permit, regardless of how or when discovered. I certify that I have done my due diligence to determine that I do need to submit a tree removal application. I understand that submitting an application does not entitle me to a permit, and I must have the permit in hand before beginning any work. Removal of tree(s) PRIOR to permit approval and issuance will result in the property owner receiving a minimum fine of \$250 and/or being issued a ticket requiring them to attend a local adjudication hearing.

***I understand I must inform the tree contractor listed on the application, who will be performing the tree removals of all applicable Village of Northbrook codes pertaining to tree removals as stated below.***

**Statement of Authorization:** I certify I am authorized to submit this application as the property owner or on behalf of the property owner. Note: If the trunk of the tree straddles property lines, a letter from the adjacent owner or a note of consent must be included with this application. If HOA approval is required by the property owner, a letter from the HOA permitting the removal of the tree(s) is included in the application.

**Statement of Compliance with Village Code:** I agree to comply with Village of Northbrook Municipal Code Chapter 25 Tree Protection and Preservation, Vegetation regarding tree removals. Including compliance with all standards found in ANSI Z133-2012, Safety Standards for Arboriculture Operations. This includes but is not limited to creating a safe work zone on both private property and in the public right of way with cones and signage indicating tree work ahead and/or sidewalk/road closed signs, proper safety equipment for laborers and the use of the proper equipment for safely removing trees.

***Gas Powered Leaf Blower Ban:*** No gas-powered backpack or handheld leaf blowers can be used in the Village from December through March and May through September. The only times gas powered leaf blowers are permitted are from April 1 - April 30 and from October 1 - November 30.

Closure of public roadway is prohibited without a separate permit from The Public Works Department. 48-hour notice is required prior the closure of any Public Roadway. Under no circumstances will trees be allowed to be felled in whole across a public walkway or roadway.

Damage to any public property will result in fines and full cost of repairs being assessed to the contractor listed on the permit.

**Permission to enter private property:** The above-named property owner hereby gives permission to the Village of Northbrook and its agents, officers and employees to enter the property for the purpose of tree inspection prior to permit issuance and for replanting compliance inspection (if required) after the permit is issued.

**ComEd Line drop/ Scheduled Power Outage:** I agree that if a line drop or scheduled power outage, to be performed by ComEd for the safe removal of the tree(s) listed on the permit is required, I will contact the Public Works Department at 847-272-4711 and inform them of the date and time of the scheduled line drop or power outage.

### \* Signatures (Both required if property owner is not applicant)

*By signing below, I acknowledge that I have read, understand and complied with all items listed under "notices".*

**Property Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant Signature (if other than owner)** \_\_\_\_\_ **Date** \_\_\_\_\_

For Office Use Only	
Reviewer_____	Approval Date_____
Will replacements be required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Caliper inches of trees_____	Permit Fee \$_____
Approx # of Trees _____	Deposit Collected \$_____
Tree Replacement Agreement Signed <input type="checkbox"/> Yes <input type="checkbox"/> No	Total \$_____
Logwood Recycling Agreement Signed <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	

**Tree Removal Application Supplemental Page**

Use this page to list additional trees. Question? Contact Tree Preservation at 847-272-4711

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

Date: \_\_\_\_\_

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

Applicant Phone: \_\_\_\_\_

	Diameter (inches) Measured 4.5 feet above grade	Tree Type: Botanical or Common Name	Reason For Removal	Location
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

**All trees proposed for removal are to be marked with ribbon, string, tape or paint for identification.**

## Site Plan

Draw your site plan in the space provided below.

You may also attach a plat of survey or engineering plan drawing.

**All trees proposed for removal are to be marked with ribbon, string, tape or paint for identification**



## 2025 Gas Powered Leaf Blower Regulations

### **Background**

On December 12, 2023, the Village of Northbrook approved a partial ban on gas-powered leaf blowers. This partial ban applies to licensed landscape/tree contractors, residents, and business owners.

### **Ordinance Regulation & Restrictions**

**Effective January 1, 2025**, a 9-month ban on backpack and handheld portable gas-powered leaf blower use will be in place **during the months of December through March, and May through September**.

Leaf blower use includes, but is not limited to the following:

- leaf removal
- gutter cleaning
- event clean-up
- drying surfaces
- debris removal
- snow removal
- dust/dirt clearing
- landscape preparation

Landscape/tree contractors, residents, and business owners are **ONLY** permitted to use gas-powered leaf blowers during the following timeframes:

- April 1 - April 30 (4-week spring clean-up window)
- October 1 - November 30 (8-week fall clean-up window)

These regulations do not affect the use of electric leaf blowers, including battery-powered and corded options.

### **Incentive Program**

- **Landscape/Tree Contractors**
  - On January 13, 2025, the Village initiated an incentive program for registered landscape contractors to help offset the cost of transitioning to electric leaf blowers.
  - The program is a first-come, first-served basis and will provide an instant rebate for an electric leaf blower package at the Northbrook Ace Hardware Store (1941 Cherry Ln).
- **Residents**
  - On January 11, 2025, the Village initiated an incentive program help residents transition from gas-powered leaf blowers to electric leaf blowers. The program is a first-come, first-served basis and will provide residents an instant \$40 discount on electric leaf blowers at the Northbrook Ace Hardware Store (1941 Cherry Ln).
  - This discount applies to both battery-powered and corded electric leaf blowers from various brands.

For more information about the Village's leaf blower regulations, please visit our website here: [www.northbrook.il.us/1170/Leaf-Blower-Regulations](http://www.northbrook.il.us/1170/Leaf-Blower-Regulations)

*The Village recognizes that gas-powered leaf blowers constitute an environmental concern and are a nuisance to the community. Therefore, the Village determined that adopting an amendment to the regulations for the types of leaf blowers and the periods of time when leaf blowers are permitted to be operated in the Village were necessary to preserve and promote the health, safety, and welfare of the public.*



## CONTRACTOR(S) OF RECORD

**\*\*IMPORTANT – Must be completed before permit can be issued\*\***

This **completed** form can be submitted anytime during review process or at permit pick up. It is the applicant's responsibility to COLLECT ALL REQUIRED DOCUMENTS (requirements of each contractor are listed below) and submit all together to the Village.

Permit Address: \_\_\_\_\_ Date: \_\_\_\_\_

### General Contractor:

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

### Electrical Contractor:

◆ Provide copy of current Electrical License

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:

### Plumbing Contractor: INTERIOR WORK ONLY

◆ Provide copy of Plumber's 055

◆ Submit a Plumbing Letter of Intent

Name:

Address:

City, State, Zip:

Phone:

Email:

### Plumbing Contractor: WATER SERVICE ONLY

◆ Provide copy of Plumber's 055

◆ Submit a Plumbing Letter of Intent

Name:

Address:

City, State, Zip:

Phone:

Email:

### Mechanical Contractor:

◆ Contractor License NOT required

Name:

Address:

City, State, Zip:

Phone:

Email:

### Sewer Contractor:

◆ Contractor must have a current Village License

Name:

Address:

City, State, Zip:

Phone:

Email:



<b>Concrete Contractor: FOUNDATION</b> <b>◆ Contractor must have a current Village License</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

<b>Concrete Contractor: BASEMENT/GARAGE SLAB</b> <b>◆ Contractor must have a current Village License</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

<b>Driveway Contractor:</b> <b>◆ Contractor must have a current Village License</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

<b>Patio Contractor:</b> <b>◆ Contractor must have a current Village License</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

<b>Patio Electrical Contractor:</b> <b>◆ Provide copy of current Electrical License</b> <b>◆ Contractor must have a current Village License</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

<b>Patio Plumbing Contractor:</b> <b>◆ Provide copy of Plumber's 055</b> <b>◆ Submit a Plumbing Letter of Intent</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

<b>Other:</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

<b>Other:</b>	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:



northbrook

FORM 6.1

VILLAGE OF NORTHBROOK  
Development & Planning Services

1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050  
[www.northbrook.il.us](http://www.northbrook.il.us)

## Contractor Business License Application

**\*\*Completed applications can be submitted via email to [Permits@northbrook.il.us](mailto:Permits@northbrook.il.us)\*\***

**This application is required to be completed for all new and renewal licenses**

COMPANY NAME \_\_\_\_\_

D/B/A \_\_\_\_\_

ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL (required) \_\_\_\_\_

(Please print email address legibly!!)

**CONTRACTOR TYPE (Please check appropriate box):**

☐ **General Contractor \$100**

☐ **Plumbing Contractor N/A [No Village License required; Provide copy of current State Registration (055)]**

☐ **Sewer Contractor \$70**

☐ **Electrical Contractor \$70 [Provide Contractor Registration acknowledging both company and corresponding license holder]\***

\* If registration does not identify both, a Letter of Intent will be required identifying both company and license holder.

☐ **Pavement Contractor \$70**

Please check one of the following: ☐ **Concrete** ☐ **Asphalt/Sealcoat\*** ☐ **Pavers**

\* Contractors performing **sealcoating** are required to complete and submit the Village required [Seal Coat Affidavit](#).

Has the applicant(s) ever been convicted of or pleaded no contest to a crime of moral turpitude? (check box). ☐ Yes ☐ No

Has the applicant(s) ever been convicted of a felony or unsuccessfully defended a criminal or civil proceedings charging fraud, misrepresentation or unscrupulous business conduct (check box). ☐ Yes ☐ No

### AFFIDAVIT

I (we) swear and affirm that all work performed pursuant to this business license application shall be in strict compliance with all provisions of the Northbrook Building Code and all other applicable statutes, laws, rules, regulations and ordinances. I (we) understand that, in the event noted code violations are not corrected during the construction of a permitted improvement, the Village of Northbrook reserves the right to revoke this license.

DATE \_\_\_\_\_ SIGNATURE OF OWNER \_\_\_\_\_

\*\*\*\*\*

### FOR OFFICE USE ONLY

License no. \_\_\_\_\_