



VILLAGE OF NORTHBROOK
Development & Planning Services
1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050
www.northbrook.il.us

Non-Residential Interior Demolition

Submit the application and drawing requirements listed below for Non-Residential Interior Demolition to permits@northbrook.il.us.

Application Requirements:

- Form 1.1 - Permit Application
- Form 5.1 - Fire Protection Letter of Understanding
- Form 6.2 - Contractor of Record

Submittal Requirements: (Submit with permit application)

- Demolition Drawings

Please direct any questions regarding the permit process to permits@northbrook.il.us
or call the Development and Planning Services Department at 847-664-4050.
Office hours are Monday-Friday, 8:30am – 4:30pm.



Permit Application

Permit Address _____ Application Date: _____

Property Type (check one):
☐ Commercial/Retail
☐ Other: _____
☐ Single Family Residential
☐ Office
☐ Multi-Family
☐ Industrial

Description of Work _____

Estimated Construction Value \$ _____ (required)

Primary Contact Information (note: all review correspondence will be emailed to the primary contact)

Name _____

Email _____ please print clearly

Phone _____ Fax _____

Check with the Permit Desk associates for any submittal questions 847-664-4050.

Property Owner's Information

Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

Architect's Information ☐ Not Applicable

Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ Email _____

Contractor's Information ☐ Type of Contractor _____

Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ Email _____

Signature of Applicant: _____

Please Print: _____ Date: _____



Fire Protection *Letter of Understanding*

Permit Address: _____
Please complete this sheet for all building construction permit applications by marking (☒ or ☑) the appropriate category:

☐ **New Building**

A fire protection system for all new buildings is required. Submit a separate Fire Protection Permit Application for review and separate permit issuance.

Please be aware that fire protection permit applications must be issued prior to the scheduling of the "Above Ceiling inspection" (commercial). Failure to have received this approval will result in the immediate cancellation of this inspection until approval is granted.

☐ **Additions/Alterations**

Indicate which system exists in the building or space (mark all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Existing fire sprinklers | <input type="checkbox"/> No existing fire protection / alarm systems (no separate permit needed) |
| <input type="checkbox"/> Existing fire alarm | |
| <input type="checkbox"/> Existing special suppression system | |

If there is an existing fire protection system, then a separate fire protection permit application and documents are required to be submitted.

Please be aware that fire protection permit applications must be issued prior to the scheduling of the "Above Ceiling inspection" (commercial). Failure to have received this approval will result in the immediate cancellation of this inspection until approval is granted.

Please read and sign below:

I acknowledge and understand there are separate permit submittals required for any new or altered fire protection system as indicated above; and that the failure to follow the submittal requirements may affect the granting of any occupancy of the structure or space.

Name (print)

Signature

Company Name (print)

Date



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:

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

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

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

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

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

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

Other:	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Other:	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:



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FORM 6.1

VILLAGE OF NORTHBROOK
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Contractor Business License Application

****Completed applications can be submitted via email to 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. _____