



**VILLAGE OF NORTHBROOK**  
**Development & Planning Services**  
1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050  
[www.northbrook.il.us](http://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](mailto: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](mailto: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.

**FORM 1.1**

**VILLAGE OF NORTHBROOK**  
**Development & Planning Services**

1225 Cedar Lane  
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847 664-4050 FAX: 847 272-5068  
[www.northbrook.il.us](http://www.northbrook.il.us)

**Permit Application**

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

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

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: \_\_\_\_\_



## FORM 5.1

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### 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



## FORM 6.2

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847 664-4050  
[Permits@northbrook.il.us](mailto:Permits@northbrook.il.us)  
[www.northbrook.il.us](http://www.northbrook.il.us)

# 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:



## FORM 6.1

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# 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. \_\_\_\_\_