



# VILLAGE OF HOMER GLEN

## Miscellaneous Permit Application

**Phone: 708-301-1301**

**Fax: 708-301-0417**

**(Please print legibly)**

Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner's E-Mail: \_\_\_\_\_ Real Estate Tax I.D. #: \_\_\_\_\_

Address of Job: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor's E-Mail: \_\_\_\_\_

Description of Work to Be Done: \_\_\_\_\_

Total Cost of Improvements: \$ \_\_\_\_\_

### **Submittal Requirements:**

- Copy of Contract
- Permit Fee due at time of submittal (accepted: check, visa/mastercard or money order)

\*It is the responsibility of the property owner to contact their homeowners association for their approval (if applicable) for covenants and restrictions beyond those enforced by the village.

**NOTE:** All building permits are pursuant to the Village of Homer Glen Building, Zoning and Stormwater Ordinances. If you have not begun construction within one hundred and eighty (180) days from issuance or if construction is not complete within one (1) year of issuance, your permit is void. A monetary penalty will be assessed, if Final Inspections are not scheduled. Final inspections must be scheduled and passed to complete your permit within the year that your permit is valid. If the job is not complete within the time frame, you will need to file for an extension.

**The Building Permit Fee is non-refundable.**

**I hereby certify that I have read, understand, and agree to conform to all governing information and regulations set forth by the Village of Homer Glen.**

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

**FOR OFFICE USE ONLY**

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



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## Guidelines for a Miscellaneous Permit

### Contractor Registration:

- All contractors working within the Village of Homer Glen are required to be registered (when a permit is required). No permits will be issued if the contractor is not registered.
- If you are doing work as the homeowner/property owner, registration will not apply.
- A signed affidavit or letter of intent for electrical/plumbing will apply.

### Construction Hours:

All construction work performed within the Village of Homer Glen, including building and development activities, clearing of land, excavation, repair, maintenance and demolition, loading and unloading of materials and equipment, are restricted to the following hours:

Monday to Saturday: 7:00 AM to 7:00 PM

Sunday: 8:30 AM to 5:00 PM

Legal Holidays: 8:30 AM to 5:00 PM

See Construction Hours Ordinance – Available at [www.homerglen.org](http://www.homerglen.org)

**CALL JULIE:** Please call JULIE (811) to locate and mark all underground facilities on the property.

### Process is Time Sensitive:

1. Two working days notice is required for all inspections, and must be requested by 2:00 PM to receive a next day inspection (if available). Please have your permit number available when you call for an inspection.
2. The first inspection must be completed within 6 months or the permit is void.
3. A final inspection is required for all building permits and must be completed within a year's time. If the final inspection is not done within a year, the permit will expire, and must be renewed.

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