

**APPLICANT TO COMPLETE ALL ITEMS THAT APPLY**

<b>Location Of Building</b>	At(Location) _____ Zoning District _____ (No.) (Street)
	Between _____ And _____ (Cross street) (Cross Street)
	Subdivision _____ Lot _____ Block _____ Lot size _____

<u>Type of Improvement</u> <input type="checkbox"/> New Building <input type="checkbox"/> Alteration or Addition <input type="checkbox"/> Repair / Replacement <input type="checkbox"/> Demolition <input type="checkbox"/> Foundation only <input type="checkbox"/> Other	Proposed use - for "Demolition" use most recent use	
	<u>Residential</u> <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Two Family Dwelling <input type="checkbox"/> Multiple Family Dwelling <input type="checkbox"/> Number of units (Multi-Family) <input type="checkbox"/> Garage <input type="checkbox"/> Other-specify below	<u>Nonresidential</u> <input type="checkbox"/> Amusement-Recreational <input type="checkbox"/> Church-other Religious <input type="checkbox"/> Industrial <input type="checkbox"/> Parking Garage <input type="checkbox"/> Service Station-Repair Garage <input type="checkbox"/> Institutional <input type="checkbox"/> Office-Bank-Professional <input type="checkbox"/> Business <input type="checkbox"/> Other-Specify below
<u>Ownership</u> <input type="checkbox"/> Private (Individual, Corporation Nonprofit, Institution, etc.) <input type="checkbox"/> Public (Federal, State or Local Government)		

<u>Cost</u> Cost of Improvement..... To be installed but not include in the above cost: Electrical..... Plumbing..... Heating, air Conditioning..... Other (Elevator etc.)..... Total cost of Improvement \$	(omit cents)	Nonresidential-Describe in detail the proposed use of the building; e.g., food Processing plant, machine shop, hospital, college, parochial school, parking garage, department store, office building, industrial etc. If existing building is being changed, enter the proposed use. _____ _____ _____ _____
		Is the property located in a documented Flood Zone (Circle one) <b>YES</b> <b>NO</b>

<u>Principle type of Frame</u> <input type="checkbox"/> Masonry(wall bearing) <input type="checkbox"/> Wood frame <input type="checkbox"/> Structural steel <input type="checkbox"/> Reinforced concrete <input type="checkbox"/> Other-specify below	<u>Type of sewage disposal</u> <input type="checkbox"/> Public or private company <input type="checkbox"/> Private (Septic tank etc.,)	<u>Dimensions</u> Number of stories..... Total square feet of floor area-all Floors based on exterior dimensions..... Total land area-square feet..... Number of off street parking spaces..... Number of enclosed off street parking spaces Number of bedrooms..... Number of bathrooms..... Basement Bathroom to be roughed in (Circle one) <b>YES</b> <b>NO</b>	
<u>Type of heating fuel</u> <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Other-specify	<u>Type of water supply</u> <input type="checkbox"/> Public or private company <input type="checkbox"/> Private (well, cistern)	<u>Type of mechanical</u> Will there be central air conditioning <input type="checkbox"/> YES <input type="checkbox"/> NO	

**IDENTIFICATION - TO BE COMPLETED BY ALL APPLICANTS**

	<i>Name</i>	<i>Address</i>	<i>Telephone number</i>
<i>Owner</i>			
<i>Contractor</i>			
<i>Architect or Engineer</i>			
<p><i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of the City of Harvard.</i></p>			
<i>Signature of applicant</i>		<i>Address</i>	<i>Application date</i>

**Description of work**

**Type of building:**

Residence     Commercial     Industrial     Private garage     Other

Basement  Yes     No     Poured     Cement Block

Width of building \_\_\_\_\_ Length of building \_\_\_\_\_

Height of building from grade to peak \_\_\_\_\_

Number of floors \_\_\_\_\_ Number of rooms on first floor \_\_\_\_\_

Number of rooms on second floor \_\_\_\_\_ Third floor \_\_\_\_\_

Roof:  gable     hip     flat     truss

**Describe work to be done:**

---

---

---

---

---

---

---

---

---

---

**Definition:**

Construction may be classified under the following: New building, moving of buildings, remodeling, re-roofing, re-siding, sign erection (all classes), electrical installations, plumbing and sewer modifications requiring street openings, underground installations and vent stack work. Concrete work, including stairs, porch, decks and platforms, renewal or strengthening of footings and walls, garage slabs and extensive installations of service walks, driveways and patios.

**Blue prints:**

Two (2) sets of certified blue prints will be required for all new building construction including private garages. In the event of package, patent or duplication of design in construction a set of two (2) master prints will be required for each design with one file print for each additional building to be duplicated.

Addendum for corrections: Major changes in construction in variance with original blueprints must be augmented by certified supplementary prints indicating the changes.

**Plot Plans (Plat of Survey):**

A dimensioned plot plan indicating the position of the building relating to size, setbacks. In addition, dimensions and locations of existing buildings on the plot plan will be required. Additions to an original structure will follow like requirements. **Water shed and storm water retention, where required by ordinance, shall be included on the plans. The location of the water and sewer services must also be displayed on the diagram.**

Final closures (exterior or interior) shall not be made without a building, plumbing and electrical inspection. No structure requiring a certificate of occupancy shall be occupied until all final inspections are made and the certificate issued.

It is the responsibility of the Contractor to call the following utility companies to advise when and at which location excavating will be done. No excavating shall be started until clearance or locations of utilities have been given.

Nicor Gas  
Commonwealth Edison  
Ameritech phone  
Charter cable  
City of Harvard  
} **Call Julie: 811**

The following list of Sub-Contractors must be completed before a permit is issued: (Name, Address, and Phone Number)

**ALL CONTRACTORS AND SUB-CONTRACTORS MUST HAVE A VALID AND CURRENT CITY OF HARVARD CONTRACTORS LICENSE ON FILE WITH THE CITY OF HARVARD. FAILURE TO COMPLY WITH CITY ORDINANCES IN REGARDS TO CONTRACTORS' LICENSE COULD RESULT IN DENIAL OF PERMITS AND OR FINES.**

1. Excavating and grading \_\_\_\_\_
2. Concrete work \_\_\_\_\_
3. Masonry \_\_\_\_\_
4. Carpentry \_\_\_\_\_
5. Roofing \_\_\_\_\_
6. Siding \_\_\_\_\_
7. Plumbing \_\_\_\_\_
8. Electrical \_\_\_\_\_
9. Insulation \_\_\_\_\_
10. Heating \_\_\_\_\_
11. Plastering or Drywall \_\_\_\_\_
12. Floor coverings \_\_\_\_\_
13. Glass \_\_\_\_\_
14. Steel & Iron work \_\_\_\_\_
15. Painting \_\_\_\_\_

**THE BUILDING DEPT. MUST BE NOTIFIED IF ANY CHANGES OF SUB-CONTRACTORS ARE MADE**