

Permit Checklist by Type

*Click on each permit type to view requirements or on the links for the permit or contractor applications.
If you will be performing the work yourself, list "Home Owner" on the contractor line.*

<p><u>Basement Finishing</u></p> <ul style="list-style-type: none"> ○ Permit Application (No Julie Needed) ○ Drawing (as noted in the link above) ○ Contractor must be registered 	<p><u>Deck</u></p> <ul style="list-style-type: none"> ○ Permit Application ○ Plat of Survey with deck location ○ Drawing (as noted in the link above) ○ Contractor must be registered 	<p><u>Driveway</u></p> <ul style="list-style-type: none"> ○ Permit Application ○ Plat of Survey with driveway expansion marked ○ Meets Width Restrictions as noted in the link above ○ Contractor must be registered 	<p><u>Fence</u></p> <ul style="list-style-type: none"> ○ Permit Application ○ Plat of Survey with proposed fence location highlighted ○ Include fence height, type, and material in description of work ○ Contractor must be registered
<p><u>Patio</u></p> <ul style="list-style-type: none"> ○ Permit Application ○ Plat of Survey with proposed patio location ○ Include if paver or poured concrete with dimensions in description of work ○ Contractor must be registered 	<p><u>Permanent Swimming Pool</u></p> <ul style="list-style-type: none"> ○ Permit Application ○ Plat of Survey with proposed pool and electric locations ○ Filtration/pump plans/specs ○ Contractor must be registered 	<p><u>Pergola/Gazebo</u></p> <ul style="list-style-type: none"> ○ Permit Application ○ Plat of Survey with location ○ Drawing to include post hole location, lumber spans, and sizes ○ Contractor must be registered 	<p><u>Reroof</u></p> <ul style="list-style-type: none"> ○ Permit Application ○ Contractor must be registered
<p><u>Shed</u></p> <ul style="list-style-type: none"> ○ Permit Application ○ Plat of Survey with proposed shed location ○ Contractor must be registered 	<p><u>Temporary Swimming Pools</u></p> <ul style="list-style-type: none"> ● Contact the building department at 331/212-9023 	<p><u>General Information</u></p> <ul style="list-style-type: none"> ● Applications will be considered incomplete if any of the highlighted sections of the applications are left blank or if any of the listed items are missing ● The Plat of Survey for your home was provided at the time of purchase at closing. ● Following review, you will be contacted if there are any questions or if the permit is ready for payment and next steps. ● All contractor registrations expire annually on 12/31 ● Permits requiring a Julie dig number will not be issued without that code. 	



Village of Montgomery
Building Department
 200 N River St, Montgomery, IL 60538

Application for Building Permit

wagner@ci.montgomery.il.us

Tel: (630) 896-8080 ext 9023

Site Address : _____ Permit No : _____
Application Date : _____ Parcel : _____
Owner : _____ Township : _____
Permit Applicant : _____ **Julie #** : _____

Type of Permit	Proposed Land Use	Building Information
New : _____	Single Family Detached : _____	Construction Value : _____
Addition : _____	Single Family Attached : _____	Building Area : _____
Alteration : _____	Multi-Family : _____	Number of Units : _____
Garage (Attached) : _____	Commercial : _____	No. Bedrooms : _____
Garage (Detached) : _____	Industrial : _____	Basement Area (ft ²) : _____
Other : _____	Institutional : _____	Total Area (ft ²) : _____

Description of Work	Special
	Conditional Use : _____ Variance : _____

For All Construction: Describe the scope of work to be performed. Include plan drawings of the proposed improvements. Exterior construction and additions require a current plat of survey with the proposed improvements indicated. Specify all pertinent dimensions and notations for the proposed construction.

For New Residential Construction: Provide two (2) sets of plans and specifications, two (2) survey plats showing dimensions and locations of all existing and proposed improvements.

For New Commercial, Industrial, Institutional and Other Construction: Provide four (4) sets of plans and specifications and locations of all existing and proposed improvements.

Contractor Information	
General Contractor : _____	License # : _____
Electrical Contractor : _____	License # : _____
HVAC Contractor : _____	License # : _____
Plumbing Contractor : _____	License # : _____
Excavation Contractor : _____	License # : _____
Roofing Contractor : _____	License # : _____
Architect : _____	License # : _____

Applicant Signature and Contact Information	
I hereby guarantee that the proposed work described with this application and with the accompanying plans and drawings will be completed in accordance with the requirements and building codes of the Village of Montgomery.	
Signature : _____	Date : _____
Address : _____	City, St, Zip : _____
Email : _____	Phone : _____