

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

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COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



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FLAT WORK PERMIT REQUIREMENTS

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are required to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (PDF format). Once you receive your permit review number, please submit by mail the deposit fee (1/10th of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the **Cook County Collector**.

When the permit has been reviewed and completed, you will be notified by mail of the final amount due. After payment has been received, your permit will be issued and mailed or emailed to you.

Definition:

The addition or modification of impervious surfaces (drives, patios, walls, etc.) and/or modifications to site topography will require a permit and drawings. Please find below the items required for permit submittal:

Requirements:

1. Complete the application in its entirety where applicable. Be sure to print your name, address, phone number, email and include the property index number in the lower left-hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.
2. Digital Submittal of **drawings** that detail the scope of work proposed and arrows to reflect proposed "pitch" of the flat work and drainage arrows to designate the surface drainage OR elevations and contour lines showing the existing and proposed topography.
3. Description of installation requirements for any new "hard" surface.
4. A **signed letter of intent** from the registered contractor doing the work. If the work is being done by the homeowner, a letter of intent is required from the homeowner.
5. If your property is located within the following townships, a permit waiver from the Township Highway Commissioner will be required:

Maine, Northfield, Palos, Schaumburg, Wheeling and Worth

6. Any flatwork extending beyond lot lines into public right-of-way will require separate approval from the local township highway department.

For digital submission of application and supporting documents, please refer to our web site:

<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)
[Cook County Building Permit Application](#)