



**COMMUNITY DEVELOPMENT DEPARTMENT  
PERMIT & INSPECTION DIVISION**  
3600 Kirchoff Road Rolling Meadows IL 60008  
847-506-6030 www.cityrm.org

**APPLICATION FOR PERMIT**

(Type or print in ink. Faxed, incomplete and/or illegible applications will not be accepted.)

**Job Site Address** \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Real Estate Index # \_\_\_\_\_ Township:  Palatine  Elk Grove  Schaumburg  Wheeling

**Work Description: (detailed)** \_\_\_\_\_

**Valuation of Job \$** \_\_\_\_\_ Flood Plain Zone \_\_\_\_\_ Zoning \_\_\_\_\_

**WORK TO BE PERFORMED** (Check all that apply)

- Deck/Porch     Shed/Gazebo     Stoop/Servicewalk/Patio
- Siding         Roofing         Structural Changes
- Garage (New)  Demo Garage  Window/Door Headers
- Tent             Remodeling     Other: \_\_\_\_\_
  
- Fence \_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Anchor Method \_\_\_\_\_  
Post depth \_\_\_\_\_ Material \_\_\_\_\_
- Driveway/ Parking Lot  New  Replace  Overlay  
\_\_\_\_\_ Width at street \_\_\_\_\_ Width at property line  
 Asphalt  Concrete \_\_\_\_\_ Sq. Ft. of parking lot  
\_\_\_\_\_ Base material \_\_\_\_\_ Base thickness \_\_\_\_\_ Material thickness
- Heating & Air Conditioning \_\_\_\_\_ New \_\_\_\_\_ Replacement  
Location of a/c unit  Side yard  Rear yard

Having submitted plans and specifications, I hereby apply to the Community Development Department of the City of Rolling Meadows, Illinois for a permit. If this permit is granted I will comply with all ordinances relating to the permit and pay all required fees. I will submit the work to the required inspections. No error or omission in either application or plans, whether said application or plans have been approved by the Community Development Department or not, shall permit or relieve the applicant or contractor from constructing the work in any manner than that provided for in the ordinances of the City relating thereto.

**X** \_\_\_\_\_  
**Applicant Signature** (if not owner submit authorization to be owner's agent)

**In lieu of contractor's signature(s), a copy of the company's proposal must be submitted with this application.**

Applicant Name: \_\_\_\_\_

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

Contractor Name: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

**PERMIT FEES** (office use only)

Building Permit	\$ _____
Plan Examination	\$ _____
Electrical Permit	\$ _____
Plumbing Permit	\$ _____
Mechanical Permit	\$ _____
Demolition Permit	\$ _____
Fence Permit	\$ _____
Driveway/ Parking Lot	\$ _____
Residential HVAC	\$ _____
<b>Cash Bond Refundable</b>	\$ _____
<b>Work w/o Permit</b>	\$ _____
<b>Administration Fee</b>	\$ _____
<b>Recording Fee</b>	\$ _____
<b>Other</b> _____	\$ _____
<b>Total Fees</b>	<b>\$ _____</b>

**APPROVED BY:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**PERMIT NO.** \_\_\_\_\_  
**PROJECT NO.** \_\_\_\_\_

**\*\* All permit applications must be submitted with the required paperwork, a copy of the proposal, contract or scope of work and the IL Consumer Rights form\*\***