

Commercial Occupancy, Tenant Build-out, or Remodeling Permit Application

Village of Shorewood Building Division
One Towne Center Blvd., Shorewood, IL 60404
Phone (815)553-2310 • Fax (815)744-6766



SUBMISSION CHECKLIST - Complete this application and attach the following (if applicable):

- 1) (3) sets Construction Plans – prepared, signed and sealed by an Illinois Registered Architect.
- 2) Troy Fire Protection District Plan Review approval letter.
- 3) Will County Health Department Plan Review approval letter.
- 4) Plumber’s Letter of Intent as required by Illinois State Plumbing Act 094-0132.
- 5) Plat of Survey – site/exterior alterations require Architectural and Site Plan approval.
- 6) Village of Shorewood Business License and Registration Application (new or expanded business).

Please allow a minimum of 10 business days for the first review and note that incomplete submissions will extend the review time. Applicant is responsible for payment of all permit fees, including consultant plan review and inspection fees. Municipal regulations are on our website www.vil.shorewood.il.us

BUSINESS NAME: _____
Business Owner Name: _____
Business Address (**Shorewood**): _____
Business Phone #: _____ Other Phone #: _____
Property Owner Name: _____ Property Owner Ph. #: _____

DETAILED DESCRIPTION OF WORK: _____ **ESTIMATED COST: \$** _____

<u>CONTRACTORS:</u>	Company Name	Phone #	Shorewood License#
General	_____	_____	_____
Carpentry	_____	_____	_____
Drywall	_____	_____	_____
Electric	_____	_____	_____
HVAC	_____	_____	_____
Plumbing	_____	_____	_____
Other	_____	_____	_____

APPLICANT SIGNATURE:

_____ Signature _____ Print Name _____ Date

Authorized Agent hereby certifies that the proposed work is authorized by the owner of record and he/she has been authorized by the owner to make this application as his/her authorized agent. **Please attach a copy of the signed contract authorizing the work.**