



# Village of Hazel Crest

## Department of Building & Inspectional Services

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### PERMIT PROCESS INFORMATION FORM

- All contractors must be registered with the Village of Hazel Crest.
- All General, Concrete and Roofing Contractors must have Workman's Compensation.
- The Contractor Application must be filled out and signed.
- The Contractor must have Liability Insurance and Workmen's Compensation with the Village of Hazel Crest as the certificate holder.
- A 10,000.00 Surety Bond is required for any job over \$10,000.00
- A current license is required for (Roofing, Electrical, etc.)
- The General Contractor must fill out and sign the Long Permit Application and complete the information providing the list of all Sub-contractors.
- The General Contractor must provide a signed proposal showing the scope of work that the General Contractor is doing. **THE SCOPE OF WORK MUST BE SIGNED BY THE OWNER AND CONTRACTOR.**
- Each Subcontractor must fill out and sign their Village of Hazel Crest Permit Application and submit a signed proposal with their scope of work. **THE SCOPE OF WORK MUST BE SIGNED BY THE OWNER AND CONTRACTOR.**
- The Plumbing Contractor must submit a letter of intent on company letterhead with corporate seal or notarized showing their scope of work. The Plumbing Contractor must also submit a copy of their current 055 Plumbing License. **The letter of intent showing the scope of work MUST BE SIGNED BY THE OWNER AND CONTRACTOR.**
- All Subcontractors must submit Permit Applications to the General Contractor. The General Contractor needs to **SUBMIT ALL PERMIT APPLICATIONS AT THE SAME TIME.**
- Once all permit applications are signed off and approved, the permit will be processed. The General Contractor will receive a call when the permit is ready for pick up and what the permit fee amount will be.

For further information please contact the Building Department at (708) 335-9600 extension 700.

Paula Hillery  
Interim Director  
Inspectional Services