



United City of Yorkville  
 800 Game Farm Road, Yorkville, Illinois, 60560  
 630-553-8545  
 630-553-7264  
 bzpermits@yorkville.il.us

# COMMERCIAL PERMIT APPLICATION

<b>PERMIT NUMBER:</b>		<b>DATE/TIME RECEIVED:</b>	
SITE ADDRESS:		PARCEL NUMBER:	
SUBDIVISION:		LOT/UNIT:	
<b>APPLICANT INFORMATION</b>			
APPLICANT/BUSINESS NAME:		TELEPHONE: <input type="radio"/> HOME <input type="radio"/> BUSINESS	
ADDRESS:		E-MAIL: <input type="radio"/> HOME <input type="radio"/> BUSINESS	
CITY, STATE, ZIP:		FAX:	
DESCRIPTION OF WORK:			
<b>OWNER INFORMATION</b>			
<input type="radio"/> CHECK IF INFORMATION PROVIDED ABOVE IS THE SAME			
NAME:		TELEPHONE: <input type="radio"/> HOME <input type="radio"/> BUSINESS	
ADDRESS:		E-MAIL: <input type="radio"/> HOME <input type="radio"/> BUSINESS	
CITY, STATE, ZIP:		FAX:	
<b>PROJECT INFORMATION (IF APPLICABLE)</b>			
TENANT OR BUSINESS NAME:			
TYPE OF BUSINESS/LAND USE:		<input type="radio"/> EXISTING BUSINESS <input type="radio"/> NEW BUSINESS	
PROJECT TOTAL AREA:		PROJECT CONSTRUCTION VALUE:	
<b>PLEASE INCLUDE WITH APPLICATION:</b> <ul style="list-style-type: none"> <li>• 3 SETS OF PAPER PLANS</li> <li>• 1 SET CD OR PDF</li> <li>• SITE PLAN</li> <li>• COMCHECK</li> <li>• PLUMBER LICENSE &amp; LETTER OF INTENT</li> <li>• PROJECT PROFESSIONAL LIST</li> </ul>			
<b>SUBMIT PLANS TO YORKVILLE-BRISTOL SANITARY DISTRICT AND KENDALL COUNTY HEALTH DEPARTMENT IF APPLICABLE.</b>			
<p><b>TERMS:</b> In consideration of this application and attached forms being made a part hereof, and the issuance of this permit, I/we agree to the following terms: All work performed under said permit shall be in accordance with the plans which accompany this permit application, except for such changes as may be authorized or required by the Building Official; the proposed work is authorized by the owner of record, and that I/we have been authorized by the owner to make the application and/or schedule all necessary inspections as an agent; all work will conform to all applicable codes, laws, and ordinances of the United City of Yorkville. I/we as owner of record or authorized agent are responsible to abide by all covenants and association restrictions as may apply to the proposed work associated with this permit. I/WE AGREE TO NOT OCCUPY THE BUILDING UNTIL ALL INSPECTIONS HAVE BEEN PERFORMED AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED. <b>This Permit is a public document and all information on it is subject to public review pursuant to the Illinois Freedom of Information Act.</b></p>			
SIGNATURE/AUTHORIZED AGENT: _____		DATE: _____	
<b>REVIEW CONCLUSIONS</b> ( <i>all staff comments on back of application</i> ):			
BUILDING CODE COMPLIANCE: _____		DATE: _____	
<input type="radio"/> APPROVED <input type="radio"/> NOT APPROVED			
ZONING CODE COMPLIANCE: _____		DATE: _____	
<input type="radio"/> APPROVED <input type="radio"/> NOT APPROVED			
RE-SUBMITTAL: _____	DATE: _____	<input type="radio"/> APPROVED <input type="radio"/> NOT APPROVED	<b>DATE/TIME ISSUED:</b>

**COMMERCIAL PERMIT ENGINEERING FEE ESTIMATE:**

ENGINEERING FEES BILLED AT AN HOURLY RATE. DEPOSIT REQUIRED AT THE TIME OF APPLICATION FOR SITE PLAN APPROVAL ARE DUE ACCORDING TO THE FOLLOWING SCHEDULE:

- LIMITED SCOPE DEVELOPMENT \$2,500
- UP TO ONE (1) ACRE \$5,000
- OVER ONE (1) ACRE, BUT NOT OVER TEN (10) ACRES \$10,000
- OVER TEN (10) ACRES, BUT NOT OVER FORTY (40) ACRES \$15,000
- OVER FORTY (40) ACRES, BUT NOT OVER ONE HUNDRED (100) ACRES \$20,000
- IN EXCESS OF ONE HUNDRED (100.00) ACRES \$25,000

ESTIMATED TOTAL ENGINEERING FEES EQUALS 5.5% OF THE APPROVED ENGINEER'S ESTIMATE OF CONSTRUCTION COST FOR ALL LAND IMPROVEMENTS.

ESTIMATED CONSTRUCTION COST: \$ \_\_\_\_\_ X 5.5% = \$ \_\_\_\_\_

**PETITIONER DEPOSIT ACCOUNT FUND**

It is the policy of the United City of Yorkville to require any applicant seeking a building permit which requires engineering review establish a Petitioner Deposit Account Fund to cover all actual expenses occurred as a result of plan reviews and administration costs. Typical requests requiring the establishment of a Petitioner Deposit Account Fund include, but are not limited to, new commercial construction, stormwater management related permits and significant building additions. Deposit account funds may also be used to cover costs for services related to legal fees, engineering and other plan reviews, processing of other governmental applications, recording fees and other outside coordination and consulting fees. Each fund account is established with an initial deposit based upon the estimated cost for services provided above. This initial deposit is drawn against to pay for these services related to the project or request. Periodically throughout the project review/building permit process, the Financially Responsible Party will receive an invoice reflecting the charges made against the account. At any time the balance of the fund account fall below ten percent (10%) of the original deposit amount, the Financially Responsible Party will receive an invoice requesting additional funds equal to one-hundred percent (100%) of the initial deposit if subsequent reviews/fees related to the project are required. In the event that a deposit account is not immediately replenished, review by the administrative staff, consultants, boards and commissions may be suspended until the account is fully replenished. If additional funds remain in the deposit account at the completion of the project, the city will refund the balance to the Financially Responsible Party. A written request must be submitted by the Financially Responsible Party to the city by the 15th of the month in order for the refund check to be processed and distributed by the 15th of the following month. All refund checks will be made payable to the Financially Responsible Party and mailed to the address provided when the account was established.

**ACKNOWLEDGMENT OF FINANCIAL RESPONSIBILITY**

Financially Responsible Party: I acknowledge and understand that as the Financially Responsible Party, expenses may exceed the estimated initial deposit and, when requested by the United City of Yorkville, I will provide additional funds to maintain the required account balance. Further, the sale or other disposition of the property does not relieve the individual or Company/Corporation of their obligation to maintain a positive balance in the fund account, unless the United City of Yorkville approves a Change of Responsible Party and transfer of funds. Should the account go into deficit, all City work may stop until the requested replenishment deposit is received.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

\*The name of the individual and the person who signs this declaration must be the same. If a corporation is listed, a corporate officer must sign the declaration (President, Vice-President, Chairman, Secretary or Treasurer)