TOWN OF CORTLAND
BUILDING PERMIT INFORMATION
FURNACE OR AIR CONDITIONER

SUBMITTAL CHECKLIST (ALL documents must be submitted; partial submittals will not be processed):

_____ Permit application – complete thoroughly, sign and date

SEE RESIDENTIAL HVAC REPLACEMENT INCLUDED IN PACKET

Manual J & Manual S
Heating and cooling equipment sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J…per 2021 IRC 1401.3.
_____ **NOTE**: Manual J calculations must be submitted, and equipment size(s) must be specified.

If any exterior equipment is to be installed:

_____ a. One (1) copy of Plat of Survey **indicating location of unit, structure(s) and property line(s) with dimensions. Including specifications and details of pad.**
_____ b. One (1) copy of **Manufacturers Specifications and details regarding sound levels generated.**

Electrical Permit- *IF REQUIRED:

_____ a. A licensed electrical contractor- (1 copy of current license obtained by testing)
_____ b. Completed and Signed Electrical Permit application form.

_____ Homeowner Association (HOA) approval documents for your project, if applicable. It is the applicant's/property owner's responsibility to check if property is in an HOA and to obtain copy of approval form to submit with application.

Submittal options: • Email: jabraham@cortlandil.org • Drop off: 59 S. Somonauk Rd • Mail: PO BOX 519, Cortland IL 60112

Once the application is approved, an email will be sent that provides permit fee amount and information on payment options.

Required inspection information will be provided with the permit. Please note 48 hr. notice is required for all inspections. It is the property owner/applicant's responsibility to schedule the required inspections. Call 815-756-9041 to schedule inspections.

Contact Information:

Completion of forms:
Julie Abraham
jabraham@cortlandil.org
815-756-9041

Construction:
Building (Plan Review)
Robert Cyr, Code Official
rcyr@cortlandil.org
815-756-9041

CONSTRUCTION SHALL NOT BEGIN UNTIL PERMIT IS ISSUED

TOWN OF CORTLAND
BUILDING PERMIT APPLICATION

APPLICATION DATE:	SQ. FT. OF WORK:	PROJECT COST:	ZONING: (OFFICE USE ONLY)	PERMIT #: (OFFICE USE ONLY)

APPLICANT'S NAME (INCLUDING COMPANY NAME):	APPLICANT'S EMAIL ADDRESS:	CONTRACTOR'S NAME: Same as Applicant ☐
APPLICANT'S ADDRESS:	APPLICANT'S PHONE #:	CONTRACTOR'S PHONE #:
CONSTRUCTION SITE ADDRESS: Same as Applicant's ☐	SUBDIVISION & LOT #:	PARCEL IDENTIFICATION #:
PROPERTY OWNER'S NAME: Same as Applicant's ☐	PROPERTY OWNER'S ADDRESS: Same as Applicant's ☐	PROPERTY OWNER'S PHONE #: Same as Applicant's ☐

BUILDING USE:

☐ SINGLE-FAMILY, DETACHED

☐ SINGLE FAMILY, ATTACHED, # OF UNITS: _____

☐ COMMERCIAL/INDUSTRIAL/OFFICE

☐ MULTIPLE-FAMILY, # OF UNITS: _____

NUMBER OF BEDROOMS: _____

TOTAL SQ. FT (ALL FLOORS & GARAGE): _____

NATURE OF WORK:

☐ NEW	☐ ELECTRICAL	☐ POOL
☐ ALTERATION	☐ FIRE SPRINKLERS	☐ PORCH
☐ ADDITION/REMODELING	☐ FURNACE	☐ RAMP
☐ REPAIR	☐ GARAGE, DETACHED	☐ ROOF
☐ AIR CONDITIONER	☐ GAZEBO	☐ SHED
☐ DECK	☐ GRADING (SITE) CHANGE	☐ SIDING
☐ DEMOLITION	☐ HOME GENERATOR	☐ SIGN, WITH ELECTRIC
☐ DOOR(S)	☐ HOT TUB/JACUZZI/SPA	☐ SIGN, WITHOUT ELECTRIC
☐ DRIVEWAY	☐ PERGOLA	☐ SOLAR PANELS
	☐ PLUMBING	☐ WINDOW(S)

PLUMBER'S LICENSE #:

ROOFER'S LICENSE #:

ELECTRICAL LICENSE #:

OTHER (DESCRIBE):

_____

_____

DESCRIPTION OF WORK:

_____

_____

_____

_____

As owner or authorized agent of the owner of this project, I hereby certify that the information contained in this application is true and correct, and if a permit is issued, I agree to the scope of work set forth in this application, as well as all plans as submitted, and will conform to all codes, laws, and ordinances of the Town of Cortland including the requirements of Town Code 8-2-7N regarding Soil Erosion and Sediment Control as appropriate. Any errors or omissions to this application and/or plans as submitted, whether approved by the Town or not, shall not relieve me or any of the above listed contractors from performing any work in compliance with all codes, laws, and ordinances of the Town of Cortland. Furthermore, in signing this application, I do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen and shall schedule all required inspections.

OWNER OR AUTHORIZED AGENT:

SIGNATURE	PRINT NAME	DATE SUBMITTED