TOWN OF CORTLAND
ZONING & BUILDING PERMIT INFORMATION
SIGN(S)

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

_____ APPLICATION FOR PERMIT, completed, signed and dated

_____ CONTRACTORS LIST, completed

_____ COPY OF PLAT OF SURVEY showing where sign will be located and measurements from all property lines.

_____ DRAWING/ PLANS: Drawings showing design, materials, electrical.
Show depth of postholes, dimensions of sign and electrical installation.

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

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

Zoning Administrator & Engineer
Brandy Williams
engineer@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

TOWN OF CORTLAND
CONTRACTOR LIST

	Name	Address City, State, Zip	Phone #	License # *Copy of License is Required*
Architect				
Concrete				
Electrical				
Elevator				
Engineer				
Excavator				
Fence				
Fire Alarm				
Fire Sprinkler				
Lawn Irrigation/RPZ				
Masonry				
Mechanical/HVAC				
Plumbing				
Radon				
Roofing				
Siding				
Other				
Other				
Other				

It’s the Law: Illinois Underground Utility Facilities Damage Prevention Act

Call Before You Dig

JULIE

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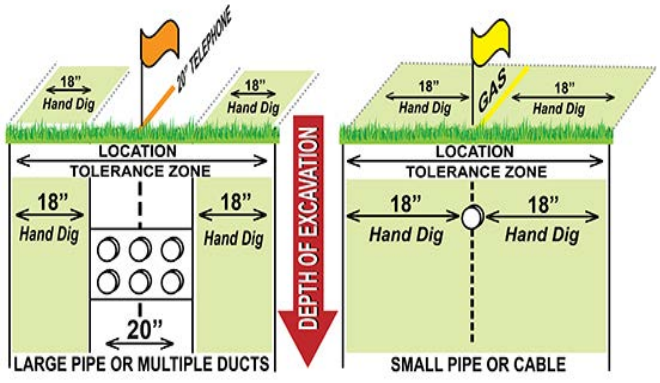
illinois1call.com

or call 8 1 1

You’ll know what’s below by the different flags, stakes or paint.

- **Red** - Electric
- **Yellow** - Gas, oil or petroleum
- **Orange** - Communications
- **Blue** - Potable water
- **Purple** - Reclaimed water, irrigation
- **Green** - Sewer
- **White** - Proposed excavation
- **Pink** - Temporary survey

DIGGING IN THE TOLERANCE ZONE