



**RENOVATION  
REMODEL  
PERMIT  
APPLICATION**  
Revised 6/18/2018

**Village of Downs**  
211 S. Seminary, PO Box 18  
Downs, IL 61736-0018  
Voice/Fax: 309-378-3221  
Website: [www.VillageOfDowns.org](http://www.VillageOfDowns.org)

Site Address: \_\_\_\_\_

Subdivision & Lot # \_\_\_\_\_

Scope of work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To arrange inspections call 378-3221.**

<b>OFFICE USE ONLY</b>	
Application Received	_____
Application Fee	<b>\$175.00</b>
Permit Issued	_____
Permit Number	_____
Contacted: Phone	_____
Contacted: Email	_____
<b>Application Date:</b> _____	
<b>Anticipated Start:</b> _____	
<b>Anticipated End Date:</b> _____	

	NAME	ADDRESS	EMAIL	PHONE
<b>Owner or Applicant</b>				
<b>Contractor</b>				

**RENOVATION ACTIVITY (Circle all that apply)**

Electrical	Minor Plumbing	Framing	HVAC	Dry Wall
Insulation	Trim Out			
Other: Please Specify				

**Permits are NOT required for the following:**

- Changing cabinets, cabinet faces or counter tops
- Changing existing light fixtures (if not being relocated)
- Gutters and downspouts
- Painting, carpeting, tile or hardwood floors
- Driveway seal coating alone does not require a permit
- Changing ceiling tiles
- Changing existing plumbing fixtures (if not being relocated)
- Normal installation of household appliances
- Routine maintenance

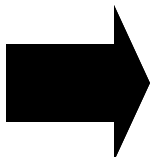
Most projects will require 2 inspections: Open Wall (Framing/Mechanical) and Final. If more than 2 inspections are required, permit holder will be billed for the additional amount.

Cost of Renovation:      Materials: \_\_\_\_\_      Labor: \_\_\_\_\_      Total: \_\_\_\_\_

As the owner/ and/or representative of the above property, I certify the above information is correct.

**Signature** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Building Trustee Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_



- PLEASE ATTACH PLANS/SKETCHES TO THIS APPLICATION
- **NOTE: PERMITS MUST BE OBTAINED BEFORE WORK BEGINS**
- SUBMISSION OF THIS FORM DOES NOT GUARANTEE OR GRANT APPROVAL TO START WORK.
- ACCEPTANCE OF PAYMENT DOES NOT CONSTITUTE A PERMIT.
- APPLICATION VOID IF WORK IS NOT STARTED WITHIN 3 MONTHS AFTER PERMIT ISSUANCE
- APPLICATION VOID IF WORK IS NOT COMPLETED WITHIN 6 MONTHS AFTER PERMIT ISSUANCE.
- ANY ADDITIONAL INSPECTIONS REQUIRED WILL BE BILLED TO THE OWNER.