



VILLAGE OF ROSEMONT

VILLAGE OF ROSEMONT BUILDING DEPARTMENT PERMIT PROCESS

1. COMPLETE [BUILDING PERMIT APPLICATION](#)
 - a. FASHION OUTLETS OF CHICAGO – PLANS NEED TO BE APPROVED BY MACERICH PRIOR TO SUBMITTAL TO THE BUILDING DEPARTMENT
2. GENERAL CONTRACTOR AND ALL SUBCONTRACTORS NEED TO BE SELECTED, LISTED AND LICENSED ([SEE TRADE LICENSE APPLICATION](#)) WITH THE VILLAGE OF ROSEMONT PRIOR TO PERMIT SUBMITTAL. THERE ARE NO EXCEPTIONS TO THIS POLICY
3. SUBMIT (3) SETS OF DRAWINGS:
 - a. DIGITAL SIGNATURES ARE ACCEPTED ON ALL DRAWINGS
 - b. THE INDEX PAGE IS REQUIRED TO BE SEALED
 - c. MEP'S ARE REQUIRED
 - d. SUBMIT (2) SETS OF SPECIFICATION & CALCULATION DOCUMENTS
4. NO FEES ARE REQUIRED AT THE TIME OF PERMIT SUBMITTAL; THEY ARE ISSUED AFTER REVIEW WHEN THE PERMIT IS READY TO BE PICKED UP. IN ADDITION, WE DO NOT EXPEDITE PERMITS OR ESTIMATE PERMIT FEES
5. REVIEW TIME IS BETWEEN 4-6 WEEKS AND IS ON A FIRST COME, FIRST SERVE BASIS
6. CURRENTLY, WE DO NOT ISSUE PERMITS FOR FIRE ALARM OR FIRE SPRINKLER WORK. WE REQUIRE A PERMIT APPLICATION AND DRAWINGS, AND THE WORK IS SUBJECT TO FIELD INSPECTION. NO FURTHER CORRESPONDENCE IS GIVEN AT THIS TIME
7. TO SCHEDULE INSPECTIONS, PLEASE CALL (847) 993-8309. FOR ELECTRICAL INSPECTIONS, PLEASE CONTACT DAVE COOPER (847) 635-6601 EXT. 131

*CURRENTLY, THE VILLAGE OF ROSEMONT ONLY ISSUES PERMITS FOR THE FOLLOWING RESIDENTIAL WORK:
FENCES, DRIVEWAYS, ROOFS AND SUBSTANTIAL RENOVATIONS SUCH AS ADDITIONS