

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

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COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



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INTERIOR REMODEL MINIMUM REQUIREMENTS

Please address the following minimum requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files in PDF format, 10MB or less are encouraged to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (PDF format).

1. **Complete the Application** in its entirety. Be sure to print your name, address, phone number and include the property index number in the lower left-hand corner. **Be certain to indicate, on the application, if your property is served by well and septic or water and sewer service.** Estimated Cost of work is required.
2. Provide a **scope of work**, proposal, or contract document detailing all work to be done in the remodeling project. The scope should detail any new or existing plumbing or electrical fixtures to be replaced, any drywall repair, replacement or removal, walls to removed or relocated.
3. **Provide drawings** of the planned remodeling project. The drawings should show all demolition and new work, including fixtures that will be temporarily removed and reinstalled. If applicable, show installed or replaced electrical or plumbing fixtures, cabinetry or casework. Indicate any drywall replacements, wall removal or construction including the fire rating of wall partitions separating common corridors or spaces of varying occupancy

Applications with structural alterations, demolition or life safety modifications require a set of drawings prepared by a licensed architect.

When the scope of work includes structural demolition, an **additional permit or waiver** will be required from the [Cook County Department of Environmental Control and Sustainability](#).

All electrical drawings shall have electrical symbols shown for lights, receptacles, switches, etc. Include all smoke and carbon monoxide detectors. Please state that all recessed lighting is IC rated. State that at least 75% of lamps are high efficacy. State that all receptacles are tamper resistant, show size (in amperes) and location of the electrical service panel.

If the scope of work includes repair or replacement of windows, re-roofs, and deck repairs, please see the [Permit Requirements](#) section online for additional submittal requirements.

4. For the replacement of any equipment such as air conditioning units, furnaces or hot water heaters, please include the product specification brochure. See the County's HVAC requirements for more information.
5. Provide a **signed letter of intent** from ALL of the contractors doing work.

All contractor letters of intent must have a complete scope of work. They must be addressed to Cook County Building and Zoning and **signed by the company owner or corporate officer**. If a homeowner is performing work on their property, they must also submit a letter of intent and state that they own the property.

All electrical letters of intent must have complete scope of work. They must be addressed to Cook County Building and Zoning and signed by **the supervising electrician**. No proposals will be accepted as letters of intent.

All contractors must be **registered** with Cook County and have a Cook County contractor registration number. They must be listed on the application with their registration number and contact information. Homeowners must also get registered for any work they perform on their property. Please visit the [Contractor Registration](#) page online.

Please note that the above items are the minimum requirements to begin processing a permit. Since remodeling projects vary in scope and complexity, our department will request additional information or submittals based on what work is proposed. The applicant and / or contractors need to check permit status and take action on deficient items to facilitate permit approval.

When the permit has been reviewed and completed, you will be notified by mail and online of the final amount due. After payment has been received, your permit will be issued, mailed or emailed to you.