

**DEPARTMENT OF BUILDING AND  
ZONING  
OF COOK COUNTY, ILLINOIS**

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## **PLAN REVISION OR CONTRACTOR CHANGE TO AN ISSUED PERMIT**

Please address the following 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 25MB or less are encouraged to email their submittals to: [Intake.bnz@cookcountyil.gov](mailto:Intake.bnz@cookcountyil.gov). If your submittal is larger, we accept an electronic copy on flash drive or CD (pdf format).

A "Permit Revision" occurs when the original applicant has already been issued their permit placard and all review comments on the project have been closed. Because an issued permit cannot be re-opened to make changes, the original applicant shall apply for a new permit that shows the new scope of work or a change of contractor. Once the permit reviews are complete and payment is made, a new placard will be issued that will supplement the existing permit placard. Both placards (or more) shall be displayed in a visible location at the jobsite.

1. Complete application in its entirety where applicable. Be sure to sign your name and provide contact information at the bottom. Include your real estate property tax index number, building type and the previous permit number that was issued. Indicate on the "other" field whether this permit revision is for a contractor change or a revision to plans.
2. Original permit applicant shall provide a letter or narrative stating what the scope of changes is.
- 3A. If the submittal is for a plan revision, provide the updated drawing set showing the changes bubbled. Following each revised drawing page, the original drawing shall follow and be marked "VOID." The set of drawings shall be combined into one single PDF file.
- 3B. If the submittal is for a contractor change, provide a signed letter of intent from the new Cook County registered contractor stating the trade they will be performing. The new contractor may not apply for this revision permit, only the original permit applicant.
- 4A. Depending on the scope of the changes, additional approvals may be required from other agencies such as the local highway department or Cook County engineering review. Please allow for additional review time for proposed changes to site grading, modifications to building footprint or reduced site permeability.
- 4B. Please ensure that your new contractor is already registered with Cook County and up to date with their insurance, child support affidavit, and if applicable, their state license and bond. This will impact permit review time.

**For digital submission of application and supporting documents, please refer to our web site:**

[Cook County Building and Zoning Front Page](#)

[Cook County Building and Zoning Permit Application \(Downloads form to your computer\)](#)