

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

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COMMISSIONER OF BUILDING AND ZONING  
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## REQUEST TO VOID PREVIOUS PERMIT APPLICATIONS

We encourage all applicants to pursue completion of their permits in a timely manner. However, the department understands that in certain situations a project may not move forward, or a new owner may discover previous applications on their property that were never issued. To ensure the department staff, property owners and their contractors are aware of status, please use this form to request cancellation of previous open applications.

Only the original applicant listed on the permit OR the property owner OR their attorney may complete and sign this form.

### PROPERTY OWNER INFORMATION

Project Address: NUMBER / STREET / CITY / ZIP		Real Estate Index No.
Property Owner or Business Name:	Phone	Property Owner Email

### PERMIT DATA

List the Permit Number(s) to be voided.	Active Violation Number(s) (If applicable)
What are the conditions for this request? <input type="checkbox"/> I am the property owner and I'm not moving forward with that project. <input type="checkbox"/> I am the contractor, architect, engineer, client rep., or expeditor on this permit, and my client has cancelled the job. <input type="checkbox"/> I am the new property owner and the project was applied for by the previous owner or their contractor / professionals, and it's not moving forward. <input type="checkbox"/> Other condition, please describe below:  <hr/> <hr/>	
Will you be applying for a new application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered "yes" above, what is the new permit for?  <hr/> <hr/>	

### POLICY AGREEMENT

Please initial after each statement and sign and date at the bottom of this section.	Initials
1. I understand that the property may be subject to field inspection to verify work was not completed without the subject permit being approved and issued.	1. _____
2. To the best of my knowledge, the scope of work proposed in the permit(s) described above was not completed.	2. _____
3. I understand that a permit being voided does not comply active violations on the property and a new permit shall be applied for to resolve and comply those violations.	3. _____
4. I understand that any requests for information on a previous application shall be directed to Cook County Offices Under the President, Freedom of Information Act Request <a href="https://www.cookcountyil.gov/service/freedom-information-act-offices-under-president">https://www.cookcountyil.gov/service/freedom-information-act-offices-under-president</a>	4. _____
Signature _____	Date _____

### OFFICE USE ONLY

<b>Inspected by:</b> Name / Signature _____	Date _____
<b>Approved by:</b> Name / Signature _____	Date _____