Change of Contractor Form

Address of Permit: ____________________________

Permit Number: ______________________________

Original Permit Date: _________________________

Subcontractor Trade: _________________________

New Subcontractor’s Name: ____________________

Address: ___________________________________

Town, State, Zip: _____________________________

Phone/Cell Phone: ____________________________

As of March 2005 ALL SINGLE FAMILY PERMITS HAVE A 15 MONTH TIME LIMIT. A Certificate of occupancy must be issued prior to the end of this time period unless an extension is granted. An extension allows for 6 months additional time at 33% of the original building permit amount. A request for extension must be made in writing prior to expiration date of original permit and evidence shown that construction work is diligently progressing and that causes beyond your control prevent you from completing work in the 15 month time span. If the Village finds you have failed to provide adequate evidence that the permit is warranted, you will be required to apply for a NEW building permit at the current applicable fee rate.

Signature of Contractor: _______________________

Address: ___________________________________

Town, State, Zip: _____________________________

Date of Change: ______________________________

Please mail or deliver this form with any supporting materials to:

Building & Zoning Administrator
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022
Fax: (847) 835-4234 | E-mail: publicworks@villageofglencoe.org