



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
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Last Updated: March 3, 2020

www.villageofglencoe.org

Change of Contractor Form

Section A: General Information

Address of Permit: _____

Permit Number: _____

Original Permit Date: _____

Subcontractor Trade: _____

New Subcontractor's Name: _____

Address: _____

Town, State, Zip: _____

Email: _____

Phone/Cell Phone: _____

As of March 2005, all 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.

Section B: Acknowledgement and Signature

Signature of Contractor: _____

Address: _____

Town, State, Zip: _____

Date of Change: _____

Please e-mail or deliver this form with any supporting material to:

Building and Zoning
Village of Glencoe
675 Village Court
Glencoe, Illinois 60022

Phone: (847) 835-4111 | E-mail: publicworks@villageofglencoe.org