



# COMMERCIAL BUILDING PERMIT APPLICATION

MENDOTA CITY CLERK'S OFFICE  
800 Washington St., Mendota, IL 61342  
815.539.7459 | www.mendota.il.us

BUILDING INSPECTOR  
Justin Boelk | 815.915.7372 | permits@mendotacity.com

PERMIT #

OFFICE USE ONLY

Received \_\_\_\_\_

Approved \_\_\_\_\_

Amt. Due \_\_\_\_\_

Date Paid \_\_\_\_\_

### I. Customer/Owner Information

Owner name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_ Mendota, IL 61342

### II. Zoning

Current: Zone - \_\_\_\_\_ Current Use:  Retail  Restaurant  Bar  Industrial  Office  Rental  
 Edu/Church  Healthcare  Hotel  Other \_\_\_\_\_

Zone Change:  Yes  No Proposed use if asking for change: \_\_\_\_\_

### III. Construction Information

CHECK specific Improvement(s) to be made (Mark all that apply).

On the LINE add Improvement type LETTER: **N** = New **M** = Modify (size/type) **R** = Repair/Replace

- Construction \_\_\_\_\_  Windows \_\_\_\_\_  Sidewalk \_\_\_\_\_  Plumbing \_\_\_\_\_  Electric \_\_\_\_\_
- Barn/Shed \_\_\_\_\_  Door(s) \_\_\_\_\_  Ramp \_\_\_\_\_  Generator \_\_\_\_\_  HVAC \_\_\_\_\_
- Garage \_\_\_\_\_  Roof \_\_\_\_\_  Solar \_\_\_\_\_  Sprinkler System \_\_\_\_\_
- Driveway \_\_\_\_\_  Fence \_\_\_\_\_  Sign \_\_\_\_\_  Other \_\_\_\_\_

Brief Description of each project:

If applicable, square feet of each project (sq. foot = length x width).  
  
Approximate Construction Cost (Including Labor):

Attach:  Architectural Designs (If Altering or Adding a Space)  Lot survey (If Applicable)

### IV. Contractor Information (To list more contractors, additional sheets with information can be included)

Contractor Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Registered w/City:  No  Yes # \_\_\_\_\_  
Type of Contractor \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Registered w/City:  No  Yes # \_\_\_\_\_  
Type of Contractor \_\_\_\_\_

### Permit Information

I hereby certify that I have the authority to make the forgoing application and that the information given is correct and true. I certify that no work has commenced prior to the issuance of a building permit. The applicant agrees to conform to all applicable Federal, State, and Local laws of the City of Mendota. They also agree that all work performed under this permit will be in accordance with plans and specifications accompanying this application, except for changes as may be required by the adopted Building Official. Failure to comply may result in suspension or revocation of this permit or other penalty.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**BUILDING INSPECTOR**  
SAFEbuilt | 847.510.4104 | [ILinspections@safebuilt.com](mailto:ILinspections@safebuilt.com)

**If structure is new or altered – Architectural Designs Are Required.** Please use the box below to demonstrate the location of the proposed improvement on your property. The sketch should include the property dimensions, location of existing/proposed structure(s)/improvement(s), proposed setback distance from property lines and any other structures, and a notation indicating which direction is north on your sketch. An aerial image can also be used to demonstrate the location of the proposed improvement.

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**CUSTOMER NAME:** \_\_\_\_\_ **Phone:** \_\_\_\_\_