



12409 SOUTH THROOP STREET • CALUMET PARK, ILLINOIS 60827  
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[www.calumetparkvillage.org](http://www.calumetparkvillage.org)

## BUILDING DEPARTMENT

708-389-0857

[buildingdepartment@calumetparkvillage.org](mailto:buildingdepartment@calumetparkvillage.org)

# HVAC

1. The Owner / General Contractor shall provide the Village with three sets of stamped plans if required. A plan review fee may be required.
2. The Owner / General Contractor shall provide contact information for the project.
3. The Owner / General Contractor shall be responsible to inform every subcontractor that a Village of Calumet Park Business License is required to construct or perform any service in the Village of Calumet Park. Contractor licenses expire April 30<sup>th</sup> annually.
4. The Owner / General Contractor shall be responsible to supply the Village of Calumet Park's Building Department a complete list of every subcontractor or vendor who will be constructing or performing a service in the completion of the project; to include the name of the company, business service, address and contact person.
5. Permits are not issued until every contractor is licensed by the Village of Calumet Park.
6. It shall be the responsibility of the Owner / General Contractor to obtain the necessary permits and secure the necessary inspections. Twenty-four (24) hour advance notice is required for all inspections.
7. The Owner / General Contractor shall maintain a clean and safe job site. All vehicles when leaving a job site in wet or muddy conditions shall be hosed down before they are allowed to enter onto the public street.
8. The Owner / General Contractor shall keep the Building Department informed of any changes in the constructing of the building / project or changes in the subcontractors or vendors.
9. It shall be the responsibility of the Owner / General Contractor to remove all construction debris and all refuse containers from the job site.
10. Clean-up bond may be required. Prior to the issuance of any residential building permit for new work, alteration or repairs to an existing building, the party applying for the permit(s) may be required to deposit with the Village of Calumet Park a cash bond in the amount of \$500.00 for residential work with a valuation in excess of \$2000.00, to assure that all refuse, rubbish, building materials or any other items resulting from the work for which the permit(s) was issued is removed from said premises and basic landscaping is completed. Commercial bond amounts are set by the Building Department and usually start at \$2000.00. This bond will be refunded by the Village Clerk if approved at the final inspection by the Building Commissioner.
11. Call JULIE at 800-892-0123 for underground utility locates at least forty eight (48) hours, two (2) business days, before any digging is performed. This service is free. Record your locate/dig number. You do not want to be responsible for utility restoration fees.
12. Any questions please contact the Building Department.