

BUILDING PERMIT PROCESS

What permit type do you need?

**EXPRESS PERMITS**  
A/C Replacement Existing location  
CCCD w/o Fire Suppression  
Electrical – Non Solar or Temporary  
HVAC – Furnace, Boilers  
Interior Drain Tile  
Plumbing  
Roofing  
Siding and Gutters  
Tuckpointing/Masonry  
Window Replacement

**PERMITS THAT NEED APPROVAL**  
All other permit types not included under Quick Permits.

Email Permit Application to [permitdesk@cityofevanston.org](mailto:permitdesk@cityofevanston.org)

Complete?

No: Email sent for more information

Yes: Entered and sent for approval. The type of reviews needed vary by permit & can take 3-4 weeks.

Depending on the scope of work for the permit, reviews will need to be completed for: Zoning, Preservation, Architectural, Civil, Health and Fire.

Zoning Review  
Preservation Review

Staff Review Approved?

OR

Committee Approved if Needed?

Zoning Approved, Preservation Approved

Architectural Review

Staff Review Approved?

Architectural Approved.

Civil Review

Staff Review Approved?

Civil Approved.

Health Review

Staff Review Approved?

Health Approved.

Fire Review

Staff Review Approved?

Fire Approved.

All approvals complete, permit is ready to issue and email sent for payment.

Applicant pays online.

Permit emailed to applicant within 24 to 48hrs.

