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## NOTICE

January 22, 2008

Effective immediately the State of Illinois is requiring enforcement of an existing provision in the State of Illinois Plumbing Licensing Act that requires a letter of intent by the person or company performing plumbing work as part of a building permit application.

If a licensed plumber is to perform the proposed work, he or she must submit a letter of intent stating their intent to perform the plumbing work for the proposed project. The letter must be written on the licensed plumber of record's business stationery and must have the license holder's signature. If the license holder is incorporated, the letter must contain the license holder's corporate seal. If the license holder is not incorporated, then the letter must be notarized.

If the owner occupant or the lessee occupant is performing the plumbing work, subject to the six (6) month residency requirement of the law, he or she must submit a signed letter of intent stating their intention to perform the plumbing work for the proposed project. The letter must be notarized.

We apologize for any inconvenience that this may cause. Any questions can be directed to the Building Department at (630) 554-2310.

Thank you in advance for your cooperation in this matter.

Ronald W. Fox  
Chief Building Inspector