

**Wheeling Township Road District**  
**1616 N. Arlington Heights Road, Arlington Heights, IL 60004**  
**Phone (847) 259-7730**  
**Fax (847) 259-3070**  
[RoadPermits@WheelingTownship.com](mailto:RoadPermits@WheelingTownship.com)

**Instructions and Requirements for Waiver Letters**

**Waiver Letters by Appointment Only**

**Owners:** Write a short narrative including your name, address and phone number requesting a permit waiver letter including the following information and/or attachments:

1. Your Name, Address and Phone number.
2. Name, Address and Phone number of your contractor.
3. Interior work, scope of work to be performed, i.e. roof, interior remodel, etc.
4. Exterior or land work, scope of work to be performed, i.e. driveway replacement, culvert replacement, fence, auxiliary structure, etc. Provide a copy of the Plat of Survey showing proposed location of the improvements with measurements on survey.
5. Cook County Pre-Permit Application Number

**Contractors:** On behalf of the Owner, on your Company Letterhead, write a short narrative requesting a permit waiver letter including the following information and/or attachments:

1. Your Name, Address and Phone number.
2. Name, Address and Phone number of the owner and location of work.
3. Interior work, scope of work to be performed, i.e. roof, interior remodel, etc.
4. Exterior or land work, scope of work to be performed, i.e. driveway replacement, culvert replacement, fence, auxiliary structure, etc. Provide a copy of the Plat of Survey showing proposed location of the improvements with measurements on survey.
5. Cook County Pre-Permit Application Number

**Fee for Waiver Letter is \$125.00.** Bring cash (must be exact amount, we have no change) or make checks payable to Wheeling Township.

# Wheeling Township Road District Permit Waiver Application

Submit Application to: [RoadPermits@wheelingTownship.com](mailto:RoadPermits@wheelingTownship.com)

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

RE: Property Address, City & Zip Code: \_\_\_\_\_

I am requesting a Waiver Letter for the project described below:

## **Owner Information**

Owner Name: \_\_\_\_\_

Owner Address, City & Zip Code: \_\_\_\_\_

Owner Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **Contractor Information**

Contractor Name: \_\_\_\_\_

Contractor Address, City & Zip: \_\_\_\_\_

Contractor Phone Numbers: Office: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address \_\_\_\_\_

## **Scope of Project**

\_\_\_ Interior \_\_\_ Exterior Brief Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Additional Information**

Cook County Pre-Permit Application Number (**Required Document**): \_\_\_\_\_

Fee for Waiver Letter - \$125.00 (cash or check only) \_\_\_ Cash \_\_\_ Check #: \_\_\_\_\_

Sincerely, \_\_\_\_\_ Receipt#: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Waiver Letter Requested by: \_\_\_ Owner of the property \_\_\_ Applicant as Agent for Owner