



WE ARE BUILDING A BETTER HARVEY

Integrity . Unity . Pride

Christopher J. Clark, Mayor
CITY OF HARVEY

Dear neighbors and customers:

In response to the National Emergency caused by COVID-19 and the Governor's Shelter in Place Order, City Hall is closed to the public. Planning/Building Department services have been suspended or altered until the Shelter in Place Order is lifted. During this time, the Planning/Building Department's internal inspections are temporarily suspended.

The Planning/Building Department is accepting applications for occupancy inspections, construction permits, applications for contractor's licenses, and transfer stamps through US mail, the drop box located on the north side of City Hall's main entrance or by email @ planning@cityofharveyil.gov. Additionally, transfer stamp applications can be accepted through email @ csoria@cityofharveyil.gov.

Point of Sale/Rental Inspections:

Point of Sale application form for sale of a property can be found [here](#)

Rental Property application form for a rental inspection can be found [here](#)

Point of Sale inspection applications are being accepted through the mail, physical drop box (see above), or email at planning@cityofharveyil.gov (see above). However, inspections are suspended until the Shelter in Place Order is lifted. The inspection fee will not be required until the inspection is scheduled. The following information must be included with the Point of Sale application or rental inspection application:

- Copy of signed and dated sales contract or lease
- HVAC Certification for all heating units (furnaces, boilers, etc.), indicating that the unit is functioning safely and within code. The HVAC certification needs to be dated within the last 12 months and from an HVAC contractor registered with the City of Harvey. If you wish to work with an HVAC contractor that is not currently registered as a contractor with the City, simply have them register with the City, and we will accept their certification
- The application fee will not be required until the inspection is scheduled. Unfortunately, at this time, we are not able to schedule inspections in advance until there is certainty about when the Shelter in Place Order will be lifted
- The required Inspection waiver form can be found [here](#)

Building/Construction Permits/Contractors registration forms:

- Documents can be submitted by US mail or email at trobinson@cityofharveyil.gov
- Completed applications for building permits can be found [here](#)



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- Contractors registration forms [here](#)
- Standard submittal documents, including construction drawings, the scope of work, and contracts must be submitted at the time of application
- The City of Harvey utilizes B & F Construction Code Services, Inc. for large project plan review. You can upload the plans to dropbox at: <https://www.dropbox.com/request/uu287feQmhopu534EEag>
- Payments can be made with check, money order, cashier's check, or the applicant can provide a phone number at which they can be reached to provide credit card information. Please DO NOT include credit card information with submitted documents. Cash is not accepted at this time.
- Please DO NOT submit documents via FedEx or UPS. There is no one at the City Hall to accept the packages.

Approved permits will be sent to the submitter via US mail or email.

Transfer Stamps:

- Payment for the transfer stamps are (\$5.00/\$1000 of the purchase price)
Transfer Stamp applications can be found [here](#)
- Any fees due to the City (water bills, liens, citations, invoices, etc.) would need to be paid before the transfer stamp can be issued.
- Payment must be made by certified funds, which include cashier's check, money order, or attorney's check.
Payment can also be arranged by credit card when a phone number for the applicant is provided. The applicant will be called for credit card information.
*Please DO NOT include credit card information with submitted documents. *Cash is not accepted at this time.
- Transfer stamps will be returned to the applicant via US Mail. For a faster return, please include a UPS or FedEx label.
- Please DO NOT submit documents via FedEx or UPS. There is no one at the City Hall to accept the packages.



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- If transfer stamp applications are being emailed, the information should be sent to csoria@cityofharveyil.gov. Transfer stamp transactions sent via email will be required to be paid with a credit card. As noted above, DO NOT include the credit card information in the email.

Instead provide the phone number of the person who is paying and they will be called when the application is being processed.

We are available to answer questions or offer assistance for building department related issues during this time via email. Please send such emails to trobinson@cityofharveyil.gov.

***THIS PROCEDURE IS SUBJECT TO CHANGE PLEASE CHECK OUR WEBSITE CITYOFHARVEYIL.GOV REGULARLY FOR UPDATES**

Thank you