

**Maine Township Road District**  
**1387 Redeker Road, Des Plaines, IL 60016**  
**Phone (847) 297-5225**  
**Fax (847) 297-8723**

## **Instructions and Requirements for Waiver Letters**

### **Waiver Letters by Appointment Only**

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

1. Name, Address and Phone number of your contractor.
2. Interior work, scope of work to be performed, i.e. roof, interior remodel, etc.
3. Exterior or land work we require a copy of the Plat of Survey showing proposed location of fence, shed, etc. with measurements on survey. For fence state height and type, (*i.e. Six foot wood fence or five foot chain link or 8' by 10' wood shed*).
4. Cook County Permit Application Number

**Contractors:** On your Company Letterhead write a short note requesting a permit waiver letter including the following information and/or attachments:

- Name, Address and Phone number of our resident.
- Interior work, scope of work to be performed, i.e. roof, interior remodel, etc.
- Exterior or land work we require a copy of the Plat of Survey showing proposed location of fence, shed, etc. with measurements on survey. For fence state height and type, (*i.e. Six foot wood fence or five foot chain link or 8' by 10' wood shed*).
- Cook County Permit Application Number

**Fee for Waiver Letter is \$25.00**