

GENERAL PERMIT INFORMATION

COMMERCIAL STRUCTURES (INCLUDING ALTERATIONS AND ADDITIONS)

- Completed Building Permit Application.
- Five sets of stamped plans and specifications (six sets if food establishment), including floor plan, plumbing, electrical, mechanical, wall sections, elevations, interior finishes, etc.
- Two Plats of Survey indicating proposed work when site work or new foundations are involved.
- Four sets of stamped civil engineering drawings including water, sewer, grading and pavement details for new structure.
- **[A] 110.3.10.2 Digital final construction documents**
When construction documents are produced in a digital format, as-built construction documents shall be submitted on a compact disc or a flash drive in Tagged Image Format (TIF) or in another format approved by the Department of Public Works and Engineering.

RESIDENTIAL STRUCTURES (INCLUDING ADDITIONS)

- Completed Building Permit Application.
- Four sets of stamped plans and specifications, including floor plan, plumbing, electrical, mechanical, wall sections, elevations, interior finishes, etc.
- Two Plats of Survey indicating proposed work.
- Four sets of stamped civil engineering drawings including water, sewer, grading and pavement details for new structure.
- **R109.1.6.2. Digital final construction documents**
When construction documents are produced in a digital format, as-built construction documents shall be submitted on a compact disc or flash drive in Tagged Image Format (TIF) or in another format approved by the Department of Public Works and Engineering.

DECKS

- Two Plats of Survey indicating size (drawn to scale) and location.
- Completed Building Permit Application.
- Two sets of detailed plans, showing materials used and framing, including dimensions, railing details, elevations and steps.
- Postholes must be 42" deep.
- Design minimum 40 lbs. live load.
- Railings required if deck exceed 30" in height above grade.
- Decks shall be setback 5' from all lot lines and cannot be built on the easements.

DEMOLITION

- Completed Building Permit Application.
- Two Plats of Survey indicating structure to be removed.
- Submit copy of Cook County EPA permit.
- Submit cut-off letters from all utility companies.
- Dumpsters may be temporarily located on private property.
- Approval from Northwest Mosquito Abatement.

DRIVEWAYS

- Completed Building Permit Application.
- Two Plats of Survey indicating location, length and width.
- If working in the Right-of-Way, a copy of City specifications will be attached as part of the approved permit.
- Driveway Design that complies with Article 9 of the Zoning Ordinance.
- On corner lots, driveways shall be set back 10' from sidewalk abutting corner of lot.
- Driveways shall not exceed 50% of required front yard.
- Cover seal does not require a permit.
- Concrete – 4" concrete over 4" Ca-6 crushed stone.
- Asphalt – 2" asphalt over 6" CA-6 crushed stone.
- License Agreement for pavers in the apron or Right-of-Way.

ELECTRIC

- Submit completed Building Permit Application detailing nature of work to be done.

ELEVATOR

- Completed Building Permit Application.
- Three sets of plans and specifications.

FENCES

- Two Plats of Survey indicating location, height and material of fence.
- Completed Building Permit Application.
- 6' maximum height in side and rear yards except corner lots.
- Fences in front yard shall not exceed 4' in height and shall be 50% open. Front yard fence shall also be uniform in height, material, type and design.
- Enclosed fenced areas shall be provided with a gate.
- Fence posts shall be on owner's side of fence.
- Fences shall not exceed 8' in height in commercial and industrial areas.
- Barbed wire fences are not permitted without special approval of the Zoning Administrator.
- Always call JULIE before you dig. 811 or 1-800-892-0123.

GARAGES

- Two Plats of Survey indicating location of structure and setbacks from property lines and dwelling.
- Two sets of detailed plans.
- Completed Building Permit Application.
- 5' setback required from building wall to lot lines, not allowed in the utility easements unless approved by utility providers.
- Maximum garage size is 24' x 30'. Maximum height allowed is 15'.
- Garages shall be set back 5' from dwelling; garages that are set back less than 5' must comply with the fire rating provisions of the Building Code.
- Electric is required with all garages.
- Combination of all sheds and garages shall not exceed 50% of the required rear yard.
- Hard surface required to garage apron.

HEATING/AIR CONDITIONING

- Electrical work requires licensed electrician.

LAWN SPRINKLER (UNDERGROUND)

- Completed Building Permit Application.
- Minimum of two Plats of Survey indicating proposed head locations.
- If there are heads in the Right-of-Way, City Council must approve. Submit \$220.00 application fee along with signed License Agreement, request for License Agreement, Right-of-Way permission form. These forms are available in Planning and Zoning.
- Licensed plumber or irrigation contractor must perform work.

PATIOS AND OTHER MISCELLANEOUS CONCRETE

- Two copies of Plat of Survey indicating location and size of patio, drawn to scale, or locating other concrete work to be done.
- Completed Building Permit Application.
- Concrete patios may not extend more than 25' from dwelling.
- Patios are not allowed in the required front or side yard setback.
- When possible, concrete shall be a minimum of 4" below top of building foundation and pitch away from building at ¼" per foot. Drainage shall not be directed onto neighbor's properties.
- Patios shall be set back 5' from property line and shall not be located on easements.
- Concrete shall be a minimum of 4" thickness or 4" granular fill.
- Paving brick permitted. Applicant to provide manufacturers specifications on installation.

PLUMBING/SEWER

- Completed Building Permit Application indicating the work to be done.

ROOF

- Completed ROOF permit application.
- Maximum of 2 layers of shingles allowed.
- State of Illinois Roofing license is required.
- The State of Illinois Energy Conservation Code requires that all heated commercial buildings (including condominiums and apartment buildings) with flat roofs that have all insulation above the roof deck are required to include a minimum of R-25 rigid insulation above the roof deck. This requirement shall be met when the insulation is exposed or removed during re-roofing.

SHED

- Two Plats of Survey indicating location of structure and setbacks from property lines and dwelling.
- Two sets of plans, including framing materials to be used and anchoring system.
- Completed Building Permit Application.
- Sheds shall be set back of minimum of 5' from property lines and 5' from dwellings.
- Maximum shed size is 150 square feet. Shed shall not exceed 15' in height.
- No more than one shed and one detached garage may be located on a lot.

SIDING

- Completed Building Permit Application.

SIGNS

- Two Plats of Survey indicating location and setbacks of signs from property lines.
- Two plans indicating detail of sign and dimensions.
- Completed SIGN Permit Application.
- Portable movable signs are prohibited.
- Temporary signs must be attached to building and erected for a maximum of 30 days, 4 times per year with a 60-day interval between permits. A \$200.00 cash refundable bond is required.
- Copy of electrician's license, if applicable.

SWIMMING POOLS, SPAS, PONDS

- Permit is required for swimming pools, spas and ponds that are more than 2' deep. Submit completed Building Permit Application.
- Two copies of the Plat of Survey required indicating the location of the proposed pool drawn to scale. The pool shall not encroach on any front or side yard. The wall of the pool shall not be less than 5' from any rear or side property line or within 10' of any street property line. The pool must be a minimum of 10' from any overhead wires.
- Minimum 4' high fence with self-closing, locking gate, around yard OR at perimeter of pool with swing-up, locking stair.
- Show source of water and power on drawings. Indicate location of power lines.
- Detailed construction drawing required for in-ground pools.
- Statement of proposed grading changed required on Plat of Survey.
- If spa, indicate base for spa to sit on: deck, concrete, gravel, etc.

TANK INSTALLATION/REMOVAL (COMMERCIAL)

- Complete Building Permit Application.
- Three sets of plans and specifications.
- State Fire Marshall's permit.

WINDOW REPLACEMENT

- Complete Building Permit Application.
- (Please note on inspection the installation stickers must be kept on the window until Final Inspection is approved.)
- Windows and doors shall comply with 2012 IECC, min. U factor .32.

GENERATOR

- Complete Building Permit Application.
- Two copies of the Plat of Survey showing the proposed location of the generator.
- Generator shall not be located in the front yard.
- No portion of the generator shall be located within 5' of any property line.
- Clearance from walls and windows per manufacturer's requirements.
- Include catalogue; size, switch gear information and natural gas demand.
- NOTE: Installation of a standby generator will most often require an upgrade of natural gas service. Contact your natural gas supplier

***License and Bond Requirements Apply to All Permit Types.**