

EVERGREEN PARK BUILDING DEPARTMENT

9418 S. KEDZIE AVE.

EVERGREEN PARK, IL 60805

TELEPHONE: (708) 229-3335

INSPECTIONS: (708) 229-3333

FAX (708) 229-3336

BUILDING PERMIT REQUIREMENTS

General Notes:

- 1. Building permit fees must be paid by the general contractor.**
- 2. Building permit bond fee must be paid by the general contractor.**
- 3. Inspection fees (\$35 each) will be deducted from the building permit bond. Bonds are refunded after ALL final inspections are approved.**
- 4. All permits require a pin or property tax number listed on the application.**
- 5. All permits require a general contractor Illinois Business Tax Regulation number (See building application form).**
- 6. Proof of property ownership must accompany permit applications. (Tax bill, homeowners insurance, copy of deed etc.).**

Requirements:

- 1. Three sets of plans must be submitted. All new homes and commercial property plans must be sealed by architect. Only one set of plans is necessary for residential garages and decks. A Plat of Survey must accompany all building structures and fence permit applications.**
- 2. Business licenses for all commercial businesses and general contractors must be applied for and licensed before plans will be reviewed.**
- 3. All contractors (general and all subs) must be listed before plans will be reviewed and licensed with the village before a permit will be granted.**
- 4. All new structural construction (i.e. new houses, additions, new commercial buildings, decks, porches, garages, sheds) and all fences – new or replacements need a copy of the plat of survey in order to process the permit.**
- 5. A sworn statement by the permit applicant showing the total cost of the project must be submitted with the permit application - also a copy of the contract for the project.**
- 6. Any changes to the project must be submitted with new drawn plans and approved by the Building Commissioner before starting the changes. Any change in contractors must be done in writing on the General contractor's letterhead – invoice.**
- 7. Construction hours are from 7am until 7pm – Monday thru Saturday. The owner of the property may do personal repairs of a single family structure on Sundays and holidays from 9am thru 6pm. Interior decorating and remodeling work during prohibited hours may be permitted by the Building Commissioner.**

8. The project must start within 6 months after the issuance of the permit and be completed in 12 months. Failure to do so requires a written request for an extension, possibly with additional costs by the contractor, and with the permission of the village.
9. Temporary occupancy is issued and granted only with the permission of the Building Commissioner at his discretion. No temporary occupancy will be granted unless the job has reached the substantial completion stage, with punch work only remaining.

New Construction:

1. All new construction (garages and decks excluded) require 3 copies of an architecturally stamped plan.
2. It shall be the responsibility of the property owner and or the general contractor to provide security for any construction sites where a new building is being constructed. Construction site security must include the following:
 - (a) Fencing. The building foundation area shall be completely secured by a 6 foot chain link construction fence which shall be locked at all times that no construction personnel or security personnel are on site – until the building is secure with doors and windows that are locked and windows are secure.
 - (b) Lighting. The building shall be equipped from the inside from dusk to dawn with a motion detector lighting system which shall be located in an area which is not easily accessible to non construction personnel working on the site. Lighting may be provided by a 110 volt source or a battery.

Demolition permits:

1. A Cook County EPA permit is required of all demolition projects except for interior demos. Permit apps for Cook County can be obtained on line.
2. You must provide a rodent control certification letter to the village. Property must be checked for rodents by a professional exterminating company. A copy of that report must be submitted for the permit.
3. A separate demolition permit must be applied for when a house is being demo'd and then rebuilt.
4. Utility check off list must be completed for all demos of buildings and returned to the Building Dept. with the building application



Permit Application

Building Department
Village of Evergreen Park
9418 S. Kedzie Ave.
Evergreen Park, Illinois 60805
(708) 229-3335 - FAX (708) 229-3336

Office Use Only	
Permit #:	_____
Date Issued:	_____

All information below must be filled out by the General Contractor prior to submission (Please Print)

Project Address: _____ Property Owner's Name: _____
 Applicant's Name: _____ Property Owner's Address: _____
 Building Use: _____ Property Owner's Phone Number: _____
 Real Estate Index # (PIN) _____ Construction Cost: _____

Number of Stories: _____ Overall Height (in feet) _____ Square Feet of Project: _____

- Single "A" Family Res.
 Multi "B" Family Res.
 Garage
 Fire Sprinkler
 Fire Alarm Sys.
 Commercial Building "C"
 Commercial Building Build out
 Plumbing
 Electrical
 Sign
 Mechanical
 Fence
 _____ (other)

Illinois Business Tax Regulation #: _____ - _____

Structural Design List

	Lic #		Lic #
Architect	_____	Site Engineer	_____
Mechanical Engineer	_____	Fire Alarm Design	_____
Sprinkler Design	_____		

Contractor List

	Lic #		Lic #
General	_____	Mechanical	_____
Carpenter	_____	Painting	_____
Concrete	_____	Paving	_____
Drywall	_____	Plumbing (building)	_____
Electrical	_____	Plumbing (site)	_____
Excavation	_____	Roofing	_____
Exterior Finish	_____	Sewer (building)	_____
Fence	_____	Sewer (site)	_____
Fire Alarm	_____	Sprinkler	_____
Insulation	_____	Steel Erector	_____
Masonry	_____	Tile/Carpet	_____
Sign	_____		

- Issue Permit
 More Information Required
 Permit Denied

Remarks _____

Date Completed: _____ Code Official: _____

I attest that all information is accurate and complete to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Applicants Address: _____

Applicants Phone Number: _____ Fax Number: _____

Per mit Calculation Sheet

Permit Number: _____

Electrical Portion					
Check Class of Work Applied for Wiring <input type="checkbox"/> Fixtures <input type="checkbox"/>					
Lighting Circuits and Outlets					
	2 Wire	3 Wire	4 Wire		
15 Amp. Circuit					
20 Amp. Circuit					
30 Amp. Circuit					
50 Amp. Circuit					
Outlets on existing Circuits _____					
Lamps, Fixtures, Sockets, Receptacles					
50 Watts or less	60 Watts	60 Watts	75 Watts	100 Watts	150 Watts
200 Watts	200 Watts	300 Watts	500 Watts	100 Wt Recept	
Flourescent Lamps					
20 Watts	40 Watts		100 Watts		
Inside Signs					
No. of Signs	Transf.	V.A. Rating			
Power					
	Number	Total H.P.			
APPLIANCES					
MOTORS					
SERVICE SIZE: _____					
JOB DESC.: _____					

Plumbing Portion	
SINGLE FAMILY	
Total Number of Fixtures: (Minumum \$45.00) _____	Charges \$ _____
New Building: \$100 for Basic Fixture Count Fee (Includes 7 Fixtures) _____	\$ _____
New Alterations and Additions Additional Fixtures over Basic 7 - \$10.00 Each _____	\$ _____
MULTI FAMILY	
Total Number of Fixtures: (Minumum \$45.00) _____	Charges \$ _____
New Building: \$150 for Basic Fixture Count Fee (Includes 7 Fixtures) _____	\$ _____
New Alterations and Additions Additional Fixtures over Basic 7 - \$15.00 Each _____	\$ _____
COMMERCIAL	
Total Number of Fixtures: (Minumum \$250.00) _____	Charges \$ _____
New Building: \$250 for Basic Fixture Count Fee (Includes 7 Fixtures) _____	\$ _____
New Alterations and Additions Additional Fixtures over Basic 7 - \$25.00 Each _____	\$ _____
LAWN SPRINKLER SYSTEMS \$200	\$ _____
BACK FLOW PREVENTION DEVICE REQUIRED - VERIFY OR INSTALL	
TOTAL OF ALL CHARGES	\$ _____

(to be completed by the Bldg Dept.)	
Construction value of Project \$ _____	
multiplier of 1.50% (S/F Res) = \$ _____	
times	
multiplier of 2.50% (Comm) = \$ _____	
Permits Required	
Plan Review	\$ _____
Building Permit	\$ _____
Site Permit	\$ _____
Build Out Permit	\$ _____
Fire Sprinkler Permit	\$ _____
Fire Alarm System Permit	\$ _____
Plumbing Permit	\$ _____
Electrical Permit	\$ _____
Mechanical Permit	\$ _____
Sign Permit	\$ _____
Sewer Permit	\$ _____
Other Permit(s)	\$ _____
Total Cost of Permit Fees	\$ _____
Permit fees paid by check #: _____	
Bank: _____	
Bond Fees	\$ _____
Paid By: _____	
Bond Fees paid by check #: _____	
Bank: _____	

Fence Portion	Mechanical Portion	Sign / Awning Portion
Type of Fence Installation New <input type="checkbox"/> Replacement <input type="checkbox"/>	Type of Unit: Roof Unit <input type="checkbox"/> Boiler <input type="checkbox"/> Furnace <input type="checkbox"/> Heat Pump <input type="checkbox"/> Central Unit <input type="checkbox"/> Condensing Unit Replacement <input type="checkbox"/>	Type of Sign Installation: New <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration <input type="checkbox"/>
Plat of survey with line drawing of proposed Fence submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>	Size of Electrical Service: 30 amp <input type="checkbox"/> 60 amp <input type="checkbox"/> 100 amp <input type="checkbox"/> Larger <input type="checkbox"/>	Type of Sign: Wall <input type="checkbox"/> Projecting <input type="checkbox"/> Marquee <input type="checkbox"/> Poll <input type="checkbox"/> Ground <input type="checkbox"/> Portable <input type="checkbox"/> Temporary <input type="checkbox"/> Awning <input type="checkbox"/>
Type of Fence Construction Chain Link <input type="checkbox"/> Picket <input type="checkbox"/> Wood Privacy, Style: _____ <input type="checkbox"/> PVC _____ Other: _____ <input type="checkbox"/>	LP Gas <input type="checkbox"/> Oil <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Compressor Location: Side of building * <input type="checkbox"/> Rear of building <input type="checkbox"/> Roof <input type="checkbox"/> * Side installation requires neighbor's written approval	Overall Sign Height from Grade: _____ ft. Grade to top of Sign Face _____ ft. Grade to bottom of Sign face: _____ ft. Sign Size: H ____ x W ____ x L ____ Sq. ft. of Sign Face(s): _____ Sign(s) face residential property Yes <input type="checkbox"/> No <input type="checkbox"/>
Fence Height _____ Fence abuts Commercial Property Yes <input type="checkbox"/> No <input type="checkbox"/>	Permit fee is (1.5% res. / 2.5% comm.) of the total cost of installation or a minimum of \$45.00 Total Cost of Installation: \$ _____ Permit Fee: \$ _____ Electrical Permit Number _____ Electrical Permit Fee _____	Overall Awning Height from Grade: ____ ft. Grade to bottom of Awning: ____ ft. Awning size: H ____ ft x W ____ ft x L ____ ft Sign to be installed in/on: Covered Mall <input type="checkbox"/> Mall <input type="checkbox"/> Strip Mall <input type="checkbox"/> Commercial District <input type="checkbox"/> Other _____
Distance to Lot Lines: N: _____ S: _____ E: _____ W: _____	INSTRUCTIONS	Does Sign or Awning project into or over right of v Yes <input type="checkbox"/> No <input type="checkbox"/> Projection into Right of way _____ ft. Lowest portion of Sign / Awning above Right of v _____ ft Distance to Lot Lines: N.____ S.____ E.____ W.____
PERMIT FEE PERMIT FEE BASED ON 2 % OF TOTAL COST OF INSTALLATION, OR REPLACEMENT. MINIMUM PERMIT FEE CHARGE: \$25.00 TOTAL COST OF FENCE INSTALLATION / _____ PERMIT FEE: \$ _____	1. All installations will be subject to inspection and an inspection fee. 2. All residential air conditioning units must be served by at least a 100 amp electrical service. This would include both new and replacement units. A disconnect must be provided for these units. 3. Replacement residential condensing units may be replaced by a HVAC contractor and this replacement would include the connection and rehooking of the electrical connection for the unit only. Any other electrical work must be done by a licensed electrical contractor 4. All new commercial installation applicants must be accompanied by drawings and specifications 5. Electrical connections on both new and replacement A/C units must be done by a licensed electrical contractor.	Marked Plat of Survey required for ground or pole installation. Drawings Required: One (1) set non electric signs. (2) electric signs with circuit diagrams. Drawings must contain: Detail, shop, and mountin installation specifications.
"CONTRACTOR INFORMATION" ON FRONT PAGE	Approved: _____ Date: _____	PERMIT FEE BASED ON 2.5% OF TOTAL COST OF INSTALLATION, RENOVATION, OR REPLACEMENT. MINIMUM PERMIT FEE CHARGE: \$150.00 TOTAL COST OF SIGN INSTALLATION/REPLACEMENT/ RENOVATION: \$ _____ @ 2.5% = \$ _____ NEED WRITTEN LANDLORD APPROVAL Yes <input type="checkbox"/> TEMPORARY SIGNS = \$50.00 ELECTRICAL PERMIT COSTS (IF DIFFERENT):\$ _____ GOOD FOR 30 DAYS EXCEPT R.E. SIGNS - ONLY ALLOW ONE TEMP SIGN PER YEAR TOTAL PERMIT FEES: \$ _____ perm_su