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Building Permit Handbook



In the Building Division, we are committed to continuous improvement. It is important to our Division that you experience excellent customer service while we work to meet your safety and welfare needs in the Community. Please use this document as a means to better service your construction requirements. As you navigate through this document you will find answers to the most frequently asked permitting questions. For those questions that you can not find here, please contact us directly.

Stephen J. Haser, C.B.O.
Building Division Manager

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INTRODUCTION

The City of Highland Park Building Division has collated the information in this brochure. It is a guide for residents, contractors and developers to the situations in which a permit is required and some basics governing construction, alteration, and repairs; it is also intended to provide the homeowner, contractor and developer with an understanding of the permit process.

We hope that the information provided here will be helpful in making the permit process as comprehensive as possible.

THE HISTORY OF BUILDING PERMITS

Instigating safety measures for building construction has been a priority of civilization through recorded history. In the United States, developing regulations for building were underway even during the presidencies of George Washington and Thomas Jefferson.

Two centuries later in the 1990's, buildings are erected with much regard to standards of public health and safety. Codes assist in safeguarding against fire, structural defects and deterioration of the building stock. They also help to ensure that construction is energy-efficient.

WHY PERMITS ARE REQUIRED

The City of Highland Park has adopted the 2006 International Building Code (IBC2006), 2006 International Residential Code (IRC2006) for One and Two Family Dwellings, the 2006 International Energy Conservation Code, the 2005 National Electrical Code and (plus Highland Park Amendments), the 2003 Illinois State Plumbing Code (plus H. P. Amendments), the 2000 International Mechanical Code, the 2006 International Fire Prevention Code (plus H.P. Amendments), the 2000 International Fuel Code–Gas Code, 2006 International Property Maintenance (plus H. P. Amendments), 1997 Illinois Accessibility Code, and the City of Highland Park Municipal 1997 Zoning Ordinance, all as amended, in order to help safeguard its citizens against fire, structural defects, deterioration and hazardous conditions, and to prevent arbitrary encroachments into required setbacks. Requiring permits enables Building Officials to inspect each and every phase of contraction, ascertaining that all work is complete to Code for the property owner's protection.



CONSTRUCTION THAT REQUIRES PERMITS

Aside from the obvious, i.e., new buildings, additions, garages, swimming pools, decks, fences, etc., permits are necessary for such things as kitchen and bath remodeling, structural alterations, water heater air conditioner and furnace replacements, electric service

revisions, fences, sheds, driveway construction, dog runs, water, sanitary and storm sewer service line repairs, commercial temporary tents, signs, earth moving, retaining walls, tennis and basketball courts, commercial awnings, fire alarm and fire sprinkler systems, tree removal, street obstructions, concrete patios, etc. City Council approval is required for use and/or private improvements of public right-of-way. When in doubt, please call the Building Division at (847) 432-0808.

CONSTRUCTION NOT REQUIRING PERMITS

Roof Re-shingle

No permit is required for re-shingling. The International Building Code permits a maximum of two (2) layers of asphalt shingles. All roofing contractors are required to be licensed by the State of Illinois.

A permit from the Fire Department, Bureau of Fire Prevention, is required for torch-down roofing.

For multiple family and commercial buildings, Design Review Commission approval is required if the re-roofing is changed in color or material. Contact the Planning Division.

Fence Repair or Maintenance

No permit is required to repair or maintain, as originally constructed, a fence that was erected with benefit of a fence permit in a single-family, multiple-family or commercial zoning district. Once a fence is erected, the fence ordinance requires that the fence be maintained.

Vinyl/Wood Siding

No permit is required for vinyl or wood siding installed on a structure in the single-family zoning district. Aluminum siding must be grounded.

Composting

No permit is required for composting in a single-family zoning district. However, the composting must be in the rear yard located a minimum of ten (10) feet from all lot lines.

Exception: In the R6 Single-Family Zoning District, in the rear yard, six (6) feet from any lot line.

General Contractor/Architectural Signs

No permit is required for a general contractor an/or real estate sign not exceeding six (6) square feet in area. General contractor signs shall be allowed an additional six (6) square

feet of signage, in which the posting of City approved notices or permits shall be displayed only.

Such sign may be a free standing sign or a wall sign;

Any general contractor and any architect shall not erect more than one (1) such sign each, and in any event, no more than two (2) such signs shall be present on any given lot at any given time; and all such signs shall be removed within one (1) week after the issuance of an occupancy certificate or completion of the work, whichever occurs later.

Real Estate Signs

No permit is required for one (1) real estate sign located on private property, not exceeding six (6) square feet in area on a property advertised for sale.

Open House Signs

Open house signs which direct traffic to real estate upon which there is located any dwelling for sale, rental, lease or management, provided the following conditions are met:

At any given time, for any given tract of real estate, not more than one (1) open house signs shall be permitted, each of which shall not exceed six (6) square feet in area;

At any such open house sign may be placed on the premises or the aforementioned real estate, and the other may be placed on the parkway of the public right-of-way of the closest major intersection to the aforementioned real estate, provided that the owner of the real property abutting the proposed parkway location does not disapprove of said parkway location upon prior notice to such abutting owner.

DIRECTORY AND OFFICE HOURS



**City of Highland Park – Building Division
1150 Half Day Road – Highland Park, IL 60035**

Stephen J. Haser, CBO
Building Division Manager
(847) 926-1173

Timothy R. Fisher, CIE, CMI
Permit Administrator
(847) 926-1166

General Office
7:30 a.m. – 4:00 p.m.
(847) 432-0808

Mike Croak, CBO, CBCO
Plan Examiner/Inspector
(847) 926-1169

Linda Dixon
Administrative Clerk
(847) 926-1181

Diane Haubrich
Administrative Clerk
(847) 926-1176



Inspection and Plan Review

7:00 a.m. – 3:30 p.m.

Arnell Gregorski

Residential Plan Examiner/Building Inspector
(847) 926-1171

Carlos Saplala

Residential Plan Examiner/Building Inspector
(847) 926-1163

Jeff Jauch

Electrical and HVAC Inspector
(847) 926-1164

Bruce Kristy

Plumbing Inspector
(847) 926-1168

Steve Mathiesen

Residential Building Inspector
(847) 926-1175

George Norberg

Commercial Plan Examiner/Inspector
(847) 926-1165

Tim Nearing

Residential Building Inspector
(847) 926-1167

Ric Granroth

Building Division Engineering Inspector
(847) 926-1187

Theresa Matussek

Community Service Inspector
(847) 926-1610

**Additional City of Highland Park Building
related points of contact**

Fire Prevention Bureau

(847) 926-1075

Engineering Division

General Office

(847) 432-0809

Public Works

General Office

(847) 432-0807

Ravine Inspection

(847) 926-0807

Sewer Division

(847) 926-1150

Water Division

(847) 926-1151

Forestry Division

(847) 926-1149

Street Division

(847) 926-1147

Planning Division

General Office

(847) 432-0867

Subdivision, Planned Unit Development, Special Use Permit, Rezoning, Nonexclusive Special License, Design Review Commission, Zoning Board of Appeals, and Historic Preservation are reviewed by the Planning Division.

REQUIRED INSPECTIONS

Request for inspections should be made more than twenty-four (24) hours prior to inspection, to the Building Division, at (847) 432-0808. Inspection requests will not be taken in the field.

- 1.** Tree preservation fencing.
- 2.** Drainage and grading silt fencing.
- 3.** Temporary driveway (new construction).
- 4.** Footing or trench foundation (prior to pouring).
- 5.** Foundation wall (prior to pour when structural steel is in foundation).
- 6.** Two spot surveys showing top of foundation elevation, new construction (required prior to framing).
- 7.** First drain tile inspection (after forms are removed and prior to stone covering).
- 8.** Second drain tile and damp proofing inspection.
- 9.** Rough grading per approved draining and grading plan.
- 10.** Slab inspection (basement, garage, crawl space).
- 11.** Sewers and water service (all work exposed).
- 12.** Plumbing rough-in (includes gas pipe testing).
- 13.** Electrical rough-in.
- 14.** HVAC rough-in.
- 15.** Structural rough-in, (mechanical rough inspections must have prior approval).
Firewalls must be completely exposed.
- 16.** Insulation.
- 17.** Final plumbing (before any occupancy).
- 18.** Final electrical (before any occupancy).
- 19.** Final HVAC (before any occupancy).
- 20.** Final structural, building (before any occupancy).
- 21.** Final sprinkler/alarm (before any occupancy).

22. Driveway (prior to pouring).
23. Engineering Department (final grading and drainage) prior to landscaping.
24. Public right-of-way restoration with seed or sod (seed must have germinated).
25. Water meter pit.

IS YOUR LOT BUILDABLE?

1. The Highland Park Code of Ordinance states that a building shall only be constructed upon a lot of record, which is in conformity with the lot area and lot width regulations of the zoning district in which the building is to be located. Therefore, the first thing to do to determine “build ability” of a lot is to establish which zoning district it is located in on the official Highland Park Zoning Map. After that, calculate the number of square feet in the lot and compare the total to the amount required by the zoning district.
2. A “LOT or LOT OF RECORD,” when referred to in this context, means a portion of platted land measured, set apart, and subdivided as a distinct parcel having its principal frontage upon a street and created and delineated upon a plat of subdivision or resubdivision recorded by the Recorded of Deeds of Lake County, Illinois following approval of such plat in the manner provided by law by the City Council or, in the case of land subdivided while located in an unincorporated area, by the County Board:
 - a) Before May 8, 1960; or
 - b) Which, although not meeting all of the bulk regulations of the zoning district within which it is located, has never been in contiguous ownership after May 8, 1960; or
 - c) Which meets all of the bulk regulations of the zoning district within which it is located.
3. If the number of square feet in the lot is inadequate to meet the requirements of the zoning ordinance, the lot still may be “buildable”. The Code of Ordinances further states that any lot of record which is located in the “R1”, “R2”, “R3”, “R4”, “R5”, “R6”, or “R7” district, and which does not comply with the requirements of the district in which it is located as to lot area and lot width, shall be maintained and used as one lot if the lot has not been held in contiguous ownership at any time after May 8, 1960, or the date when such lot ceased to comply with lot area and width requirements.
4. It is the burden of the person applying for a building permit or otherwise attempting to determine the build ability of a lot to supply the necessary documentation to the Building Division or the Planning Division.

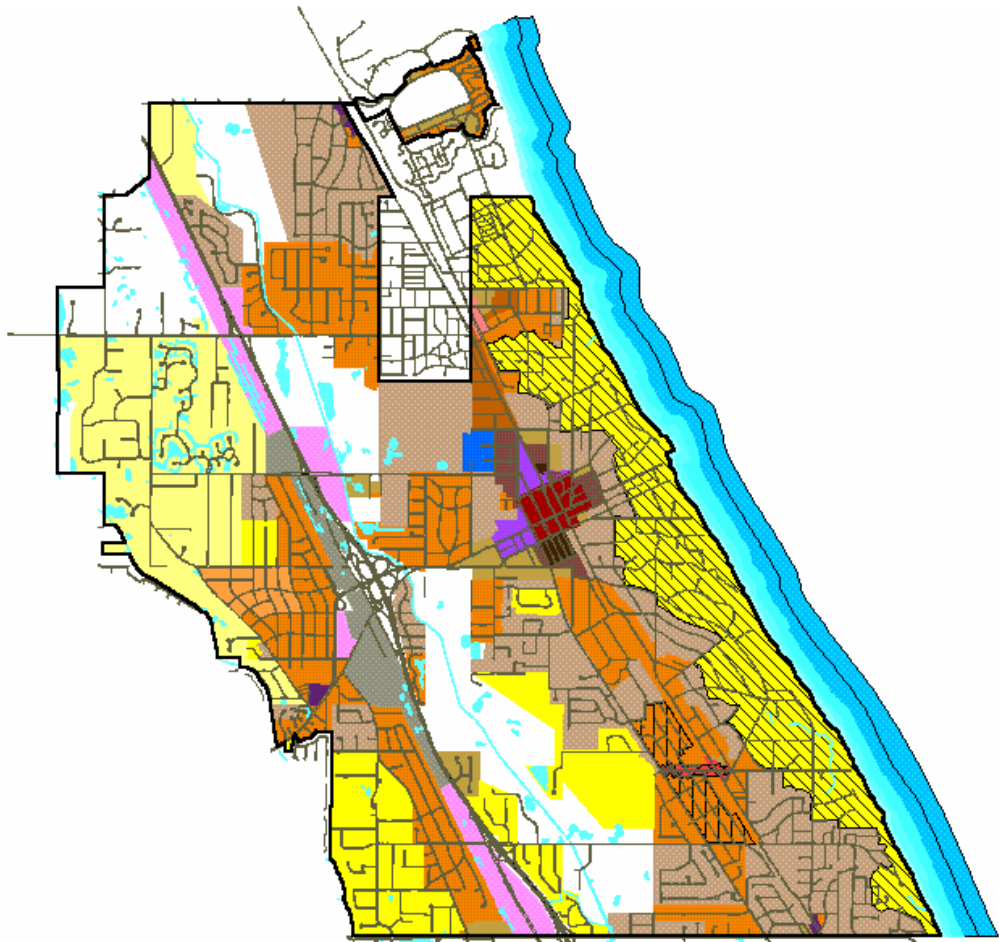
5. Conformance with the zoning ordinance establishes the “build ability” of a lot. However, the person seriously interested in building should check further. The next thing to check is the availability of public utilities. The Code of Ordinances states that no building permit shall be issued unless the following facilities are installed to City standards immediately adjacent to the lot in questions: 1) Water Main; 2) Sanitary Sewer; 3) Storm Sewer; and 4) Street Pavement with Curb and Gutter. (See Highland Park Ordinance.)

If the water or sanitary sewer facilities are not present, they must be installed. In lieu of acceptable standard street pavement, curbs, gutters, and sometimes storm sewers, a property owner must agree to record a covenant on this property in order to receive a building permit. This covenant waives the right to all protests to future special assessments, special tax, or special service area tax that may be used to install the required improvements. Whether or not a storm sewer must be installed immediately or can be covered in the covenant depends upon the approved drainage and grading plan required with the building permit.

6. Finally, the lot should be reviewed to determine if it is in the floodplain, if it is a bluff or ravine lot, and if it has the proper accessibility, and if its configuration will allow building with the required setbacks. Each of these items are covered in various sections of the Code of Ordinances.

NOTE: FOR EXISTING BUILDINGS ON NON-CONFORMING LOTS THAT ARE PROPOSED TO BE CONVERTED, ENLARGED, RECONSTRUCTED OR STRUCTURALLY ALTERED, SEE THE HIGHLAND PARK ZONING CODE, NON-CONFORMING BUILDINGS AND USES.

IF THE PROPERTY IS NOT A LOT OF RECORD AS DEFINED ABOVE OR WHEN IN DOUBT IF A CONSOLIDATION SUBDIVISION WOULD BE REQUIRED, CONTACT THE PLANNING DIVISION AT (847) 432-0867 FOR MORE INFORMATION.



DEVELOPMENT IMPACT FEES

Impact fees are based upon the level of impact each type of development generates. Impact fees may be due for a project that adds additional bedrooms to an existing house or multifamily building and also for a project that involves building a new house or multifamily building. For more information, see Chapter 160 of the City Code or contact the Planning Division.

THE PLAN REVIEW PROCESS

Ordinance directs that each submission be reviewed in the order in which it is received. Each permit submission is date stamped and logged, and then goes to the Plan Examiner for the plan review. The length of time the review takes depends largely on the quality of the submission i.e., are all the applications in; are the drawings complete, etc. Complex building projects require a greater length of time before the permit can be issued.

The first step in the review process is to see that the proposed construction conforms to the Zoning Code. If not, it could require Zoning Board of Appeals' approval, and further review will pend until that process is complete. Zoning Board of Appeals' Submission requirements are available at the Planning Division. But, let's say that the proposed construction conforms to the Zoning Code, the City Forester approved your tree preservation proposal, Engineering has approved your drainage and grading plan and the Plan Examiner has approved your building plans.

At this point, the Division Personnel calculate the fees, put the permit package together, and call the general contractor with the amount of fees due. The permit is ready to be picked up. Permit fees may be paid by the property owner or by the contractor. The property owner or the general contractor shall pay all required guarantee deposits.

Smaller projects can be reviewed more quickly. Driveway permits take a couple of days, and heating/air conditions permits, fences, dog runs, sanitary sewer, storm sewer and water service repairs, and sheds, etc., are ordinarily issued upon submission (over the counter service).

All drawings submitted must be complete, clear and readable and suitable for microfilming; the architect's/engineers' certification, registration number and full signature on the front/first sheet; and all additional sheets to be sealed and initialed.

No permit shall be granted or plans approved for projects involving structural changes to a building unless such plans are signed by the owner or signed and sealed by a registered architect, as required in The Illinois Architectural Act dated July 1, 1919, or a registered professional engineer, as required in The Illinois Professional Engineering Act dated July 24, 1941, or a registered structural engineer as required in The Illinois Structural Engineering Act dated June 24, 1919.

Any permit requiring detention and/or a drainage and grading plan, once approved by the City Engineer, may be issued subject to "As Built" drawings or a letter of compliance from the Engineer who designed the plans, upon completion of the project.

An Engineer's verification of Wet Lands Status is required, if applicable.

Remember; when in doubt call the Building Division. Building Division Personnel are available to answer your questions on weekdays between 7:30 a.m. and 4:00 p.m. at (847) 432-0808.

LICENSING OF GENERAL CONTRACTORS

All general contractors doing business in the City of Highland Park are required to be licensed. The licensing of general contractors has been approved by the City Council to help ensure that qualified contractors serve Highland Park residents and property owners.

Any person, firm or corporation engaged in the business of constructing, enlarging, altering, removing or remodeling any structure by furnishing labor, materials and/or methods necessary to accomplish a given result, and who retains for himself the control of the means, method and manner of accomplishing this desired result is a "General Contractor". Notwithstanding the fact that the term "General Contractor" does not include any person, individual, company or corporation employed by such General Contractor to do or supervise such work, the General Contractor shall be primarily responsible for the carrying forward to completion of the work for which any permit is issued.

A homeowner currently occupying the home may act as his own general contractor, subject to the execution of a Homeowner/General Contractor Agreement, available in the Building Division.

APPLICATION FOR GENERAL CONTRACTOR'S LICENSE

As General Contractor, you are required to list the names and addresses of the owners and partners of your business and to reveal any outstanding or incomplete jobs or complaint violations filed against you in Highland Park. You are also required to disclose if you have ever been convicted of a felony; and, if so, details about the offense. In addition, the principals of a corporation are required to state the names, addresses, social security numbers and birth dates for all of their officers and directors, and the state and date of incorporation. Once the license application has been completed and reviewed by the Building Division, a temporary license may be issued pending the results of the license examination.

The fee for licensing is \$100.00 per year, and the license will expire 12 months from the date of issuance.

Testing for general contractors is offered by appointment during regular office hours. The examination is made up of 50 questions, all multiple choice and match questions. The test is open book, and there is no time limit.

Testing will be given at the Public Works Center, Building Division, 1150 Half Day Road, for general contractors doing single family residential construction, detached garages, in-ground swimming pools, and also for general contractors doing multiple family and commercial construction. A test shall be taken by the owner or co-owner of a company or by a principal of a corporation. A license may be renewed annually; testing is only required every five years.

Please remember that when you come to the Building Division for your license, have the application executed or have the above information available, including proof of liability insurance and your check for \$100.00 mad payable to the City of Highland Park.

If you have any questions regarding the licensing of general contractors, please call (847) 432-0808.

HOURS CONSTRUCTION IS ALLOWED TO OPERATE

NO CONSTRUCTION ACTIVITY IS TO BEGIN BEFORE 7:00 A.M. AND MUST CEASE BY 7:00 P.M., MONDAY THROUGH FRIDAY.

NO CONSTRUCTION ACTIVITY IS TO BEGIN BEFORE 9:00 A.M. AND MUST CEASE BY 5:00 P.M. ON SATURDAYS.

NO CONSTRUCTION ACTIVITY AT ALL ON SUNDAYS AND HOLIDAYS.

APPLYING FOR A PERMIT: SINGLE FAMILY RESIDENCE

As an example, let's say that you want to build a room addition or remodel your home. First, the homeowner may act as general contractor and hire the subcontractors, or may engage a general contractor, who then will choose his own subcontractors.

What is a subcontractor? These are the contractors who typically do specialty work, i.e., electrical, plumbing, HVAC, carpentry, concrete, excavating, masonry, etc.

What does the Highland Park Building Division require in order to obtain a permit? Permit submissions vary; please see the applicable heading below.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES

Before excavating, grading or any work below the surface of the ground, the applicant of the permit is responsible to notify J.U.L.I.E. at (800) 892-0123, securing the location of, and protection for, all underground public utility facilities.

DEMOLITION

Should any project involve the demolition of buildings, wrecking permits will be issued only after the existing water, sanitary sewer and storm sewer have been disconnected at the mains, and the disconnect approved by the Sewer and Water Division of the Public Works Department. Therefore, not only wrecking permits are required, but also a plumbing permit, and a tree preservation permit as well, for each structure to be demolished.

DEMOLITION DELAY ORDINANCE

Demolition permit applications for residential buildings must be reviewed by the Historic Preservation Commission for historical, landmark, or architectural significance prior to the issuance of a demolition permit. A copy of the Demolition Delay Ordinance is available at the Building Division.

DEMOLITION PERMIT SUBMISSION REQUIREMENTS

Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustees' Deed and a certified copy of the Trust Agreement.

Proof of Service Disconnect from Commonwealth Edison Company, North Shore Gas Company, Ameritech and the local cable operator.

Two (2) demolition plans, if available.

A copy of a plat of survey, if available.

Plumbing permit application completely filled out and signed by a licensed, bonded plumbing contractor for the disconnection of water, sanitary sewer and storm sewer service lines at the main.

Demolition permit application completely filled out and signed by the property owner.

Tree Preservation Plan and permit application, indicating the method of protection of the trees during the demolition (review and approval by the City Forester).

Indicate Historic Preservation Status. Historic Preservation Commission approval is required, if applicable. Contact the Planning Division.

Historic Preservation Commission approval is required to demolish any residential building.

NEW SINGLE FAMILY DWELLINGS

SINGLE FAMILY DWELLING BUILDING PERMIT SUBMISSION REQUIREMENTS.

A PRELIMINARY PLAN REVIEW WITH BUILDING DIVISION PERSONNEL IS ENCOURAGED FOR COMPLEX DESIGNS PRIOR TO FINALIZED WORKING DRAWINGS AND PERMIT SUBMISSION.

Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustee's Deed and a certified copy of the Trust Agreement.

A copy of the subdivision covenants (if any).

Tree preservation or removal permit application completely filled out, with a site plan indicating major trees 6" diameter of greater DBH (measured at breast height), per the Tree Preservation Ordinance, and the method of protection during construction. The Tree Preservation Plan is to clearly and graphically show how the tree preservation areas will be segregated from the building activity area.

Two (2) sets of working drawings signed and sealed by the architect, including a site plan with all dimensions to all lot lines, established front yard setback calculations, FAR (floor area ratio) calculations, building height calculations, electrical layout, plumbing isometrics, light and vent schedule, fireplace details, including flue and damper size, driveway and approach fully dimensioned per City specifications, location of compressor pad, if any, roof overhand, including gutter, foundation elevation (U.S.G.S. Datum) and relation to curb, drainage plan and final grade, and landscape plan, if required.

Two (2) legal surveys (one original and a copy); to verify the site plan and legal lot-of-record status.

Five (5) sets of engineered drainage and grading plans. Submittal requirements for the preparation of these plans is available at the Building Division. Engineered drainage and grading plans, storm water detention plans, and permit submission in the flood plain are reviewed and approved by the Engineering Division.

Building permit application and attachment completely filled out and signed by the property owner.

Electrical, plumbing and HVAC permit applications completely filled out and signed by the respective subcontractor. For fan-induced category I furnace installations, see the requirement sheet available at the Building Division.

Fire alarm/fire sprinkler permit application and plans, if applicable. Truss joints and L.V.L. systems require fire protection. Shop drawings may be submitted after the building permit is issued, subject to no construction of the system prior to the Fire Prevention Bureau's approval of the shop drawings.

Elevator permit application, if applicable; to include three (3) sets of elevator shop drawings, and an electrical permit application, if a different electrical contractor is used for the elevator.

General and plumbing contractors' bonds. The bond requirements are available at the Building Division.

A North Shore Sanitary District Permit (obtained from North Shore Sanitary District (847) 623-6060) may be submitted to the Building Division on any time prior to the issuance of the building permit.

Indicate Historic Preservation Status. Historic Preservation Commission approval is required, if applicable. Contact Larry Shure the Planning Division at (847) 926-1853.

A non-refundable plan exam fee is payable upon permit submission.

Additional Requirements

State Roadways

Driveway permits are included with building permits for new construction. However, state approval is required if the driveway is on state roads, which are: Half Day Road, Skokie Highway, Sheridan Road (to include Edgecliff Drive and Oak Street), Deerfield Road/Central Avenue to Sunset Road, Walker Avenue, Lake Cook Road between South Deere Park Drive and Green Bay Road.

Improvement Waiver

An Improvement Waiver must be executed for unimproved lots. If the water or sanitary sewer facilities are not present, they must be installed. In lieu of acceptable standard street pavement, curbs, gutters, and sometimes storm sewers, a property owner must agree to record a covenant on this property in order to receive a building permit. This covenant waives the right to all protests to future special assessment, special tax, or special service area tax that may be used to install the required improvements. Whether

or not a storm sewer must be installed immediately or can be covered in the covenant depends upon the approved drainage and grading plan required with the building permit.

Reimbursement Fees

Pro-rata reimbursement fees may be due for the prior installation of public utilities and are payable prior to the issuance of a building permit.

Impact Fees

Impact fees, if applicable, are due and payable prior to the issuance of a building permit.

ALL PERMIT APPLICATIONS, PLANS AND SURVEYS MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE GENERAL CONTRACTOR.

**ALL GENERAL CONTRACTORS MUST BE LICENSED BY THE CITY OF HIGHLAND PARK. GENERAL CONTRACTOR LICENSE REQUIREMENTS MAY BE OBTAINED FROM THE BUILDING DIVISION.
SINGLE FAMILY ADDITIONS**

SINGLE FAMILY ADDITION BUILDING PERMIT SUBMISSION REQUIREMENTS

Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustees' Deed and a certified copy of the Trust Agreement.

A copy of the subdivision covenants (if any).

Tree preservation or removal permit application completely filled out, with a site plan indicating major trees 6" diameter of greater DBH (measured at breast height), per the Tree Preservation Ordinance, and the method of protection during construction.

Two (2) sets of working drawings signed and sealed by the architect, including a site plan with all dimensions to all lot lines, established front yard setback calculations, FAR (floor area ratio) calculations, building height calculations, electrical layout, plumbing isometrics, light and vent schedule, fireplace details, driveway and approach fully dimensioned per City specifications, location of air conditioner, if any, roof overhang, including gutter, height in relation to average grade, drainage plan with foundation elevation (U.S.G.S. Datum), and final grade, and landscape plan, if required.

Two (2) legal surveys (one original and a copy); to verify the site plan and legal lot-of-record status.

Five (5) sets of engineered drainage and grading plans. Submittal requirements for the preparation of these plans is available at the Building Division. Engineered drainage and grading plans are reviewed and approved by the Engineering Division.

Building permit application and attachment completely filled out and signed by the property owner.

Electrical permit applications completely filled out and signed by the licensed electrician, if applicable.

Plumbing permit application completely filled out and signed by the licensed plumber, if applicable.

Plumbing permit application completely filled out and signed by the licensed, bonded plumbing contractor, if applicable. General and plumbing contractors' bonds. The bond requirements are available at the Building Division.

HVAC permit application filled out and signed by the mechanical contractor (even if it's only for duct extension).

Fire alarm/fire sprinkler permit application and plans, if applicable. Truss joists and similar glue laminated joists which support the first floor of home require fire protection. Shop drawings may be submitted after the building permit is issued, subject to no construction of the system prior to the Fire Prevention Bureau's approval of the shop drawings.

Elevator permit application completely filled out, if applicable; to include three (3) sets of elevator shop drawings, and a separate electrical permit, if the electrical contractor is different than the electrical contractor used for the addition.

Indicate Historic Preservation Status. Historic Preservation Commission approval is required, for demolitions, landmark buildings, or within historic districts. Contact the Planning Division.

A non-refundable plan exam fee is payable upon permit submission.

Additional Requirements

Ravine/Bluff Sites

Ravine or bluff sites must comply with the Steep Slope Ordinance, which is Article XIX of Chapter 150. A copy of this ordinance is available online.

Soil tests, engineering reports and landscape plans may be required.

Floodplain

Floodplain properties must comply with the requirements of the Stormwater Management Ordinance, Article XVIII of Chapter 150. A copy of this ordinance is available online.

Driveway Alteration Floodplain properties must comply with the requirements of the Stormwater Management Ordinance, Article XVIII of Chapter 150. A copy of this ordinance is available online.

If driveway alterations are proposed, see the driveway permit submission requirements for new or altered driveways. A state permit is required if the roadway is maintained by the state.

ALL PERMIT APPLICATIONS, PLANS AND SURVEYS MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE GENERAL CONTRACTOR.

ALL GENERAL CONTRACTORS MUST BE LICENSED BY THE CITY OF HIGHLAND PARK. GENERAL CONTRACTOR LICENSE REQUIREMENTS MAY BE OBTAINED FROM THE BUILDING DIVISION.

FOR EXISTING BUILDINGS ON NON-CONFORMING LOTS THAT ARE PROPOSED TO BE CONVERTED, ENLARGED, RECONSTRUCTED OR STRUCTURALLY ALTERED, SEE THE HIGHLAND PARK ZONING CODE, NON-CONFORMING BUILDINGS AND USES.

SINGLE FAMILY GARAGES

SINGLE FAMILY GARAGE BUILDING PERMIT SUBMISSION REQUIREMENTS

For owner occupied detached garages, a site plan and garage specifications have been designed by the Building Division for a property owner to execute in order to construct a detached garage without engaging an architect.

Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustee's Deed and a certified copy of the Trust Agreement.

A copy of the subdivision covenants (if any).

Tree preservation or removal permit application completely filled out, with a site plan indicating major trees 6" diameter of greater DBH (measured at breast height), per the Tree Preservation Ordinance, and the method of protection during construction.

Two (2) sets of plans, signed by the property owner, including a dimensioned site plan, FAR (floor area ratio) calculations, building height calculations, and established front yard setback calculations, if applicable. Stock plans, if they are complete working drawings, may be acceptable, if signed by the property owner.

Two (2) legal surveys (one original and a copy); to verify the site plan and legal lot-of-record.

Five (5) sets of engineered drainage and grading plans. Submittal requirements for the preparation of these plans is available at the Building Division. Engineered drainage and

grading plans, storm water detention plans, and permit submission in the flood plain are reviewed and approved by the Engineering Division.

Indicate Historic Preservation Status. Historic Preservation Commission approval is required, if applicable. Contact the Planning Division.

Building permit application and attachment completely filled out and signed by the property owner.

Electrical permit applications completely filled out and signed by the licensed electrician; optional for detached garage, required for attached garage.

Additional Requirements

Ravine/Bluff Sites

Ravine or bluff sites must comply with the Bluff and Ravine Steep Slope Ordinance, which is Article XIX of Chapter 150. A copy of this ordinance is available online.

Floodplain

Floodplain properties must comply with the requirements of the Stormwater Management Ordinance, Article XVIII of Chapter 150. A copy of this ordinance is available online.

Driveway Alteration

If driveway alterations are proposed, see the driveway permit submission requirements for new or altered driveways. A state permit is required if the roadway is maintained by the state.

ALL PERMIT APPLICATIONS, PLANS AND SURVEYS MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE GENERAL CONTRACTOR.

ALL GENERAL CONTRACTORS MUST BE LICENSED BY THE CITY OF HIGHLAND PARK. GENERAL CONTRACTOR LICENSE REQUIREMENTS MAY BE OBTAINED FROM THE BUILDING DIVISION.

FOR EXISTING BUILDINGS ON NON-CONFORMING LOTS THAT ARE PROPOSED TO BE CONVERTED, ENLARGED, RECONSTRUCTED OR STRUCTURALLY ALTERED, SEE THE HIGHLAND PARK ZONING CODE, NON-CONFORMING BUILDINGS AND USES.

SINGLE FAMILY WOOD DECKS

WOOD DECK PERMIT BUILDING SUBMISSION REQUIREMENTS

Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustee's Deed and a certified copy of the Trust Agreement.

A copy of the subdivision covenants (if any).

Tree preservation or removal permit application completely filled out, with a site plan indicating major trees 6" diameter of greater DBH (measured at breast height), per the Tree Preservation Ordinance, and the method of protection during construction.

Two (2) sets of plans signed by the property owner or an architect.

Two (2) copies of a survey indicating dimensioned deck and dimensions to all lot lines.

Building permit application completely filled out and signed by the property owner.

Indicate Historic Preservation Status. Historic Preservation Commission approval is required, if applicable. Contact the Planning Division.

A non-refundable plan exam fee is payable upon permit submission.

Additional Requirements

Ravine/Bluff Sites

Ravine or bluff sites must comply with the Steep Slope Ordinance, which is Article XIX of Chapter 150. A copy of this ordinance is available online.

Floodplain

Floodplain properties must comply with the requirements of the Stormwater Management Ordinance, Article XVIII of Chapter 150. A copy of this ordinance is available online.

ALL PERMIT APPLICATIONS, PLANS AND SURVEYS MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE GENERAL CONTRACTOR.

ALL GENERAL CONTRACTORS MUST BE LICENSED BY THE CITY OF HIGHLAND PARK. GENERAL CONTRACTOR LICENSE REQUIREMENTS MAY BE OBTAINED FROM THE BUILDING DIVISION.

FOR EXISTING BUILDINGS ON NON-CONFORMING LOTS THAT ARE PROPOSED TO BE CONVERTED, ENLARGED, RECONSTRUCTED OR STRUCTURALLY ALTERED, SEE THE HIGHLAND PARK ZONING CODE, NON-CONFORMING BUILDINGS AND USES.

ACCESSORY STRUCTURES AND USES (SINGLE FAMILY, MULTIPLE FAMILY OR COMMERCIAL)

DRIVEWAY/DRIVEWAY APPROACH BUILDING PERMIT SUBMISSION REQUIREMENTS

The removal of any trees 6" DBH or larger (measured at breast height) required a tree preservation permit approved by the City Forester. The method of protecting existing trees may be required by the City Forester.

If a new driveway or an alteration to the existing driveway is proposed, two (2) copies of the plat of survey (three (3) for multiple family and commercial) are required, indicating the layout of the driveway and driveway approach, with all dimensions to all lot lines. City specifications for driveway approaches are available at the Building Division.

Building permit application, including an earth moving permit, if applicable, completely filled out and signed by the property owner.

An Illinois Department of Transportation Permit is required if the new driveway cut is on a state road; Half Day Road, Skokie Highway, Sheridan Road (to include Edgecliff Drive and Oak Street), Deerfield Road/Central Avenue to Sunset Road, Walker Avenue, Lake Cook Road between South Deere Park Drive and Green Bay Road.

A performance bond is required for the paving or concrete contractor if construction is proposed in the public right-of-way or on multiple family or commercial property. Bond requirements are available at the Building Division.

Any new or altered multiple family or commercial driveway may require Design Review Commission approval. Contact the Planning Division.

Homeowner association approval is required, if applicable.

IF YOU ARE PROPOSING AN EXPOSED AGGREGATE CONCRETE OR A CONCRETE BRICK PAVER RESIDENTIAL DRIVEWAY APPROACH IN THE PUBLIC RIGHT-OF-WAY OR IN AN EASEMENT, A DRIVEWAY APPROACH RECORDABLE WAIVER MUST BE EXECUTED BY THE PROPERTY OWNER. DRIVEWAY APPROACH WAIVERS ARE AVAILABLE AT THE BUILDING DIVISION.

SWIMMING POOL, SPA OR HOT TUB BUILDING PERMIT REQUIREMENTS

For required swimming pools', hot tubs', or spas' safety precautions review 1996 BOCA Code Section 421.0 Swimming Pools.

Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustees' Deed and a certified copy of the Trust Agreement.

A copy of the subdivision covenants (if any).

Tree preservation or removal permit application completely filled out, with a site plan indicating major trees 6” or greater, DBH (measured at breast height), per the Tree Preservation Ordinance, and the method of protection of all trees during construction.

Two (2) sets of plans are required for single family (three (3) sets for all others), to be signed and sealed by the architect, including a site plan with all dimensions of the pool, spa or hot tub and the pool, spa or hot tub deck dimensions to all lot lines. The plans are to not that all excess fill is to be removed from the site.

Five (5) sets of engineered drainage and grading plans. Submittal requirements for the preparation or these plans is available at the Building Division. Engineered drainage and grading plans are reviewed and approved by the Engineering Division.

Two (2) legal plats of survey are required (one (1) original and a copy); to verify the site plan and legal lot-of-record status.

Building permit application and attachment and a fence permit application completely filled out and signed by the property owner.

Electrical, plumbing and pool heater permit applications completely filled out and signed by the respective subcontractors.

A North Shore Sanitary District Permit is required if the swimming pool drain is to be connected to the sanitary sewer.

The pool contractor and plumbing contractor are to be bonded with the City. The bond requirements are available at the Building Division.

Design Review Commission approval is required for multiple family and commercial outdoor swimming pools, spas or hot tubs. Contact the Planning Division.

Homeowner association approval is required, if applicable.

A non-refundable plan review fee is payable upon submission for all residential permits.

A non-refundable plan review fee to be paid for multiple family and commercial plan review, design development, code consultation, and inspection by a Plan Review and Building Code Specialist, whether instituted at the request of the applicant or the City, shall be the costs incurred by the City plus a twelve percent (12%) administrative fee.

Additional Requirements

Ravine/Bluff Sites

Ravine or bluff sites must comply with the Steep Slope Ordinance, which is Article XIX of Chapter 150. A copy of this ordinance is available online.

Soil tests, engineering reports and landscape plans may be required.

Flood Plain

Floodplain properties must comply with the requirements of the Stormwater Management Ordinance, Article XVIII of Chapter 150. A copy of this ordinance is available online.

ALL PERMIT APPLICATIONS, PLANS AND SURVEYS MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE GENERAL CONTRACTOR.

ALL SWIMMING POOL CONTRACTORS MUST BE LICENSED BY THE CITY OF HIGHLAND PARK. GENERAL CONTRACTOR LICENSE REQUIREMENTS MAY BE OBTAINED FROM THE BUILDING DIVISION.

TENNIS COURT PERMIT BUILDING SUBMISSION REQUIREMENTS

Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustee's Deed and a certified copy of the Trust Agreement.

A copy of the subdivision covenants (if any).

Tree preservation or removal permit application completely filled out, with a site plan indicating major trees 6" diameter of greater DBH (measured at breast height), per the Tree Preservation Ordinance, and the method of protection during construction.

Two (2) sets of architectural plans or plans signed by the property owner are required, including a site plan with dimensions of the tennis court and dimensions to all lot lines, the type of fence proposed, and the fence height.

Two (2) legal plats of survey are required (one (1) original and a copy); to verify the site plan and legal lot-of-record status.

Building permit application and attachment completely filled out and signed by the property owner.

Electrical permit application completely filled out by the electrical contractor is required if lighting is proposed (the light intensity is not to exceed one-half (1/2) footcandle at the property line for residential, and one (1) footcandle at the property line for commercial).

Homeowner association approval is required, if applicable.

Five (5) sets of engineered drainage and grading plans. Submittal requirements for the preparation of these plans is available at the Building Division. Engineered drainage and grading plans are reviewed and approved by the Engineering Division.

Design Review Commission approval is required for multiple family or commercial tennis courts. Contact the Planning Division.

A non-refundable plan exam fee is payable upon submission for all residential permits.

A non-refundable plan review fee to be paid for multiple family and commercial plan review, design development, code consultation, and inspection by a Plan Review and

Building Code Specialist, whether instituted at the request of the applicant or the City, shall be the costs incurred by the City plus a twelve percent (12%) administrative fee.

Additional Requirements

Ravine/Bluff Sites

Ravine or bluff sites must comply with the Steep Slope Ordinance, which is Article XIX of Chapter 150. A copy of this ordinance is available online.

Soil tests, engineering reports and landscape plans may be required.

Floodplain

Floodplain properties must comply with the requirements of the Stormwater Management Ordinance, Article XVIII of Chapter 150. A copy of this ordinance is available online.

ALL PERMIT APPLICATIONS, PLANS AND SURVEYS MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE GENERAL CONTRACTOR.

ALL GENERAL CONTRACTORS MUST BE LICENSED BY THE CITY OF HIGHLAND PARK. GENERAL CONTRACTOR LICENSE REQUIREMENTS MAY BE OBTAINED FROM THE BUILDING DIVISION.

FENCE PERMIT SUBMISSION REQUIREMENTS

Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustee's Deed and a certified copy of the Trust Agreement.

A copy of the subdivision covenants (if any).

Tree preservation or removal permit application completely filled out, with a site plan indicating major trees 6" diameter of greater DBH (measured at breast height), per the Tree Preservation Ordinance, and the method of protection during construction.

Two (2) copies of the plat of survey are required, indicating the placement of the fence within the lot lines, and the fence height.

Building permit application completely filled out and signed by the property owner.

The removal of any trees required a tree preservation permit approved by the City Forester.

Homeowner association approval is required, if applicable.

Design Review Commission approval is required if the proposed fence is for multiple family or commercial property. Contact the Planning Division.

FENCES ARE NOT PERMITTED TO BE CONSTRUCTED WITHIN SUBDIVISION SETBACKS ESTABLISHED BY A SUBDIVISION COVENANT.

FENCES MUST BE ERECTED SO THAT THE ROUGH, UNFINISHED SIDE OF ANY FENCE, AS WELL AS THE POSTS AND ALL SUPPORTING MEMBERS, FACE TO THE OWNER'S SIDE. THIS SHALL NOT APPLY TO THE OWNER OF A LOT ABUTTING A COMMERCIAL OR INDUSTRIAL LOT OR ABUTTING AN ALLEY WHICH ABUTS A COMMERCIAL OR INDUSTRIAL LOT.

CONCRETE PATIO AT GRADE BUILDING PERMIT SUBMISSION REQUIREMENTS

Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustee's Deed and a certified copy of the Trust Agreement.

A copy of the subdivision covenants (if any).

Building permit application and an earth moving permit, if applicable, describing the method of construction is to be completely filled out and signed by the property owner.

Two (2) copies of the plat of survey, indicating the placement of the patio and dimensions to all lot lines.

The removal of any trees 6" diameter of greater DBH (measured at breast height), requires a tree preservation permit approved by the City Forester. The method of protecting existing trees may be required by the City Forester.

Homeowner association approval is required, if applicable.

Design Review Commission approval is required if the patio is for multiple family or commercial property. Contact the Planning Division.

MASONRY FIREPLACE BUILDING PERMIT SUBMISSION REQUIREMENTS

Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustee's Deed and a certified copy of the Trust Agreement.

A copy of the subdivision covenants (if any).

Tree preservation or removal permit application completely filled out, with a site plan indicating major trees 6" diameter of greater DBH (measured at breast height), per the Tree Preservation Ordinance, and the method of protection during construction.

Two (2) sets of plans in compliance with the 1995 CABO One and Two Family Building Code, Chapter 10, including a framing plan, and a cross section of floor and roof penetrations, are required for single family (three (3) sets for multiple family), to be

signed and sealed by the architect, including a site plan with dimensions of the fireplace and dimensions to all lot lines. The plans are to note any electrical alterations.

Two (2) legal plats of survey are required (one (1) original and a copy).

Building permit application completely filled out and signed by the property owner.

Electrical permit application completely filled out and signed by the respective subcontractor if the electrical system is being added to or altered.

The general contractor is to be licensed and bonded with the City. The license and bond requirements are available at the Building Division.

Homeowner association approval is required, if applicable.

PREFABRICATED FIREPLACE BUILDING PERMIT SUBMISSION REQUIREMENTS

- Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustees' Deed and a certified copy of the Trust Agreement.
- A copy of the subdivision covenants (if any).
- Tree preservation or removal permit application completely filled out, with a site plan indicated major trees 6" diameter or greater. DBH (measured at breast height), per the Tree Preservation Ordinance, and the method of protection of all trees during construction.
- Two (2) sets of the fireplace manufacturer's specifications are required for single family (three (3) sets for all multiple family), including a framing plan and a cross section of floor and roof penetrations.
- Two (2) legal plats of survey are required (one original and one copy).
- Building permit application and attachment completely filled out and signed by the property owner.
- Electrical permit application completely filled out and signed by the respective subcontractor, if the electrical system is being added to or altered.
- The general contractor is to be licensed and bonded with the City. The license and bond requirements are available at the Building Division.
- Design Review Commission approval may be required for multiple family. Contact the Planning Division.
- Homeowner association approval is required, if applicable.
- A non-refundable plan review fee is payable upon submission for all residential permits.

DOG RUN, SHED OR RETAINING WALL BUILDING PERMIT SUBMISSION REQUIREMENTS

Dog runs, sheds and retaining walls are reviewed as accessory structures. All retaining walls three (3) feet or higher must be designed by an engineer or architect.

- Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustees' Deed and a certified copy of the Trust Agreement.

- A copy of the subdivision covenants (if any).
- Two (2) copies of the plat of survey, indicating the placement of the dog run, shed or retaining wall, with dimensions to all lot lines.
- Provide shop drawings or building specifications of the dog run or shed, if available.
- Building permit application and an earth moving permit, if applicable, completely filled out and signed by the property owner.
- The removal of any trees requires a tree removal permit approved by the City Forester.
- Homeowner association approval is required, if applicable.
- Design Review Commission approval is required for multiple family or commercial property. Contact the Planning Division.
- If a plan review is required, a non-refundable plan review fee is payable upon submission for residential sheds or retaining walls.
- A non-refundable plan review fee to be paid for multiple family and commercial plan review, design development, code consultation, and inspection by a Plan Review and Building Code Specialist, whether instituted at the request of the applicant or the City, shall be the costs incurred by the City plus a twelve percent (12%) administrative fee.

BASKETBALL STANCHION AND BASKETBALL BACKSTOP BUILDING PERMIT SUBMISSION REQUIREMENTS

- Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustees' Deed and a certified copy of the Trust Agreement.
- A copy of the subdivision covenants (if any).
- Two (2) copies of the plat of survey are required, indicating the placement of the basketball stanchion or backstop with dimensions to the lot lines, and the structure height.
- Building permit application completely filled out and signed by the property owner.
- The removal of any trees requires a tree removal permit approved by the City Forester.
- Homeowner association approval is required, if applicable.

AN ACCESSORY USE OF CONSISTING OF A BASKETBALL BACKBOARD MOUNTED UPON A SINGLE STANCHION, POST OR POLE EITHER PERMANENTLY INSTALLED OR PORTABLE OR MOUNTED UPON THE PRINCIPAL OR ACCESSORY STRUCTURE, MAY BE PERMITTED IN A SINGLE FAMILY RESIDENTIAL ZONING DISTRICT, PROVIDED:

THE STRUCTURE IS LOCATED ON THE LOT SO AS TO MEET OR EXCEED THE REQUIRED SIDE YEARD SETBACK FOR THE PRINCIPAL STRUCTURE IN THE ZONING DISTRICT IN WHICH IT IS LOCATED MINUS ONE (1) FOOT AND PROVIDED THAT THE STRUCTURE IS LOCATED NO LESS THAN TEN (10) FEET FROM THE FRONT OR REAR PROPERTY LINE.

THE HEIGHT OF THE STRUCTURE IS NO GREATER THAN THIRTEEN (13) FEET ABOVE THE LEVEL OF THE GROUND UPON WHICH SUCH ACCESSORY USE IS LOCATED; AND THE AREA ON THE GROUND OCCUPIED BY SUCH A STANCHION, POST OR POLE (IF USED) SUPPORTING THE STRUCTURE IS NO GREATER THAN ONE (1) SQUARE FOOT.

LAWN SPRINKLER SYSTEM PLUMBING PERMIT SUBMISSION REQUIREMENTS

- Plumbing permit application completely filled out and signed by a licensed, bonded plumbing contractor.

- Plumbing contractors' bond requirements are available at the Building Division.
- Two (2) sets of the sprinkler layout plans are required. A submission fact sheet and the RPZ (Backflow Prevention), installation requirements are available at the Building Division.
- A recordable waiver and affidavit executed by the property owner(s) is required if the sprinkler heads are to be installed on the right-of-way and/or on easements. Lawn sprinkler waivers are available at the Building Division.

**MAINTENANCE/REPAIR PERMITS
(SINGLE FAMILY, MULTIPLE FAMILY OR COMMERCIAL)**

**FURNACE OR AIR CONDITIONER REPLACEMENT
HVAC PERMIT SUBMISSION REQUIREMENTS**

- HVAC permit application completely filled out and signed by the HVAC mechanical contractor.

A COMPLETED FACT SHEET IS AVAILABLE AT THE BUILDING DIVISION UPON REQUEST FOR FAN-INDUCED CATEGORY I FURNACES.

**ELECTRICAL SERVICE REVISION
ELECTRICAL PERMIT SUBMISSION REQUIREMENTS**

- Electrical permit application completely filled out and signed by a registered electrician.

AN ELECTRICAL SERVICE INSPECTION BY THE BUILDING DIVISION IS REQUIRED PRIOR TO COMMONWEALTH EDISON COMPANY'S SERVICE CONNECTION.

**HOT WATER HEATER REPLACEMENT
PLUMBING PERMIT SUBMISSION REQUIREMENTS**

- Plumbing permit application completely filled out and signed by a licensed, bonded plumbing contractor. Plumbing contractors' bond requirements are available at the Building Division.

**WATER SERVICE LINE REPAIR ON PRIVATE PROPERTY
PLUMBING PERMIT SUBMISSION REQUIREMENTS**

- Plumbing permit application completely filled out and signed by a licensed, bonded plumbing contractor. Plumbing contractors' bond requirements are available at the Building Division.

**WATER SERVICE LINE REPAIR ON PUBLIC RIGHT-OF-WAY
PLUMBING PERMIT SUBMISSION REQUIREMENTS**

- Plumbing permit application completely filled out and signed by a licensed, bonded plumbing contractor. Plumbing contractors' bond requirements are available at the Building Division.
- Building permit application for street obstruction completely filled out and signed by the property owner or contractor, when required.

COMPACTION TEST RESULTS ARE REQUIRED PRIOR TO ROADWAY RESTORATION. THE CITY POLICY FOR COMPACTION TESTING IN THE PUBLIC RIGHT-OF-WAY IS AVAILABLE AT THE BUILDING DIVISION.

STREET OPENING REQUIREMENT RESTORATION (PATCH), SPECIFICATIONS FOR BITUMINOUS PAVEMENT, CONCRETE PAVEMENT OR CONCRETE PAVEMENT WITH BITUMINOUS OVERLAY IS AVAILABLE AT THE BUILDING DIVISION.

PARKWAYS ARE TO BE RESTORED WITH GRASS SEED OR SOD TO A CONDITION AS GOOD AS OR BETTER THAN PRIOR TO THE CONSTRUCTION. IF GRASS SEED IS USED, IT MUST GERMINATE BEFORE THE PLUMBING PERMIT CAN BE FINALED.

**SANITARY SEWER OR STORM SEWER SERVICE LINE
REPAIR ON PRIVATE PROPERTY
PLUMBING PERMIT SUBMISSION REQUIREMENTS**

- Plumbing permit application completely filled out and signed by a sewer contractor.

**SANITARY SEWER OR STORM SEWER REPAIR
ON PUBLIC RIGHT-OF-WAY
PLUMBING PERMIT SUBMISSION REQUIREMENTS**

- Plumbing permit application completely filled out and signed by a licensed, bonded plumbing contractor. Plumbing contractor's bond requirements are available at the Building Division.

COMPACTION TEST RESULTS ARE REQUIRED PRIOR TO ROADWAY RESTORATION. THE CITY POLICY FOR COMPACTION TESTING IN THE PUBLIC RIGHT-OF-WAY IS AVAILABLE AT THE BUILDING DIVISION.

STREET OPENING REQUIREMENT RESTORATION (PATCH), SPECIFICATIONS FOR BITUMINOUS PAVEMENT, CONCRETE PAVEMENT OR CONCRETE PAVEMENT WITH BITUMINOUS OVERLAY IS AVAILABLE AT THE BUILDING DIVISION.

PARKWAYS ARE TO BE RESTORED WITH GRASS SEED OR SOD TO A CONDITION AS GOOD AS OR BETTER THAN PRIOR TO THE CONSTRUCTION. IF GRASS SEED IS USED, IT MUST GERMINATE BEFORE THE PLUMBING PERMIT CAN BE FINALED.

**MISCELLANEOUS PERMITS
(SINGLE FAMILY, MULTIPLE FAMILY
OR COMMERCIAL)**

**STREET OBSTRUCTION, PARKWAY OBSTRUCTION, SIDEWALK
OBSTRUCTION OR CURB CROSSING
BUILDING PERMIT SUBMISSION REQUIREMENTS**

- Building permit application completely filled out and signed by the property owner or contractor, indicating the area to be obstructed and the time required to complete construction. The bond requirements are available at the Building Division.

ROADWAY OBSTRUCTION PERMITS FOR CONSTRUCTION PURPOSES REQUIRE PAYMENT FOR THE USE OF PARKING SPACES IN ALL COMMERCIAL ZONING DISTRICTS.

PRIOR TO THE APPROVAL OF A SIDEWALK OBSTRUCTION PERMIT, A SIDEWALK SHED OR A MINIMUM FIVE (5) FOOT WIDE SAFE WALKWAY MUST BE PROVIDED FOR PEDESTRIANS.

ALL PUBLIC RIGHT-OF-WAY OBSTRUCTIONS MUST BE BARRICADED WITH LIGHTED BARRICADES FOR VEHICULAR OR PEDESTRIAN SAFETY.

STREET OR ROADWAY OBSTRUCTION PERMIT SUBMISSIONS MUST BE REVIEWED BY THE SUPERINTENDENT OF STREETS. TRAFFIC CONTROL MAY BE REQUIRED.

EARTH MOVING BUILDING PERMIT SUBMISSION REQUIREMENTS

It shall be unlawful to move earth by creating any excavations, cuts, filling, or otherwise, which, singly or in combination:

- 1) Alter the existing natural grade by more than one (1) foot in vertical height; or
 - 2) Alter any stormwater conveyance system; or
 - 3) Cover more than fifty (50) square feet in area without first filing an application in writing and obtaining an earth moving permit.
-
- Proof of ownership confirmed by submission of a copy of the Owners Title Policy (including schedule B), a Warranty Deed or a Trustees' Deed and a certified copy of the Trust Agreement.
 - Tree preservation or removal permit application completely filled out, with a site plan indicating major trees 6" diameter or greater, DBH (measured at breast height), per the tree preservation ordinance, and the method of protection during construction. The Preservation Plan is to clearly and graphically show how the preservation areas will be segregated from the building activity areas.
 - Building permit application completely filled out and signed by the property owner.
 - Five (5) sets of engineered drainage and grading plans are required. Submittal requirements for its preparation is available at the Building Division. Drainage and grading plans are reviewed and approved by the Engineering Department.

A DRAINAGE AND GRADING PLAN MUST BE APPROVED PRIOR TO THE ISSUANCE OF AN EARTH MOVING PERMIT.

ELEVATOR PERMIT SUBMISSION REQUIREMENTS

- Proof of ownership confirmed by submission of a copy of the Owners Title Policy (including schedule B), a Warranty Deed or a Trustees' Deed and a certified copy of the Trust Agreement.
- Building permit application and attachment completely filled out and signed by the property owner.
- Electrical permit application completely filled out and signed by the licensed electrical contractor.
- Two (2) sets of architectural plans, including a site plan, are required for residential, and three (3) sets of architectural plans, including a site plan, are required for multiple or commercial, for the elevator shaft.
- Three (3) sets of elevator shop drawings are required from the elevator manufacturer.

THESE PERMITS ARE ORDINARILY ISSUED ALONG WITH THE PERMITS FOR NEW CONSTRUCTION; HOWEVER, THE PERMIT MAY BE ISSUED SUBJECT TO THE SUBMISSION OF SHOW DRAWINGS PRIOR TO BEGINNING ANY CONSTRUCTION OF THE ELEVATOR.

**FIRE ALARM AND FIRE SPRINKLER
PERMIT SUBMISSION REQUIREMENTS
(NEW, REPAIR OR ALTERATIONS TO EXISTING SYSTEMS)**

- The appropriate application should be completely filled out and signed by the applicant.
- Two (2) sets of working drawings are to be submitted and approved by the Fire Prevention Bureau.

THESE PERMITS ARE ORDINARILY ISSUED ALONG WITH THE PERMITS FOR NEW CONSTRUCTION; HOWEVER, THE PERMIT MAY BE ISSUED SUBJECT TO THE SUBMISSION OF SHOP DRAWINGS PRIOR TO BEGINNING ANY CONSTRUCTION OF THE FIRE ALARM OR FIRE SPRINKLER SYSTEM.

**THE DEVELOPMENT REVIEW PROCESS
FOR ALL PROJECTS (OTHER THAN
INDIVIDUAL SINGLE FAMILY
CONSTRUCTION)**

The City of Highland Park has a development review process designed to streamline and expedite the plan review process.

SITE PLAN REVIEW TEAM

A first step in the development review process is a thorough acquaintance of petitioners (owners and design professionals) with pertinent City ordinances. To facilitate such awareness of the City's regulations, the City Staff involved with development review meet each Thursday morning as a Site Plan Review Team (SPRT). A petitioner may schedule an appearance before the SPRT by contacting either the Planning Division or the Building Division. In an informal review, direction is given to allow petitioners to begin their work within the City's established parameters. Projects may be seen one, two or several times at the SPRT to allow the petitioners to fully maximize the opportunities of their project. Once the SPRT is confident that a project has reached a reviewable status, the petitioners will be directed to schedule an appearance before the appropriate City commission, if applicable, or to submit working drawings for permit.

Submission requirements for review by the Site Plan Review Team are available at either the Planning Division or the Building Division.

NEW MULTIPLE FAMILY DWELLINGS

**MULTIPLE FAMILY DWELLING
BUILDING PERMIT SUBMISSION REQUIREMENTS**

A PRELIMINARY PLAN REVIEW WITH THE SITE PLAN REVIEW TEAM IS ENCOURAGED FOR COMPLEX DESIGNS PRIOR TO FINALIZED WORKING DRAWINGS AND PERMIT SUBMISSION.

- Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustees' Deed and a certified copy of the Trust Agreement.
- A copy of the subdivision covenants (if any).

- Tree preservation or removal permit application completely filled out, with site plan indicating major trees 6” diameter or greater, DBH (measured at breast height), per the Tree Preservation Ordinance, and the method of protection during construction. The Tree Preservation Plan is to clearly and graphically show how the tree preservation areas will be segregated from the building activity areas.
- Three (3) sets of working drawings signed and sealed by the architect, including a site plan with all dimensions to all lot lines, building height calculations, wall sections, means of egress, fire rated wall locations, fire protection systems proposed, electrical layout, plumbing isometrics, light and vent schedule, fireplace details, driveway and driveway approach and parkway areas fully dimensioned per City specifications, location of air compressor pad, roof overhang, including gutter, foundation elevation in relation to curb, drainage plan, and final grade, and landscape plan, if required. Use group and construction classification are also required.
- Three (3) legal surveys (one original and two copies); to verify the site plan and legal lot-of-record status.
- Five (5) sets of engineered drainage and grading plans. Submittal requirements for the preparation of these plans is available at the Building Division. Engineered drainage and grading plans, storm water detention plans, and permit submissions in the flood plain are reviewed and approved by the Engineering Division.
- Building permit application completely filled out and signed by the property owner.
- Electrical, plumbing and HVAC permit applications completely filled out and signed by the respective subcontractor.
- General and plumbing contractors’ bonds. The bond requirements are available at the Building Division.
- Fire alarm/fire sprinkler permit application and plans. Shop drawings may be submitted after the building permit is issued, subject to no construction of the system prior to the Fire Prevention Bureau’s approval of the shop drawings.
- Elevator permit application, if applicable; to include three (3) sets of elevator shop drawings, and an electrical permit application, if a different electrical contractor is used for the elevator.
- A North Shore Sanitary District Permit (obtained from North Shore Sanitary District (847) 623-6060) may be submitted to the Building Division at any time prior to the issuance of the building permit.
- Plumbing permit application for a fire line tap for fire suppression is required; to be executed by the licensed, bonded plumbing contractor.
- Design Review Commission approval is required. Contact the Planning Division.
- Soil boring/geotechnical reports and landscape plans are required.
- Foundation structural calculations (when applicable).
- A Planned Unit Development Ordinance is required, if applicable.
- A non-refundable plan review fee to be paid for multiple family and commercial plan review, design development, code consultations, and inspection by a Plan Review and Building Code Specialist, whether instituted at the request of the applicant or the City, shall be the costs incurred by the City plus a twelve percent (12%) administrative fee.

Additional Requirements

Ravine/Bluff Sites

- Ravine or bluff sites must comply with the Steep Slope Ordinance, which is Article XIX of Chapter 150. A copy of this ordinance is available online.

Stormwater Management/Wetlands Protection/Flood Plain Regulations

- Floodplain properties must comply with the requirements of the Stormwater Management Ordinance, Article XVIII of Chapter 150. A copy of this ordinance is available online. A watershed development permit may be required.

State Roadways

- Driveway permits are included with building permits for new construction. However, state approval is required if the driveway is on state roads, which are: Half Day Road, Skokie Highway, Sheridan Road (to include Edgecliff Drive and Oak Street), Deerfield Road/Central Avenue to Sunset Road, Walker Avenue, Lake Cook Road between South Deere Park Drive and Green Bay Road.

Improvements

- If adequate water or sanitary sewer facilities are not available, they must be installed. In lieu of acceptable standard street pavement, curbs, gutters, and sometimes storm sewers, a property owner must agree to record a covenant on this property in order to receive a building permit. This covenant waives the right to all protests to future special assessments, special tax, or special service area tax that may be used to install the required improvements. Whether or not a storm sewer must be installed immediately or can be covered in the covenant depends upon the approved drainage and grading plan required with the building permit.

Reimbursement Fees

- Pro-rata reimbursement fees may be due for the prior installation of public utilities and are payable prior to the issuance of a building permit.

IMPACT FEES

- Impact fees, if applicable, are due and payable prior to the issuance of a building permit.

ALL PERMIT APPLICATIONS, PLANS AND SURVEYS MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE GENERAL CONTRACTOR.

ALL GENERAL CONTRACTORS MUST BE LICENSED BY THE CITY OF HIGHLAND PARK. GENERAL CONTRACTOR LICENSE REQUIREMENTS MAY BE OBTAINED FROM THE BUILDING DIVISION.

NEW COMMERCIAL STRUCTURES

COMMERCIAL STRUCTURE BUILDING PERMIT SUBMISSION REQUIREMENTS

A PRELIMINARY PLAN REVIEW WITH THE SITE PLAN REVIEW TEAM IS ENCOURAGED FOR COMPLEX DESIGNS PRIOR TO FINALIZED WORKING DRAWINGS AND PERMIT SUBMISSION.

- Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustees' Deed and a certified copy of the Trust Agreement.
- A copy of the subdivision covenants (if any).
- Tree preservation or removal permit application filled out, with a site plan indicating major trees 6" diameter or greater, DBH (measured at breast height), per the Tree

Preservation Ordinance, and the method of protection during construction. The Tree Preservation Plan is to clearly and graphically show how the tree preservation areas will be segregated from the building activity areas.

- Three (3) sets of working drawings signed and sealed by the architect, including a site plan with all dimensions to all lot lines, building height calculations, wall sections, means of egress, fire rated wall locations, fire protection systems proposed, electrical layout, plumbing isometrics, light and vent schedule, fireplace details, driveway and driveway approach and parkway areas fully dimensioned per City specifications, location of air compressor pad, roof overhang, including gutter, foundation elevation in relation to curb, drainage plan, and final grade, and landscape plan, if required. Use group and construction classification are also required.
- Three (3) legal surveys (one original and two copies); to verify the site plan and legal lot-of-record status.
- Five (5) sets of engineered drainage and grading plans. Submittal requirements for the preparation of these plans is available at the Building Division. Engineered drainage and grading plans, storm water detention plans, and permit submissions in the flood plain are reviewed and approved by the Engineering Division.
- Building permit application completely filled out and signed by the property owner.
- Electrical, plumbing and HVAC permit applications completely filled out and signed by the respective subcontractor.
- General and plumbing contractors' bonds. The bond requirements are available at the Building Division.
- Fire alarm/fire sprinkler permit application and plans. Shop drawings may be submitted after the building permit is issued, subject to no construction of the system prior to the Fire Prevention Bureau's approval of the shop drawings.
- Elevator permit application, if applicable; to include three (3) sets of elevator shop drawings, and an electrical permit application, if a different electrical contractor is used for the elevator.
- A North Shore Sanitary District Permit (obtained from North Shore Sanitary District (847) 623-6060) may be submitted to the Building Division at any time prior to the issuance of the building permit.
- Plumbing permit application for a fire line tap for fire suppression is required; to be executed by the licensed, bonded plumbing contractor.
- Design Review Commission approval is required. Contact the Planning Division.
- Soil boring/geotechnical reports and landscape plans are required.
- Foundation structural calculations (when applicable).
- A Planned Unit Development Ordinance is required, if applicable.
- A non-refundable plan review fee to be paid for multiple family and commercial plan review, design development, code consultations, and inspection by a Plan Review and Building Code Specialist, whether instituted at the request of the applicant or the City, shall be the costs incurred by the City plus a twelve percent (12%) administrative fee.

Additional Requirements

Stormwater Management/Wetlands Protection/Flood Plain Regulations

- Properties must comply with the Stormwater Management/Wetlands Protection/Flood Plain Ordinance regulations. A copy of this ordinance is available at the Building Division. A watershed development permit may be required.

State Roadways

- Driveway permits are included with building permits for new construction. However, state approval is required if the driveway is on state roads, which are: Half Day Road, Skokie Highway, Sheridan Road (to include Edgecliff Drive and Oak Street), Deerfield Road/Central Avenue to Sunset Road, Walker Avenue, Lake Cook Road between South Deere Park Drive and Green Bay Road.

Improvements

- If adequate water or sanitary sewer facilities are not available, they must be installed. In lieu of acceptable standard street pavement, curbs, gutters, and sometimes storm sewers, a property owner must agree to record a covenant on this property in order to receive a building permit. This covenant waives the right to all protests to future special assessments, special tax, or special service area tax that may be used to install the required improvements. Whether or not a storm sewer must be installed immediately or can be covered in the covenant depends upon the approved drainage and grading plan required with the building permit.

Reimbursement Fees

- Pro-rata reimbursement fees may be due for the prior installation of public utilities and are payable prior to the issuance of a building permit.

IMPACT FEES

- Impact fees, if applicable, are due and payable prior to the issuance of a building permit.

ALL PERMIT APPLICATIONS, PLANS AND SURVEYS MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE GENERAL CONTRACTOR.

ALL GENERAL CONTRACTORS MUST BE LICENSED BY THE CITY OF HIGHLAND PARK. GENERAL CONTRACTOR LICENSE REQUIREMENTS MAY BE OBTAINED FROM THE BUILDING DIVISION.

MULTIPLE FAMILY OR COMMERCIAL ADDITIONS

MUTIPLE FAMILY OR COMMERCIAL ADDITION BUILDING PERMIT SUBMISSION REQUIREMENTS

- Proof of ownership confirmed by submission of a copy of the Owner's Title Policy (including Schedule B), a Warranty Deed or a Trustees' Deed and a certified copy of the Trust Agreement.
- A copy of the subdivision covenants (if any).
- Tree preservation or removal permit application filled out, with a site plan indicating major trees 6" diameter or greater, DBH (measured at breast height), per the Tree Preservation Ordinance, and the method of protection during construction. The Tree Preservation Plan is to clearly and graphically show how the tree preservation areas will be segregated from the building activity areas.
- Three (3) sets of working drawings signed and sealed by the architect, including a site plan with all dimensions to all lot lines, building height calculations, wall sections, means of egress, fire rated wall locations, fire protection systems proposed, electrical layout, plumbing isometrics, light and vent schedule, fireplace details, driveway and driveway approach and parkway areas fully dimensioned per City specifications, location of air compressor pad, roof overhang, including gutter, foundation elevation in relation to curb,

drainage plan, and final grade, and landscape plan, if required. Use group and construction classification are also required.

- Three (3) legal surveys (one original and two copies); to verify the site plan and legal lot-of-record status.
- Five (5) sets of engineered drainage and grading plans. Submittal requirements for the preparation of these plans is available at the Building Division. Engineered drainage and grading plans, storm water detention plans, and permit submissions in the flood plain are reviewed and approved by the Engineering Division.
- Building permit application completely filled out and signed by the property owner.
- Electrical permit application completely filled out and signed by the licensed electrician, if applicable
- Plumbing permit application completely filled out and signed by the licensed plumber, if applicable.
- HVAC permit application filled out and signed by the mechanical contractor (even if it's only for duct extension or to verify the adequacy of the existing equipment).
- General and plumbing contractor's bonds. The bond requirements are available at the Building Division.
- Soil boring/geotechnical reports and landscape plans are required.
- Fire alarm/fire sprinkler permit application and plans if applicable. Truss joists and L.V.L. systems require fire protection. Shop drawings may be submitted after the building permit is issued, subject to no construction of the system prior to the Fire Prevention Bureau's approval of the shop drawings.
- Elevator permit application completely filled out, if applicable, to include three (3) sets of elevator shop drawings, and a separate electrical permit application, if the electrical contractor is different than the electrical contractor used for the addition.
- A North Shore Sanitary District Permit (obtained from North Shore Sanitary District (847) 623-6060) may be submitted to the Building Division at any time prior to the issuance of the building permit, if applicable.
- Design Review Commission approval is required for multiple family and commercial additions. Contact the Planning Division.
- A non-refundable plan review fee to be paid for multiple family and commercial plan review, design development, code consultations, and inspection by a Plan Review and Building Code Specialist, whether instituted at the request of the applicant or the City, shall be the costs incurred by the City plus a twelve percent (12%) administrative fee.

Additional Requirements

Stormwater Management/Wetlands Protection/Flood Plain Regulations

- Flood Plain properties must comply with the Stormwater Management/Wetlands Protection/Flood Plain Ordinance requirements. A copy of this ordinance is available online in Article XVIII of Chapter 150. A watershed development permit may be required.

Driveway Alterations

- If driveway alterations are proposed, see the driveway permit submission requirements for new or altered driveways. A state permit is required if the roadway is maintained by the state.

ALL PERMIT APPLICATIONS, PLANS AND SURVEYS MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE GENERAL CONTRACTOR.

ALL GENERAL CONTRACTORS MUST BE LICENSED BY THE CITY OF HIGHLAND PARK. GENERAL CONTRACTOR LICENSE REQUIREMENTS MAY BE OBTAINED FROM THE BUILDING DIVISION.

FOR EXISTING BUILDINGS ON NON-CONFORMING LOTS THAT ARE PROPOSED TO BE CONVERTED, ENLARGED, RECONSTRUCTED OR STRUCTURALLY ALTERED, SEE THE HIGHLAND PARK ZONING CODE, NON-CONFORMING BUILDING AND USES.

COMMERCIAL CERTIFICATE OF OCCUPANCY

LETTER OF INTENT

WHEN YOU PROPOSE TO LEASE OR BUY A COMMERCIAL ESTABLISHMENT, YOU ARE REQUIRED TO OBTAIN A CERTIFICATE OF OCCUPANCY FROM THE BUILDING DIVISION.

The first step in this procedure is to fill out a “Letter of Intent” form available at the Building Division. This gives the Building Division information as to what type of business you propose, so that it may be determined whether the proposed use conforms to the zoning district. Schedule a meeting with the Commercial Plan Examiner to execute this “Letter of Intent”.

Second, an appointment will be scheduled for the Building, Fire Prevention Bureau, Electrical, Plumbing and HVAC Inspectors to inspect the premises for minimum life-safety code compliance. A Letter of Intent Inspection Report will be mailed to the proposed tenant and the building owner outlining any items that need to be corrected prior to the issuance of a Certificate of Occupancy.

When the requirements have been met and/or remodeling has been completed and approved, a Certificate of Occupancy is issued. A non-refundable “Letter of Intent Inspection Report” fee is payable upon submission for an occupancy permit.

FOR FOOD ESTABLISHMENTS, LAKE COUNTY HEALTH DEPARTMENT PLAN APPROVAL IS REQUIRED. A FINAL INSPECTION AND OCCUPANCY APPROVAL MUST BE OBTAINED BY THE LAKE COUNTY HEALTH DEPARTMENT PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY FROM THE CITY OF HIGHLAND PARK.

COMMERCIAL REMODELING, TENANT BUILD-OUT

COMMERCIAL REMODELING, TENANT BUILD-OUT BUILDING PERMIT SUBMISSION REQUIREMENTS

- Three (3) sets of working drawings signed and sealed by the architect, including wall sections, means of egress, fire rated wall locations, fire protection systems proposed, electrical layout, plumbing isometrics, light and vent schedule, driveway and driveway approach and parking areas fully dimensioned per City specifications, location of compressors, if any, and landscape plan, if required. Use group and construction classification are also required to be specific.
- Three (3) plats of survey (one original and two copies)
- Building permit application completely filled out and signed by the property owner.
- Electrical permit application completely filled out and signed by the licensed electrician, if applicable.

- Plumbing permit application completely filled out and signed by the licensed, bonded plumbing contractor, if applicable.
- HVAC permit application filled out and signed by the mechanical contractor (even if it's only for duct extension or to verify the adequacy of the existing equipment). For fan induced category I furnace installation, see the requirement sheet available at the Building Division.
- General and plumbing contractor's bonds. The bond requirements are available at the Building Division.
- Fire alarm/fire sprinkler permit application and plans, if applicable. Shop drawings may be submitted after the building permit is issued, subject to no construction of the system prior to the Fire Prevention Bureau's approval of the shop drawings.
- Elevator permit application completely filled out, if applicable, to include three (3) sets of elevator shop drawings, and a separate electrical permit application, if the electrical contractor is different than the electrical contractor used for the addition.
- A North Shore Sanitary District Permit is required, if applicable (obtained from the North Shore Sanitary District 847 623-6060) and may be submitted to the Building Division at any time prior to the issuance of the building permit.
- The removal of any trees requires a tree preservation permit. The method of protection of all trees during construction is required if applicable.
- Any changes to the exterior of the building, lighting, landscaping and signage require Design Review Commission approval prior to the issuance of any permit. Contact the Planning Division.
- A Letter of Intent Inspection Report is required for an expansion of use or a new tenant (see Commercial Certificate of Occupancy).
- A non-refundable plan review fee to be paid for multiple family and commercial plan review, design development, code consultation, and inspection by a Plan Review and Building Code Specialist, whether instituted at the request of the applicant or the City, shall be the costs incurred by the City plus a twelve percent (12%) administrative fee.

Additional Requirements

Driveway Alterations

- If driveway alterations are proposed, see the driveway permit submission requirements for new or altered driveways. A state permit is required if the roadway is maintained by the state.

ALL PERMIT APPLICATIONS, PLANS AND SURVEYS MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE GENERAL CONTRACTOR.

ALL GENERAL CONTRACTORS MUST BE LICENSED BY THE CITY OF HIGHLAND PARK. GENERAL CONTRACTOR LICENSE REQUIREMENTS MAY BE OBTAINED FROM THE BUILDING DIVISION.

MISCELLANEOUS PERMITS (MULTIPLE FAMILY OR COMMERCIAL)

MULTIPLE FAMILY OR COMMERCIAL ALUMINUM/WOOD SIDING BUILDING PERMIT SUBMISSION REQUIREMENTS

- Building permit application completely filled out and signed by the property owner. Aluminum siding installations are required to be grounded.

- Design Review Commission approval is required if the work is more than normal maintenance.

MULTIPLE FAMILY OR COMMERCIAL TEMPORARY TENT BUILDING PERMIT SUBMISSION REQUIREMENTS

- Building permit application completely filled out and signed by the property owner. In addition, the applicant is to complete the Temporary Tent questionnaire available at the Building Division.
- Two (2) legal surveys (or an original and a copy).
- Two (2) site plans showing the location of the temporary tent (on private property only) and showing clear access to all exits.

MULTIPLE FAMILY OR COMMERCIAL SIGN AND/OR AWNING BUILDING PERMIT SUBMISSION REQUIREMENTS

- Building permit application completely filled out for an awning and signed by the property owner. Signage on an awning also requires a sign permit.
- Sign permit application completely filled out and signed by the applicant and the property owner.
- Two (2) sets of shop drawings for the proposed sign or awning. A ground sign requires a foundation plan section.
- Design Review Commission approval is required for signs and awnings. Contact the Planning Division.
- A non-refundable plan review fee to be paid for multiple family and commercial plan review, design development, code consultation, and inspection by a Plan Review and Building Code Specialist, whether instituted at the request of the applicant or the City, shall be the costs incurred by the City plus twelve percent (12%) administrative fee.

PRIVATE USE OF PUBLIC RIGHT-OF-WAY FOR ACCESSORY USES

Non-exclusive special license requirements for temporary outdoor sales, temporary outdoor seating, landscape planting, lighting, signs, awnings, etc. or any private use of public right-of-way are available at the Planning Division.

BOARDS AND COMMISSIONS

ZONING BOARD OF APPEALS

The Zoning Board of Appeals has the jurisdiction and authority the specific cases and after holding a public hearing:

To hear and decide appeals from any order, requirement, decision or determination made by the Building Division under the provisions of the Zoning Ordinance; or

To hear and decide on applications for a variation from the regulations of the Zoning Ordinance where the Zoning Board of Appeals makes findings of fact based upon the standards prescribed that there are particular hardships in the way of carrying out the strict letter of the regulations of the Zoning Ordinance.

Zoning Board of Appeals' Submission Requirements are available at the Planning Division.

HISTORIC PRESERVATION COMMISSION

CERTIFICATES OF APPROPRIATENESS

It shall be unlawful to undertake an alteration, construction, demolition or removal requiring a building permit that affects the exterior architectural appearance of any property or structure within a Historic District or any Landmark without first having obtained a certificate of appropriateness from the Historic Preservation Commission for such action.

DESIGN REVIEW COMMISSION

CERTIFICATE OF APPROVAL

No permit required under the ordinances of the City for a sign shall be approved, except upon the granting of approval by the Design Review Commission.

The jurisdiction of the Design Review Commission applies to the exterior design features, landscaping, lighting and site plans of multiple-family, commercial, industrial and public uses in the City.

MISCELLANEOUS

VENDOR PERMIT

VENDOR PERMIT PROCESS

Any person, firm or corporation who wants to engage in the business of hawker, peddler, itinerant merchant, vendor, transient vendor, or providing other transient retail sales or services within the corporate limits of the City, must obtain a vendor license. A vendor license application is issued by the City Clerk's Office at City Hall, 1707 St. Johns Avenue.

SPECIAL EVENT PERMIT

The City has an ordinance which regulates special events held on public property. The purpose and intent of the ordinance is to establish a process for permitting organized special events and recovering costs for public services provided for implementing a special event. Organizations sponsoring a special event are required to submit an application to the City for approval. A manual has been developed to explain the process for obtaining a Special Event Permit and is available at the Building Division.

UNMETERED WATER PERMIT SUBMISSION REQUIREMENTS

(AVAILABLE AT THE PUBLIC WORKS LANDFILL FILLSTAND ONLY).

- The applicant is to completely fill out and sign a permit application for unmetered water.

WHENEVER A PERMIT IS ISSUED FOR OBTAINING WATER FROM THE PUBLIC WORKS LANDFILL FILLSTAND, IT IS REQUIRED THAT IN ORDER TO PREVENT PEOPLE FROM USING HOSES AT THE LANDFILL FILLSTAND THAT HAVE BEEN

CONTAMINATED OR EXPOSED TO CHEMICALS, ALL USERS OF THE FILLSTAND ARE REQUIRED TO PROVIDE THEIR OWN HOSE AND COUPLER. THE COUPLER MUST BE A TWO (2) INCH FEMALE QUICK COUPLER FITTING CAM-LOCK TYPE TO FIT THE EXISTING PIPING.

GENERAL HOMEOWNER INFORMATION

OUTDOOR WATER USE

(LAWN SPRINKLING)

EXCEPTING THE USE OF HAND-HELD HOSES OR SPRINKLING CANS USED FOR THE WATERING OF GARDENS AND SHRUBS, FROM MAY 15TH THROUGH SEPTEMBER 15TH OF EVERY YEAR, LAWN SPRINKLING IS PROHIBITED BETWEEN THE HOURS OF 12:00 NOON AND 6:00 P.M.

SPRING AND FALL SWIMMING POOL MAINTENANCE

The swimming pool proper shall be drained/discharged (spring and fall maintenance) into the **sanitary sewer system** via a discharge hose directly into the nearest sanitary sewer manhole in the public right-of-way. **Overland or ravine drainage is not permitted.**