

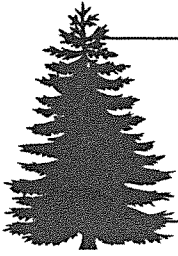
# EVERGREEN PARK BUILDING DEPARTMENT

9418 S. Kedzie Avenue, Evergreen Park, IL 60805

Phone: (708) 229-3335 ■ Inspections: (708) 229-3333 ■ Fax: (708) 229-3336

## Requirements:

1. As per the requirements of Chapter 5, Sections 106 and 107 of the Village of Evergreen Park Ordinances, complete building plans must be submitted for approval with building permit applications. Permits are required for any alteration, addition, repair or remodel of any structure. The building plans shall include complete architectural, structural and mechanical plans and shall be drawn by individuals who have a State of Illinois license to complete such work. These plans must be stamped with the seal of each individual and must be drawn in accordance with the adopted codes and ordinances of the Village of Evergreen Park. A current Plat of Survey must be submitted with the permit application.  
**\*\*\*Alterations to the approved plans and permits will not be allowed by the Village of Evergreen Park without the approval of the Building Commissioner.**
2. General contractor and sub-contractor license(s) must be applied for and approved with the appropriate license fee paid and contractor license number assigned before any permits are issued.
3. Building permits will not be approved on either residential or commercial properties that have recently sold within the Village until proof of ownership and/or a copy of the recorded deed is provided and a \$10,000 cash rehab bond, if applicable.
4. New commercial projects must have an approved business license with the Village of Evergreen Park before any plan reviews or approvals will take place.
5. A sworn statement by the permit applicant showing the total cost of the project must be submitted with the permit application. In addition, the Building Commissioner reserves the right to ask for copies of the contract between the owner and the general contractor.
6. Once the plans have been approved, any changes to these plans must be submitted to the Building Commissioner. This change order must reflect the cost of the change. The Commissioner will then alter the cost of the permit.
7. The project must start within 6 months after the issuance of the permit and must be completed 12 months after the issuance of the permit. Failure to do so will require additional cost, as determined by the Village and paid by the contractor. Upon the expiration of one year, a building permit renewal fee equal to 25% of the original fee may be charged.
8. ComEd now requires that all new service heads SHALL be located no more than 25' above the ground AND must be positioned so that the service wire installation has safe access from an extension ladder.
9. A Cook County EPA permit will be required for all demolition projects before a demolition permit is issued.
10. A rodent control certification letter addressed to the Village from a professional exterminator assuring the property is rodent free must be submitted to the Village before any demolition permit is issued.
11. A utility check off must be completed and submitted to the Village before demolition begins showing that all utilities have been shut off and properly capped.
12. Requirements for FOOTINGS - all must be 12" wide, 20" deep and on all four (4) sides for both garages, additions and any new residential construction. Also, 2 #4 bars are required in FOOTINGS on all new foundation work.
13. Regarding COMMERCIAL PERMITS - All permit applications must be submitted with complete architectural, civil, engineering, fire protection, fire alarm, MWRD permit applications, and IDOT applications. All drawings must have original seals and signatures. All questions concerning Commercial Permits must be submitted in writing to the Building Commissioner from a licensed architect or engineer.



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## RESIDENTIAL PERMIT INFORMATION SHEET

This permit information sheet and a typed narrative description must be submitted with the Village of Evergreen Park's Permit Application Package.

### REQUIREMENTS:

1. Enclose a plat of survey of the dwelling.
2. Include a detailed description of the work in typed form.
3. Any structural work to be performed must be included and submitted by an architect or structural engineer and include their professional stamp and license number.
4. If the work being performed is on a wood constructed foundation you are required to provide the Village with a letter from a structural engineer and must include a professional stamp and license number confirming the foundation is structurally sound.

### LOT INFORMATION:

Address of the construction project: \_\_\_\_\_  
 Type of construction project: \_\_\_\_\_  
 Property owner: \_\_\_\_\_ Owners telephone number: \_\_\_\_\_  
 Property owner's address (street, suite, city and zip): \_\_\_\_\_

### LEGAL REQUIREMENTS:

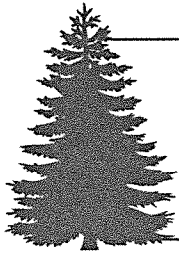
Is the building vacant or occupied? (circle one)  
 Name/address of mortgage/title holder: \_\_\_\_\_  
 Pin number of lot(s): \_\_\_\_\_  
 Lot(s) size: \_\_\_\_\_

### BUILDING REQUIREMENTS:

Number of stories: \_\_\_\_\_ Number of units: \_\_\_\_\_  
 Type of foundation: concrete, concrete block, or wood? (circle one)  
 Type of building construction: brick, wood concrete? (circle one)  
 Approximate age of building: \_\_\_\_\_  
 Total square footage of the building: \_\_\_\_\_ Square footage of basement: \_\_\_\_\_  
 Square footage of 1st floor: \_\_\_\_\_ Square footage of second floor: \_\_\_\_\_  
 Square footage of garage: \_\_\_\_\_ Square footage of any other structure: \_\_\_\_\_

### ATTACH NARRATIVE (TYPED)

Application submittal date: \_\_\_\_\_ Signature of contractor performing work: \_\_\_\_\_  
 Signature and date by property owner: \_\_\_\_\_  
 Received date and by whom: \_\_\_\_\_



# VILLAGE OF EVERGREEN PARK BUILDING DEPARTMENT

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## 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: \_\_\_\_\_  
 Real Estate Index # (PIN): \_\_\_\_\_ Construction Cost: \$ \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Overall Height (in ft.) \_\_\_\_\_ Sq. Ft. of Project \_\_\_\_\_

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Single "A" Family Residence | <input type="checkbox"/> Multi "B" Family Residence | <input type="checkbox"/> Garage                        | <input type="checkbox"/> Fire Sprinkler |
| <input type="checkbox"/> Fire Alarm System           | <input type="checkbox"/> Commercial Building "C"    | <input type="checkbox"/> Commercial Building Build Out | <input type="checkbox"/> Plumbing       |
| <input type="checkbox"/> Electrical                  | <input type="checkbox"/> Sign                       | <input type="checkbox"/> Mechanical                    | <input type="checkbox"/> Fence          |
| <input type="checkbox"/> Other: _____                |   |  |   |

Illinois Business Tax Regulation #: \_\_\_\_\_

### Structural Design List

	License #		License #
Architect		Site Engineer	
Mechanical Engineer		Fire Alarm Design	
Sprinkler Design			

### Contractor List

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

Rehab Bond Required

Permit Denied

Date Completed: \_\_\_\_\_

Code Official: \_\_\_\_\_

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Village of Evergreen Park  
Building Department**

**Sworn Contractor's Statement**

The undersigned disposes and says that he is \_\_\_\_\_  
of the \_\_\_\_\_ company/residence who is the  
general contractor for the project located at \_\_\_\_\_,  
within the Village of Evergreen Park and which is owned  
by \_\_\_\_\_. The total amount of the contract,  
including extra alternates and all of the equipment is \$ \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_

in the year of \_\_\_\_\_.

Signed: \_\_\_\_\_

Subscribed and sworn before me this day of \_\_\_\_\_

in the month of \_\_\_\_\_ and year of \_\_\_\_\_.

Notary Public Signature \_\_\_\_\_

Notary Public Seal

# Village of Evergreen Park Plumber's Letter of Intent

The Village of Evergreen Park requires the following Letter of Intent for Plumbing Contractors. This form is to be completed and submitted to the Village along with any building permit applications where plumbing work is being performed.

## Letter of Intent

The undersigned certifies that \_\_\_\_\_

Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Has been retained by \_\_\_\_\_

Contractor or Homeowner's name

As the Plumbing Contractor for \_\_\_\_\_

Job Location Street Address

\_\_\_\_\_  
Plumbing Contractor's (Signature)

\_\_\_\_\_  
State License Number

Date: \_\_\_\_\_



# VILLAGE OF EVERGREEN PARK

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## FENCE / MECHANICAL / SIGN-AWNING SHEET

Permit No. \_\_\_\_\_

### FENCE PORTION

**Type of Fence Installation:**  
 New       Replacement

**Plat of survey with line drawing of proposed fence submitted:**  
 Yes       No

**Type of Fence Construction:**  
 Chain Link  
 Picket  
 Wood Privacy, Style: \_\_\_\_\_  
 PVC: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Fence Height:** \_\_\_\_\_

**Fence abuts commercial property:**  
 Yes       No

**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

**Total cost of fence installation:** \$ \_\_\_\_\_

**Permit Fee:** \$ \_\_\_\_\_

**"Contractor information" on front page**

### MECHANICAL PORTION

**Type of Unit:**  
 Roof Unit       Heat Pump  
 Boiler       Central Unit  
 Furnace       Condensing Unit Replacement

**Size of Electrical Service:**  
 30 amp       60 amp  
 100 amp       Larger

LP Gas       Oil       Natural Gas       Electric

**Compressor Location:**  
 Rear of building       Roof

Permit fee is 1.5% residential / 2.5% commercial of the total cost of installation or a minimum of \$45.

**Total cost of installation:** \$ \_\_\_\_\_

**Permit Fee:** \$ \_\_\_\_\_

**Electrical Permit Number:** \_\_\_\_\_

**Electrical Permit Fee:** \$ \_\_\_\_\_

**Instructions**  
 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.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

### SIGN / AWNING PORTION

**Type of Sign Installation:**  
 New       Replacement       Alteration

**Type of Sign:**  
 Wall       Ground       Poll  
 Projecting       Portable       Awning  
 Marquee       Temporary

**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 \_\_\_\_\_  
**Square Feet of Sign Face(s):** \_\_\_\_\_

**Sign(s) Face Residential Property:**  Yes       No

**Overall awning height from grade:** \_\_\_\_\_ ft.  
**Grade to bottom of awning:** \_\_\_\_\_ ft.  
**Awning Size:** H \_\_\_\_\_ x W \_\_\_\_\_ x L \_\_\_\_\_

**Sign to be installed in/on:**  
 Covered Mall       Mall  
 Strip Mall       Commercial District  
 Other \_\_\_\_\_

**Does sign or awning project into or over right of way?**  
 Yes       No

**Projection into right of way:** \_\_\_\_\_ ft.  
**Lowest portion above right of way:** \_\_\_\_\_ ft.

**Distance to Lot Lines:**  
 N: \_\_\_\_\_ S: \_\_\_\_\_ E: \_\_\_\_\_ W: \_\_\_\_\_

Marked plat of survey required for ground or pole sign installation. Drawings required: 1 set non electric signs and 2 electric signs with circuit diagrams. Drawings must contain detail, shop, and mounting and installation specifications.

Permit fee based on 2.5% of total cost of installation, renovation, or replacement. Minimum permit fee charge: \$150

**Total cost of installation/replacement/renovation:** \$ \_\_\_\_\_ @ 2.5% = \$ \_\_\_\_\_

Need written landlord approval:  Yes       No  
 Temporary signs = \$50  
 Electrical permit costs (if different): \$ \_\_\_\_\_  
 Good for 30 days except R.E. Signs - Only  
 Allow 1 temp sign per year  
**Total permit fees:** \$ \_\_\_\_\_

# PERMIT CALCULATION SHEET

Permit Number: \_\_\_\_\_

ELECTRICAL PORTION		PLUMBING PORTION		PLAN REVIEW FEES		BOND FEES	
SERVICE UPGRADE	CHARGES	SINGLE FAMILY	CHARGES	Residential: No Charge	Commercial (<10,000 gross sq. ft.): \$250	Commercial (>10,000 gross sq. ft.): \$500	
100 Amp Upgrade: \$50	\$ _____	Total Number of Fixtures: _____	\$ _____				All Residential Rehabs: \$10,000
200 Amp Upgrade: \$100	\$ _____	((\$100 Minimum))					All Commercial Remodels: \$10,000
400 Amp Upgrade: \$200	\$ _____	New Building: \$100 for Basic Fixture. Count Fee (Includes 7 Fixtures) _____	\$ _____				All Commercial New Construction: \$20,000
600 Amp Upgrade: \$300	\$ _____						All Commercial Electrical: \$5,000
800 Amp Upgrade: \$400	\$ _____	New Alterations & Additions	\$ _____				All Commercial Plumbing: \$5,000
<b>LIGHTING CIRCUITS AND OUTLETS</b>		Additional Fixtures Over 7 \$10 each _____	\$ _____				All Residential Electrical: \$500
<b>15 Amp. Circuit:</b>		<b>MULTI FAMILY</b>					All Residential Plumbing: \$500
2 wire: \$15 each	\$ _____	Total Number of Fixtures: _____	\$ _____				All Residential Electrical: \$500
3 wire: \$20 each	\$ _____	((\$150 Minimum))					All Residential Plumbing: \$500
4 wire: \$35 each	\$ _____	New Building: \$150 for Basic Fixture. Count Fee (Includes 7 Fixtures) _____	\$ _____				All Residential Demos: \$1,000 (Garages \$500)
<b>20 - 50 Amp. Circuits:</b>							All Commercial Demos: \$5,000
2 wire: \$30 each	\$ _____	New Alterations & Additions	\$ _____				
3 wire: \$35 each	\$ _____	Additional Fixtures Over 7 \$15 each _____	\$ _____				
<b>MOTORS</b>		<b>COMMERCIAL</b>					
First Motor: \$30	\$ _____	Total Number of Fixtures: _____	\$ _____				
Each Additional: \$15	\$ _____	((\$250 Minimum))					
		New Building: \$250 for Basic Fixture. Count Fee (Includes 7 Fixtures) _____	\$ _____				
<b>MISCELLANEOUS:</b>		New Alterations & Additions	\$ _____				
Panel: \$50	\$ _____	Additional Fixtures Over 7 \$25 each _____	\$ _____				
Relocate Risers: \$50	\$ _____	Lawn Sprinkler Systems \$200	\$ _____				
Meter Changes: \$50	\$ _____	Back Flow Prevention Device Required - Verify or Install	\$ _____				
Change Fuses to Breakers: \$50	\$ _____						
<b>CARNIVALS</b>							
Outlets on Existing Circuits: \$5 each	\$ _____						
Low Voltage Systems: \$100	\$ _____						
Fire Alarm/Burglar Alarm Per System: \$200	\$ _____						
<b>Total of All Charges:</b>	\$ _____	<b>Total of All Charges:</b>	\$ _____	<b>Total of All Charges:</b>	\$ _____		

**EXISTING RESIDENTIAL BUILDINGS:**  
If the residential building is owner occupied, the amount of the bond shall be \$500 were the amount of the construction work being permitted is \$5,000 or more. For work less than \$5,000 the amount of the bond shall be \$250. An additional plumbing bond of \$500 and an additional electrical bond of \$500 may be required.

**NOTE:**  
The required inspection fees will be paid for with the original permit. If additional inspections are necessary, the remaining charges will be taken from the Cash Bond.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_