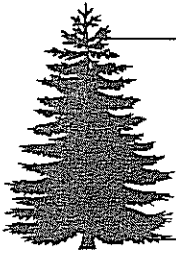


**EVERGREEN PARK BUILDING DEPARTMENT**  
**9418 SOUTH KEDZIE AVENUE**  
**EVERGREEN PARK, IL 60805**  
**TELEPHONE: (708) 229-3335      FAX (708) 229-3336**

**MECHANICAL PERMIT REQUIREMENTS**

1. **Permit fees are based on a percentage of the estimated cost of the job. 1.5% for residential and 2.5% for commercial with a minimum charge of \$45.00.**
2. **Permits must be obtained before any work can begin on all new installations or the replacement of any unit.**
3. **All mechanical contractors must be licensed with the Village of Evergreen Park. No permit will be approved until the contractor is licensed.**
4. **All residential air conditioning units must have a 100 amp electrical service. This includes all new and replacement units. A disconnect must be provided for these units.**
5. **All residential air conditioning units must be placed at the rear of the building per Village ordinance.**
6. **All new commercial installation applications must be accompanied by a drawing and include all specifications.**
7. **All new installations of a/c units must be done by a licensed electrical contractor who is licensed with the Village of Evergreen Park. Replacement of residential condensing units that require a reconnection may be done by the HVAC contractor.**



**VILLAGE OF EVERGREEN PARK  
BUILDING DEPARTMENT**

9418 S. Kedzie Avenue, Evergreen Park, IL 60805  
Phone: (708) 229-3335 ■ Fax: (708) 229-3336

**Office Use Only**

Permit #: \_\_\_\_\_

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

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

Project Address: \_\_\_\_\_ Property Owner's Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Property Owner's Address: \_\_\_\_\_

Building Use: \_\_\_\_\_ Property Owner's Phone: \_\_\_\_\_

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     
  More Information 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

9418 S. Kedzie Avenue, Evergreen Park, IL 60805

Phone: (708) 229-3335 Fax: (708) 229-3336

## 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  Pole  
 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% of total cost of installation, renovation, or replacement. Minimum permit fee charge: \$150

Total cost of installation/replacement/renovation: \$ \_\_\_\_\_ @ 2% = \$ \_\_\_\_\_

Need written landlord approval:  Yes  No

Temporary signs = \$15

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	BONDING FEES	
<b>SERVICE UPGRADE</b> 100 Amp. Upgrade: \$50 200 Amp. Upgrade: \$100 400 Amp. Upgrade: \$200 600 Amp. Upgrade: \$300 800 Amp. Upgrade: \$400	<b>SINGLE FAMILY</b> Total Number of Fixtures _____ (\$100 Minimum) New Building: \$100 for Basic Fixture. Count Fee (Includes 7 Fixtures) _____ New Alterations & Additions Additional Fixtures Over 7 \$10 each _____	Residential: \$500 Commercial: \$1,500 Demolition: \$1,000 Electrical: \$5,000 *All Bonds Issued to General Contractor	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
<b>LIGHTING CIRCUITS AND OUTLETS</b> 15 Amp. Circuit: 2 wire: \$15 each 3 wire: \$20 each 4 wire: \$35 each 20 - 50 Amp. Circuits: 2 wire: \$30 each 3 wire: \$35 each	<b>MULTI FAMILY</b> Total Number of Fixtures _____ (\$150 Minimum) New Building: \$150 for Basic Fixture. Count Fee (Includes 7 Fixtures) _____ New Alterations & Additions Additional Fixtures Over 7 \$15 each _____	Residential: No Charge Commercial (<10,000 gross sq. ft.): \$100 Commercial (>10,000 gross sq. ft.): \$250	\$ _____ \$ _____ \$ _____ \$ _____
<b>MOTORS</b> First Motor: \$30 Each Additional: \$15	<b>COMMERCIAL</b> Total Number of Fixtures _____ (\$250 Minimum) New Building: \$250 for Basic Fixture. Count Fee (Includes 7 Fixtures) _____ New Alterations & Additions Additional Fixtures Over 7 \$25 each _____ Lawn Sprinkler Systems \$200 Back Flow Prevention Device Required - Verify or Install	Electrical/Plumbing (residential): No Charge Electrical (commercial): \$75 Plumbing (commercial): \$75 Fire Sprinkler: \$75 Fire Alarm: \$75 Sign Permits: Sewer Permits:	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
<b>MISCELLANEOUS:</b> Panels: \$50 Relocate Risers: \$50 Meter Changes: \$50 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	Total of All Charges \$ _____	Total of All Charges \$ _____	Total of All Charges \$ _____

TO BE COMPLETED BY THE BUILDING DEPARTMENT	
Construction Value of Project	\$ _____
Multiplier of 1.5% (S/F Res) =	\$ _____
x Multiplier of 2.5% (Comm) =	\$ _____
<b>PERMITS REQUIRED</b>	
Plan Review	\$ _____
Building Permit	\$ _____
Site Permit	\$ _____
Build Out Permit	\$ _____
Fire Sprinkler Permit	\$ _____
Plumbing Permit	\$ _____
Electrical Permit	\$ _____
Mechanical Permit	\$ _____
Sign Permit	\$ _____
Sewer Permit	\$ _____
Other Permit(s)	\$ _____
<b>Total of All Charges</b>	<b>\$ _____</b>
Bank Bond Fees: \$ _____	
Paid By: _____	
Bond Fees Paid By Check: # _____	
Bank: _____	