



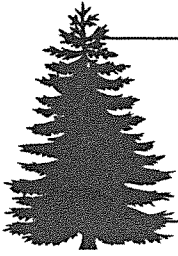
EVERGREEN PARK BUILDING DEPARTMENT

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. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. A Cook County EPA permit will be required for all demolition projects before a demolition permit is issued.
11. 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.
12. 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.
13. RESIDENTIAL CONCRETE WORK - All FOOTINGS must be 12" wide, 20" deep and on all four (4) sides for all garages, additions and any new residential construction. Also two (2) #4 rebar continuous are required in FOOTINGS and WALLS and key way must be continuous top to bottom.
14. COMMERCIAL CONCRETE WORK - All FOOTING work will require four (4) #4 rebar continuous, 2 top and 2 bottom. SLAB work will require VisQueen and wire mesh throughout.



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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:

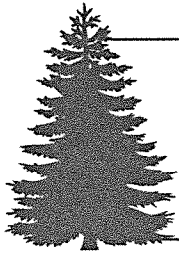
Is the building vacant or occupied? (circle one)
 Name/address of mortgage/title holder: _____
 Pin number of lot(s): _____
 Lot(s) size: _____

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: _____



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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
LIGHTING CIRCUITS AND OUTLETS		Additional Fixtures Over 7 \$10 each _____	\$ _____				All Residential Electrical: \$500
15 Amp. Circuit:		MULTI FAMILY					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)
20 - 50 Amp. Circuits:		New Alterations & Additions	\$ _____				All Commercial Demos: \$5,000
2 wire: \$30 each	\$ _____	Additional Fixtures Over 7 \$15 each _____	\$ _____				
3 wire: \$35 each	\$ _____	COMMERCIAL					
MOTORS		Total Number of Fixtures: _____	\$ _____				
First Motor: \$30	\$ _____	((\$250 Minimum))					
Each Additional: \$15	\$ _____	New Building: \$250 for Basic Fixture. Count Fee (Includes 7 Fixtures) _____	\$ _____				
MISCELLANEOUS:		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	\$ _____						
CARNIVALS							
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:	\$ _____		

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: _____