

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

FENCE PERMIT REQUIREMENTS

1. Total cost for fence permits is **\$100.00**. This includes a:
 - **\$50.00 flat rate for any fence installed**
 - **\$50.00 post hole inspection**
2. Permits must be obtained before any work can begin on all new installations or fence replacements and/or repairs.
3. All fence contractors must be licensed with the Village of Evergreen Park. No permit will be approved until the contractor is licensed.
4. Homeowners may install their own fence. No contractor license is required but a permit is still required.
5. A Plat of Survey must accompany all fence permit applications.
6. Fences have height restrictions of no higher than 6 feet. Any residential property that abuts commercial property is allowed an 8 foot fence along the commercial side only.
7. The frost line or freezing depth in our temperate zone is 42 inches. Therefore, fence post holes must be dug at least 42 inches deep or more to avoid the winter frost.
8. The "good side" of the fence must always face the neighbors. The fence must be installed so that the supports, braces and poles are on the inside of the owner's side of the fence.
9. The Village recommends that the fence be installed at least 6 inches from the property line so that the fence does not encroach onto the neighbor's property and also allows for fence maintenance.
10. No fence shall be constructed forward of the front yard foundation line of the main structure of the property. (Front yards may not be fenced).
11. All yards that have swimming pools must have fences that are at least 48 inches in heights and must have lockable gates.
12. Posts must be set in concrete no stone infill. Metal stiffeners required on PVC fences every 24 ft. and all gates.



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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 _____

- Single "A" Family Residence Multi "B" Family Residence Garage Fire Sprinkler
 Fire Alarm System Commercial Building "C" Commercial Building Build Out Plumbing
 Electrical Sign Mechanical Fence
 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: _____



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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: _____
 Total cost is **\$100.00**
\$50.00 rate for any fence installed
\$50.00 for post hole inspection

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 2.5% 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: \$ _____