

*Village of Indian Head Park  
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**GUIDE TO OBTAINING A BUILDING PERMIT  
(As of March, 2010)**

The attached information is being provided to assist homeowners and contractors with the process of obtaining a building permit and completing construction according to the appropriate municipal codes.

***CODES ADOPTED BY THE VILLAGE OF INDIAN HEAD PARK***

Construction and development activity within the Village of Indian Head Park is regulated by *Title 15, Buildings and Construction*, of the Municipal Code. This section of the code includes definitions and provisions for building, electrical and plumbing activity requiring a permit. In summary, the Village of Indian Head Park has also adopted the following codes which may pertain to your permit request:

*1999 B.O.C.A. National Building Code*

*1996 B.O.C.A. National Property Maintenance Code*

*1995 CABO One and Two Family Dwelling Code*

*2002 National Electric Code*

*1998 State of Illinois Plumbing Code*

*1994 N.F.P.A. #101 Life Safety Code*

*1998 International One and Two-Family Dwelling Code*

Copies of *Title 15, Buildings and Construction* and *Chapter 17, Zoning*, of the Municipal Code are available for your review at the Municipal Facility, at 201 Acacia Drive, Indian Head Park, during our regular office hours: Monday, Tuesday, Wednesday and Friday from 9:00 a.m. to 4:00 p.m. and Thursdays from 9:00 a.m. to 7:00 p.m.

*Chapter 17, Zoning*, of the Village of Indian Head Park Municipal Code defines the regulations for land use, setbacks, density and overall site development.

Pleasantview Fire Protection District plan reviews are applicable to new multi-family dwellings or commercial construction and renovation projects. For additional information, please contact the Pleasantview Fire Protection District at (708) 352-3021.

***Village of Indian Head Park  
Permitted Hours of Construction:***

**Monday through Friday 7:00 a.m. to 7:30 p.m.**

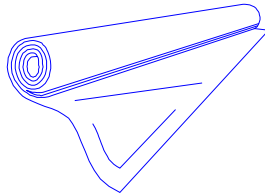
**Saturday and Sunday 8:00 a.m. to 5:00 p.m.**



## APPLICATION FOR BUILDING PERMITS

A building permit is required prior to the commencement of any construction, addition, demolition or interior/exterior remodeling affecting the structural integrity of any building structure. Please complete the attached permit application form and submit your request along with plans to be reviewed by the Building Department. **A building permit is required for the following scope of work: decks, additions or alterations to existing residential structures, hot tubs, in-ground swimming pools, interior/exterior remodeling projects, RPZ sprinkler devices, demolitions, fireplace installations, changes in grade, electric service or plumbing upgrades or changes, various other miscellaneous improvements**. Also, *Section 111 “Permit Required” of the Building Code (BOCA or the International One and Two Family Dwelling Code, states in part: “a permit is required for ordinary repairs, alterations, replacement or relocation of water supply sources, drain leader, waste vent or similar piping”*. Please contact the Village Offices at (708) 246-3137 so that we may determine if a permit is needed for your project. *A permit is not needed for the following projects if the scope of work is limited to: roof shingle replacement (without structural changes to the roof line), driveway resurfacing or replacement (if the grade of the property is not altered), certain interior decorating projects (carpet replacement, cabinet replacement, painting, replacement of flooring and various other interior routine home maintenance projects).*

### *Submittal of Plans*



### *Contractor’s Business License Requirements:*

Recently, the Village of Indian Head Park Board approved an ordinance requiring contractor’s performing work in the Village of Indian Head Park to obtain a contractor’s business license to perform work in our community. The annual fee covers miscellaneous projects performed by your company. The business license issued by the Village of Indian Head Park is valid for a period of one year from the date of issuance. Please visit the Village’s Website at: [www.indianheadpark-il.gov](http://www.indianheadpark-il.gov) under the Building Department category and select the link to download the application form.

Please keep in mind that in addition to a contractor’s business license, a building permit may also be required for various scopes of construction projects listed above.

**Single Family Construction** - (3) sets of plans, including a site plan dated, signed, sealed and certified by an appropriate licensed Illinois professional.

**Multi-Family and Commercial Construction** - (4) sets of plans.

### ***Plan Review Deposit***

A plan review deposit of \$275.00 is required at the time of application for a building permit in order for plans to be reviewed for code compliance. The plan review fee collected will be applied as a credit to the total permit fees determined prior to the issuance of a building permit. Please make your check payable to the Village of Indian Head Park.

### ***General Information on the Plan Review Process:***

Please note that plan reviews are expedited in the order received by the Village of Indian Head Park. Every effort is made to complete a review within a week or less. However, a comprehensive building and/or zoning review and/or engineering review (if applicable) may take up to two weeks to complete the review based on the initial information submitted to the Village for review.

### ***Please Include the Following Information on all Plans:***

- Name and address of property owner(s).
- Name, address and telephone number of the person who prepared the drawings as well as the seal of an architect registered in the State of Illinois.
- The true scale on all drawings.
- An accurate description of the building use.
- A Plat of Survey of the property including a legal description.
- Topography and grading/landscape plans (when required by the Village Engineer).

### ***Site Plan Details (please reflect the following information on site plans)***

- Existing structures from all lot lines.
- North point, property boundaries and lot dimensions.
- Spot elevations at lot corners and at ten-foot (10') intervals along the property lines or along the perimeter of the area to be graded or landscaped.
- Elevations and location where drainage courses cross the property lines.
- Contours, drainage courses, structure locations and foundation elevations of all adjacent properties.

- Existing contours for the entire property at one-foot (1') contour intervals, or one-half (.05) foot intervals if the average slope of the tract is 2% or less, or five-foot (5') contour intervals in ravine slopes.
- Proposed driveway and off-street parking locations and culverts as well as the location, size and type of culvert.
- Proposed building top of foundation and elevations as well as the proposed final grade of the property.
- Location of down-spouts and footing drain discharge.
- Location of water and sewer system infrastructure including materials to be utilized for service connections.
- Location of utility easements (if applicable).

***Foundation Plan Details (please reflect the following information on foundation plans)***

- Size and location of all footings, posts, girders and access openings.
- Size and location of all foundation walls.

***Floor Plan Details (please reflect the following information on floor plans)***

- Floor plan layout of each floor and basement.
- Location, size and type of all doors, windows, plumbing fixtures and wall structures.

***Framing Plan Details (please reflect the following information on framing plans)***

- Size, direction and spacing of all floors, ceilings, roofs, support beams, headers, and columns.

***Mechanical Plan Details (please reflect the following information on mechanical plans)***

- Location, size and materials of all air ducts, air inlets/outlets and ventilation openings.
- Location of all fans, furnaces, heat pumps, boilers, condensers, absorption units and compressors.
- Location of dampers and fire shutters (if applicable).

## ***Tree Preservation Requirements***

Protective fencing is required to preserve any mature tree within fifteen (15') of any construction material or equipment. The fencing must be installed prior to the issuance of a building permit and must remain in place during the construction process. If trees are to be removed from the property, a permit and approval from the Village may be required. A copy of *Chapter 17.22* of the Village of Indian Head Park Municipal Code providing for the preservation of mature trees is available at the Administration Offices for your review or the regulations may be obtained from the Village's Website at [www.indianheadpark-il.gov](http://www.indianheadpark-il.gov).

## ***Resubmittal of Plans***

Please indicate corrections on the original plans if the plans are resubmitted to the Village for a second review. If new reprinted plans are submitted with corrections, please include all sets of original plans that were previously submitted.

## ***Contractor's Performance Bonds***

Prior to the issuance of a building permit, a surety bond in the amount of \$10,000 is required per *Section 15.36.030* of the Village of Indian Head Park Municipal Code. A cash performance bond in the amount of \$1,000 is required for most structural residential construction projects and \$5,000 for commercial projects. The cash performance bond is refundable once the work is completed. However, if additional inspections are needed to complete the project, the cost for re-inspections will be deducted from the performance bond posted with the Village prior to releasing the balance of the bond funds).

## ***Description of Inspections:***

Please contact the Village Offices at (708) 246-7099, extension 101 at least 24 hours in advance for inspections to be scheduled under the permit process.

***Footing Excavation*** (inspection prior to pouring concrete for footings. Inspection of form dimensions and soil conditions).

***Foundation Wall and Drainage*** (inspection prior to backfilling foundation. Inspection of wall, damp-proofing, drain tile with stone/gravel cover installation).

***Rough Underground Plumbing*** (inspection prior to pouring basement or floor slab. Inspection of underground plumbing work: floor drains, sump pumps and sewage ejectors).

***Electric Service*** (inspection of electrical service and grounding installation).

***Rough Plumbing*** (inspection of rough plumbing work prior to insulation).

***Rough Electric*** (inspection of rough electric work prior to insulating).

***Rough Framing*** (inspection of rough frame work after rough plumbing and rough electric work is complete, but prior to insulation).

***Insulation and Vapor Barrier*** (inspection prior to the installation of drywall or other interior walls. Inspection of insulation, fire-stopping and vapor barrier installation).

***Final Electric*** (inspection of final electrical work prior to the issuance of a Certificate of Occupancy).

***Final Plumbing*** (inspection of final plumbing/sanitary work prior to the issuance of a Certificate of Occupancy).

***Final Building (Residential)*** (inspection of the final building work prior to the issuance of a Certificate of Occupancy).

***Final Building (Commercial/Multi-Family Dwellings)*** (inspection of final building work, life safety items, ADA accessibility, parking lot improvements, prior to the issuance of a Certificate of Occupancy).

***Water/Sewer Inspections.*** Properties that receive water directly from the Village, please contact the Village of Indian Head Park Water Department at (708) 246-3137). A water and sewer service inspection may be required based on the specific scope of work such as new water or sanitary sewer service lines. For properties within the LaGrange Highlands Sanitary District, please call (708) 246-5657, to schedule water and sewer service inspections.

***Certificate of Occupancy.*** A Certificate of Occupancy will be issued once the final building, plumbing and electric inspections are approved by the Village. Approval by the Pleasantview Fire Protection District is also needed for commercial and multi-family construction projects).

***Changes in Grade or Elevations and Retaining Walls***

If landscape work is proposed, please contact the Village Offices at (708) 246-3137 prior to starting any work. The Village requires a grading review for proposed plans that may include changes in grade or topography. Also, in residential districts structural landscape walls are not permitted in certain yard setbacks according to applicable zoning codes.

If you should have any additional questions regarding the building permit process, please contact the Village of Indian Head Park Administration Office at (708) 246-3137.

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**SCHEDULE OF VARIOUS BUILDING DEPARTMENT FEES**

**(Enacted by Ordinance #09-4)**

The following is a list of the fees that have been established by the Village of Indian Head Park Board of Trustees in connection with applications for a building permit. All applicable fees are applied to the permit cost itemization after review of the proposed scope of work by the Village's plan review consultant and prior to the issuance of a building permit. Additional fees may apply if re-inspections are needed.

**Fees and Charges**

Site Plan Reviews	\$275 plus actual building plan review costs
Building Plan Review (single family)	\$270 plus actual building plan review costs
Plumbing Plan Review	\$270 per review
Electrical Plan Review	\$270 per review
Building Inspection	\$100 per inspection
Plumbing Inspection	\$100 per inspection
Electric Inspection	\$100 per inspection
Plumbing Fees	1% of construction
Electrical Fees	1% of construction
New Residential Construction/Remodeling	1% of construction
New Commercial Construction/Remodeling	1% of construction
Building Plan Review (multi-family and 200 commercial) per unit	
Plumbing Plan Review (multi-family and 100 commercial) per unit	
Electrical Plan Review (multi-family and 100 commercial) per unit	
Change in Grade/Engineering Review	Actual Expenses
Pools (plus other applicable fees)	\$20.00 per 1,000 value
Decks (plus plan review fee)	\$100 plus inspection/review
Occupancy Permits per unit	\$200
Demolitions (Residential and Commercial)	\$1,500 (buildings only)

Engineering (in connection with building permits)	Actual Expenses
Building Penalty (working without a permit/double permit fee)	100% of permit costs
Permanent Signs	\$3.50 per square foot
Temporary Signs (per 30 day period/ twice per year)	\$50 each 30 day period
Cash Performance Bond (refundable)	\$1,000
Residential	
Cash Performance Bond (refundable)	\$5,000
Commercial	
Certificate of Liability Insurance (all projects)	\$10,000
New Generators and AC Units	
Tree Preservation/Landscape Reviews	\$50.00
	\$200.00