



## GUIDE TO OBTAINING A BUILDING PERMIT

The following information is being provided as a guideline to assist homeowners and contractors with the process of obtaining a building permit for residential and commercial projects and completing the project according to current municipal codes and standards adopted. **Construction may not begin until a permit has been approved and issued by the Village of Indian Head Park.** If you have questions prior to submitting an application for a permit or to discuss your project, please contact Mary Crowley in the Building and Zoning Department at (708) 246-7099, extension 101.

A building permit is required prior to the commencement of any construction, addition, alteration, demolition or interior/exterior remodeling affecting the structural integrity of any building structure. A permit application form may be obtained on the Village's Website at [www.indianheadpark-il.gov](http://www.indianheadpark-il.gov) under the Building Department link.

**A permit is required for the following scopes of work:** *decks, additions, alterations to existing structures, hot tubs, in-ground swimming pools, remodeling, installation of RPZ sprinkler devices, demolitions, fireplace installations, changes in grade, electric or plumbing service upgrades, (including sewer clean out installation), garage floor replacement, window replacement when solid walls need to be cut, or in a bedroom or basement, replacement of a door between the house and garage, and various other types of improvements.*

**A permit is not needed for the following projects:** *roof shingle replacement (without structural alterations to the roof line), certain interior decorating projects (carpet replacement, cabinet replacement, painting, replacement of flooring and various other interior routine home improvement projects), window and door replacement (as long as the project does not require any solid walls to be cut, it is not a door located between the house and garage, or located in a bedroom and/or basement), faucet or appliance replacement.*

**An over the counter permit can be obtained for the following projects;** *Furnace, boiler, hot water replacement, air conditioner (if the unit is being replaced in the exact location) tuck-pointing a chimney, and sewer repairs, asphalt driveway resurfacing or replacement (if the grade or size of the driveway and property is not altered. A performance bond will be required for driveway projects.*

## **Contractor Business License Requirements:**

The Village of Indian Head Park has enacted regulations requiring contractors working in Indian Head Park to obtain a contractor business license whether or not a permit is necessary for your project. The contractor business license form may be printed off the Village Website at [www.indianheadpark-il.gov](http://www.indianheadpark-il.gov) under the Building Department link. A schedule of fees is also listed on the form. Contractor registrations are valid for a period of one year from the date of issuance.

The following is required to be submitted with each application for a building permit. A contractor may submit an application on behalf of the property owner; however, the property owner must sign the permit application form. A building permit application form may be printed from the Village website at [www.indianheadpark-il.gov](http://www.indianheadpark-il.gov) under the Building Department category.

- A plan review deposit in the amount of \$275.00 is due at the time of application in order for plans to be reviewed for code compliance. A resubmittal of revised plans for review will require an \$80.00 fee.  
Additional permit fees in accordance with the Village Municipal Fee Schedule will be determined after the plans for review are approved and based on the scope of the project. The posting of a performance bond with the Village may be required.
- For items necessary to submit with your building permit application please see the IHP Building Department Review Submittal Checklist which can be found on the Village website at [www.indianheadpark-il.gov](http://www.indianheadpark-il.gov) under the Building Department.

Please note that plan reviews are expedited in the order received. We make every effort to review plans within one week. However, the initial plan review process may take up to 14 working days (or less).

If the plans are not approved and need to be resubmitted for review and approval, an additional 7 days may be needed to review the plans.

Construction and development activity within the Village of Indian Head Park is regulated by the Village's local Municipal Code requirements of ***Title 6, Building and Construction***, as well as national and state codes adopted by reference as follows:

**2014 National Electric Code**

**2012 International Building Code**

**2012 International Energy Conservation Code**

**2014 State of Illinois Plumbing Code**

**2012 One and Two Family International Residential Code**

**2012 Mechanical Code**

**2012 International Property Maintenance Code**

**2012 International Fire Code**

## **Permitted Hours of Construction Activity**

**Monday through Friday 7:00 a.m. to 7:30 p.m.**  
**Saturday and Sunday 8:00 a.m. to 5:00 p.m.**

**105.3 Application for Permit.** To obtain a permit an application must be filed in writing, on a form furnished by the building and zoning department for that purpose. Such application shall include the following: Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and locate the proposed property and provide an identification number (P.I.N.) as it appears on the property tax bill. Plans should be accompanied by construction documents and other information as required in Section 6-51, including plans signed and sealed by an architect or engineer licensed or registered with the State of Illinois, unless such requirement is waived by the building official for minor improvements that would generate a minimum fee. Also, be accompanied by a plat of survey for the property, prepared by a registered land surveyor for exterior renovations.

All plans shall be in sufficient detail to enable the building official to determine the character of the work proposed under the permit. Complete framing drawings of all structural steel and mill or reinforced concrete construction shall be submitted and such drawings shall show the dead and live loads used in the design.

For all new construction, topographical information should be provided in sufficient detail to indicate the natural drainage of the property on which the proposed construction is to occur. Such information shall indicate the proposed final grade, including the intended water flow, which shall be established at the existing elevations unless this requirement is waived by the building official for minor improvements that would generate a minimum fee; and such information shall also depict foundation heights at least six (6) inches above the final grade, and indicate that the grade pitch is away from the building and at a rate of not less than one-eighth (1/8) inch per foot.

**105.3.3 Copy of plans to chief of fire protection district.** One copy of the plans for multiple-family and commercial construction projects shall be submitted by the applicant to the chief of the fire protection district for all attached dwelling units and institutional and commercial or industrial buildings. If such plans do not meet such standards, the plans shall be returned to the applicant with a memorandum of the specific deficiencies noted, and the building official shall not issue any building permit for such uses until any plans therefor have been approved by the chief of the fire protection district or his designee. The Pleasantview Fire Protection District may be reached at (708) 352-3021.

**105.5 Expiration.** If no work is commenced within six (6) months after issuance of a permit, or if no work is done for a period of more than six (6) months, the permit shall expire by limitation; and a new permit, and payment of a new permit fee, shall be required before such work is continued. If all exterior work and finishing are not completed within one (1) year after issuance of a permit, a new permit, and payment of a new permit fee, shall be required before such work is continued. In the case of an addition or alteration to an existing building, if exterior work and finishing is not completed within one (1) year, the Code Official shall tag the building as unfit for

occupancy and shall require that the building be vacated. Nothing in this paragraph shall prevent the extension of the expiration date of a permit by the Code Official if the permittee can show that a hardship would occur in enforcing the strict letter of this provision.

**105.7 Placement of permit.** The building permit or copy shall be kept on the site of the work until the completion of the project. A permit card shall be displayed at the front of the building or structure under construction. A fee of twenty-five dollars (\$25) shall be required for replacement of any lost or destroyed permit card.

**105.8 Plans to be kept on file.** One (1) copy of the plans on which the permit is issued shall remain on file in the office of the building official, and a duplicate copy shall be kept continuously at the building site during construction.

If a structural engineer is required, such engineer shall submit a certified report verifying the structural integrity for any proposed structural addition that adds a new story to an existing structure or where any addition utilizes existing foundation walls and footings.

The village may also require such a report in other instances of new construction, alterations, repairs, expansions, additions and/or modifications of structures, in its discretion, when determined necessary for public health and safety reasons. If the circumstances require, the owner shall designate a substitute registered design professional in responsible charge who shall perform the duties required of the original registered design professional in responsible charge.

**107.4 Amended construction documents.** Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents. It shall be unlawful to amend construction documents by erasing, modifying, or altering any lines, words, or figures on such documents after they have been previously approved by the building official.

**109.2 Schedule of permit fees.** For construction or installation of buildings, structures, electrical, gas, mechanical and plumbing systems, and for alterations there to requiring a permit, a fee for each permit shall be paid as required in accordance with the fee schedule set forth by the Village.

## **FEES AND CHARGES**

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 approval of the proposed scope of work by the Village's plan review consultant and prior to issuance of a building permit. Additional fees may apply if re-inspections are necessary.

<b>Plan review fee Security Deposit</b>	<b>\$275.00 or 1% of est. construction cost, whichever is greater.</b>
<b>Site Plan Reviews</b>	<b>\$275.00</b>
<b>Residential Plan Review (remodel)</b>	<b>\$50.00 plus consultant fee</b>
<b>Residential Plan Review (new constr.)</b>	<b>\$100.00 plus consultant fee</b>
<b>Commercial /multifamily Plan Review (remodel)</b>	<b>\$75.00 plus consultant fee</b>
<b>Commercial / multifamily Plan Review (new constr.)</b>	<b>\$150.00 plus consultant fee</b>
<b>Industrial Plan Review (remodel)</b>	<b>\$100.00 plus consultant fee</b>
<b>Industrial Plan Review (new constr.)</b>	<b>\$200.00 plus consultant fee</b>
<b>Elevator Inspection</b>	<b>\$200.00</b>
<b>Elevator Re-inspection</b>	<b>\$150.00</b>
<b>Building Inspection</b>	<b>\$100.00</b>
<b>Plumbing Inspection</b>	<b>\$100.00</b>
<b>Electrical Inspection</b>	<b>\$100.00</b>
<b>New Residential Construction</b>	<b>1.5% of construction costs</b>
<b>Residential Remodeling Projects</b>	<b>1.5% of construction costs</b>
<b>Commercial/multifamily Remodeling Projects</b>	<b>1.5% of construction costs</b>
<b>New Commercial/multifamily Projects</b>	<b>1.5% of construction costs</b>
<b>Change in Grade Review</b>	<b>\$50.00 + Actual engineering expenses</b>
<b>Demolition of Structures</b>	<b>\$1,500.00 (buildings only)</b>
<b>Engineering</b>	<b>Actual Consultant Expenses</b>
<b>Penalty (working without permit)</b>	<b>100% of permit costs</b>
<b>Permanent Ground Signs</b>	<b>\$3.50 per square foot</b>
<b>Cash Performance Bond</b>	<b>\$1,000 (refundable)</b>
<b>Wilshire Green screened in balcony</b>	<b>\$100.00</b>
<b>Temporary Banner Signs</b>	<b>\$50.00 (allowed twice/per yr)</b>
<b>Electrical Service Change Permit</b>	<b>\$100.00</b>
<b>Occupancy Permits</b>	<b>\$200.00</b>
<b>New generator-air condition units</b>	<b>\$50.00</b>

**109.4 Work commencing before permit issuance.** If any person commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits, the building official shall issue a stop work order to terminate work until such time as the proper permit application is filed and a permit is issued. A fee of 100% of the calculated permit fee as set forth in the Fee Schedule of the Municipal Code - Appendix A, shall be imposed as a penalty for work commenced without a permit in addition to the permit fees for such work.

**110.3.10 Final inspection.** The final inspection shall be made after all work required by the building permit is completed. All temporary installations and equipment must be removed from the construction site before the final inspection is made and prior to the release of a performance bond.

**111.1.1 Change in occupancy.** Upon any tenant change, occupant change or ownership change within any commercial building, the building shall be required to obtain a "New Business Certificate of Occupancy." Prior to issuance of such Certificate, the building shall be subject to a Building Code inspection, Electrical Code inspection, Fire Code inspection, and/or any other inspections deemed by the building official to be appropriate. The fee for such inspections and certificate shall be as provided in the Fee Schedule set forth in the Indian Head Park Municipal Code-Appendix A.

## **Tree Preservation Requirements**

Protective mesh fencing is required to preserve any mature trees within fifteen-feet (15') of any construction material or equipment. The mesh fencing must be installed prior to the issuance of a construction permit and must remain in place during the construction project. If trees are to be removed from the property, a tree permit and approval is required. A copy of **Chapter 38 Article II** of the Village of Indian Head Park Municipal Code provides regulations for the preservation of mature trees. A copy of the regulations may be obtained on the Village's website at [www.indianheadpark-il.gov](http://www.indianheadpark-il.gov).

## **Title 42 Zoning**

While preparing plans to be submitted to the Village, please review **Title 42, Zoning**, on the Village's Website at [www.indianheadpark-il.gov](http://www.indianheadpark-il.gov) to determine the proper setback criteria for residential and commercial districts when exterior structural changes are planned in connection with your project.