



Guide to Submitting Building Permit Applications

November, 2020

Dear Permit Applicant:

A permit is required when there is an intention to construct, enlarge, alter, repair, move, demolish or change occupancy of a building. Erecting, installing, enlarging, altering, repairing, removing, converting or replacing electrical, gas, mechanical, plumbing systems, and new exterior signage also requires a permit .

The permit application process is a system of checks and balances. A minimum of five people are involved to help you build the safest and highest quality project possible. A professional architect licensed by the State of Illinois draws the plans, a certified plans examiner reviews the submitted plans, a registered and insured contractor builds to the approved plans and professional staff inspects the work to ensure it is done properly and complies with the approved plans.

The guidelines and materials included in this booklet were designed to ensure all items necessary for a review of a permit application are submitted. Only a complete application with all the required information will be accepted. A plan review fee may be required at the time of submittal.

Approval from Zoning, Historic Preservation Commission or Village Board may be required prior to issuing a building permit.

Once an application is approved, the Permit Processing Division notifies the applicant that the permit is ready for issuance. All fees must be paid when the permit is issued.

Use this booklet to determine what information must be submitted with your application. Complete the online application form and attach the required information for your specific permit application.

Welcome and thank you for building in the Village of Oak Park. The Development Customer Services Department takes great pride in its work, striving for a safe and quality environment. Our goal is to respond to a building permit application with review comments within five working days from when an application is received.

Respectfully,



Steven Leo Cutaia
Chief Building Official
708.358.5432
scutaia@oak-park.us

PERMIT SUBMITTAL PROCESS:

Use the Village's on-line portal "VillageView" to apply for permits, check permit status, print permits and plans, schedule inspections and review documents and inspection reports. You can find all of this information to set up an account at www.oak-park.us/village-services/permits-processing-division. Simply create an account and you can easily track multiple permits and addresses. For direct inquiries related to permits, email permits@oak-park.us.

Oak Park has adopted the following codes:

- International Building Code - 2018 Edition
- International Residential Code - 2018 Edition
- International Mechanical Code – 2018 Edition
- International Energy Conservation Code – State of Illinois
- National Electric Code - 2017 Edition
- Illinois State Plumbing Code
- Illinois Accessibility Code
- International Fire Code - 2018 Edition
- International Existing Building Code – 2018 Edition
- Fuel Gas Code – 2018 Edition

These codes are available for public free access online at

<https://codes.iccsafe.org/public/collections/I-Codes>

Printed code books may also be purchased by contacting the International Code Council, (800) 214-4321 or www.intlcode.org.

Oak Park amendments to these codes can be found at www.oak-park.us/villagecode. (Chapter 7)

TABLE R301.2(1) Climatic And Geographic Design Criteria

Ground snow load: 25 psf

Wind design speed: 115 mph

Topographic effects: No

Seismic design category: B

Weathering: Severe

Frost depth line: 42 inches

Termites: Moderate to heavy

Winter design temperature: -4°F, 97.5%

Summer design temperature: 89°F dry bulb, 2.5%; 76°F wet bulb, 2.5%

Ice barrier underlayment required: Yes

Flood hazards: No

Air freezing index: 1543 (°F-Days)

Annual mean temperature: 49.4°F

Heating degree days (HDD): 6,155

Cooling degree days (CDD): 942

Climate zone: 5A

Heating maximum: 72°F

Cooling minimum: 75°F

100-year hourly rainfall rate: 4 inches

HISTORIC PRESERVATION REVIEW

When you submit for your permit, your application is routed to the Historic Preservation Commission staff for review. A Certificate of Advisory Review or a Certificate of Appropriateness may be required, for work items performed on an eligible or designated Historic Landmark or any building, structure or improvement located within a designated historic district. The Architectural Review Guidelines are posted at www.oak-park.us/architecturalguidelines. Information also is contained in Chapter 7, Articles 1 and 9 of the Village Code at www.oak-park.us/villagecode.

ZONING DEPARTMENT REVIEW

When you submit for your permit, your application is routed to the village zoning administrator for review. Ensure that the business or construction you are proposing is in compliance with your property's zoning requirements. Refer to Chapter 8, Article 1 of the Village Code at www.oak-park.us/villagecode.

BUSINESS LICENSE REQUIRED

A Business License is required for all Oak Park businesses. Refer to Chapter 8, Article 1 of the Village Code at www.oak-park.us/villagecode. New Businesses will require a Certificate of Occupancy.

Submit your application for a building permit on-line at <https://villageview.oak-park.us/CityViewPortal>

In general; all construction drawings submitted for permit must be accompanied by the following:

- Building Permit Application Form completed online with a written detailed proposed scope of work.
- Completed Contractor List. Current registration with the Village of Oak Park must be verified before a building permit will be issued.
- A separate permit application is required for miscellaneous items such as demolition, signage, fire sprinklers, alarms, elevators and accessory structures such as sheds, decks and garages.

DEMOLITION PERMIT

A plan indicating all proposed demolition must be provided. A separate permit is required to demolish a structure and/or interior elements. A Cook County Demolition Permit must accompany this application.

SOILS REPORT

A soils report is required if the construction site has a history of poor soils or as deemed necessary by Village. In general, poor soils are located near the northern area of Ridgeland Avenue which was the prehistoric Lake Michigan shoreline

ILLINOIS ENVIRONMENTAL PROTECTION ACT

Since April 2010, federal law has required contractors that disturb lead-based paint in homes, child care facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Applicants are urged to ask to see the contractor's certification.

GENERALLY REQUIRED SUBMITTALS FOR PERMIT (IF APPLICABLE):

- Plat of Survey prepared by an Illinois registered land surveyor. The survey must indicate the location of all existing buildings and structures including porches, decks, fences, garages, sheds, patios, driveways, walkways and signs. The survey also must indicate the building front, side, rear and either the corner side or reverse corner side yard setback dimensions. Exception: interior work only will not require a Plat of Survey.
- Structural, Architectural, Mechanical, Plumbing, Fire Protection and Electrical drawings.
- Structural calculations and/or drawings signed and sealed by an Illinois licensed structural engineer or Illinois licensed architect.
- Cut sheets for proposed “TJI” floor system with applicable span chart unless calcs. Are provided.
- A statement with the permit application listing the materials and work requiring “Special Inspections,” describing the inspections to be performed and listing the individuals, approved agencies and/or firms required to conduct the inspections (for Commercial Structures only).
- Window cut sheets for opening sizes specified for bedroom windows to determine if windows meet egress requirements.
- Written specifications.
- Provide detailed layouts, schedules and manufacturer’s data sheets for kitchen and any commercial food processing equipment.
- ComCheck for commercial or mixed-use buildings or ResCheck for 1- and 2-family residential buildings.
- Specified fire-resistant assemblies, U.L. rating descriptions.
- Village of Oak Park “Water Service Upgrade Worksheet” available at <https://www.oak-park.us/sites/default/files/forms/water-service-worksheet.pdf>
- Do not show alternates or future work not included in the permit submittal.
- Provide a 3” x 3” blank space at the upper right corner of the drawings for village approval stamp.
- When utilizing the International Existing Building Code state the proposed Alteration Level.

REQUIRED SUBMITTALS AFTER PERMIT IS ISSUED AND PRIOR TO CONSTRUCTION (IF APPLICABLE):

- For all new residential buildings, provide 3rd party air infiltration blower door test is required at the contractor’s expense. A copy of the test report shall be given to the Village prior to the final inspection.
- For all new and remodeled 1- and 2-family dwellings, provide a permanent certificate, completed by the builder or design professional, posted on a wall where the furnace/electrical service panel is located. The certificate shall list the predominant R-values of insulation throughout the house, ducts outside conditioned spaces, and u-factors for windows, doors and skylights.
- Individual roof/floor truss drawings and a roof/floor truss layout plan, both of which are stamped and signed by a Licensed Structural Engineer for all pre-engineered trusses. Truss drawings and layout shall be on the jobsite at the time of inspections. Please include required bracing.
- A separate Fire Sprinkler permit is required. Fire sprinkler plans submitted by sprinkler installer’s engineer, bearing a certification from the design professional of record that the system layout documents are in conformance with the approved technical submission requirements established for the project. Perform an acceptance test upon completion of

the sprinkler system installation. Schedule this test with the Oak Park Fire Prevention Bureau @ 708-358-5625, a minimum of 48 hours in advance.

- A separate Fire Alarm permit is required. Fire alarm system drawings, sealed by Illinois professional engineer.
- For commercial and multiunit residential buildings, a HVAC test and balance report submitted to village for approval prior to obtaining a certificate of occupancy.

ITEMS TO SHOW ON DRAWINGS (IF APPLICABLE):

- Drawings must include details of what is proposed to be constructed and/or installed.
- Drawings must be prepared by an Illinois licensed architect for construction of any new building, an addition to a residential or commercial building, and for any major commercial remodeling.
- The first sheet of the drawings must include the architect’s seal, signature, date the drawing was signed, and date their license expires if there is no drawing index on the first sheet, seal and signature is required on each sheet. Unless the architect is a sole proprietor the architect’s design firm registration number must be provided adjacent to the signature, date and stamp, like this:



- List of applicable codes:
 - 2009 International Building Code (IBC) for commercial buildings with local amendments
 - 2009 International Residential Code (IRC) for one- and two-family dwellings and their accessory structures with local amendments
 - 2008 National Electric Code (NEC) with local amendments
 - 2015 International Energy Conservation Code (IECC) with state and local amendments
 - 2009 International Fuel Gas Code (IFGC) with local amendments
 - 2009 International Mechanical Code (IMC) with local amendments

- 2009 International Fire Code (IFC) with local amendments
 - 2009 International Property Maintenance Code (IPMC) with local amendments
 - 2014 Illinois State Plumbing Code
 - State of Illinois EPA Cross Connection Control Program
 - 1997 Illinois Accessibility Code (IAC)
 - 2010 Americans with Disabilities Act Standards for Accessible Design
 - 1988 Fair Housing Amendments Act (FHAA)
 - Metropolitan Water Reclamation District Standards
- A “North” arrow on all plans.
 - A graphic scale on each drawing.
 - A legend of all symbols and abbreviations.
 - Identify the use of all rooms in architectural plan views.
 - Provide a furniture, fixture and equipment layout plan.
 - Provide the following code compliance data for Commercial plans on the first sheet in the set:
 - Construction Type:
 - Use Groups for current tenant:
 - Use Groups for previous tenant:
 - Occupant loads:
 - Number of exits:
 - Required inches of egress width:
 - Actual inches of egress width:
 - Identification of fire rated assemblies
 - Provide a list of materials and work requiring Special Inspections, which inspections are to be performed and a list of the individuals, approved agencies and/or firms proposed to conduct the inspections. This sheet shall be signed by the structural engineer or architect.
 - Provide the location and wording of sign identifying the maximum occupant load in each assembly room.
 - Provide a plan showing the common path of travel distances for each floor plan. The common path of egress travel shall not exceed 30 feet from any location to a point where an occupant has a choice of two paths of egress travel to two exits.

STRUCTURE

- For wood-framed construction, show sill anchor bolts installed within twelve inches from each board end and a minimum two per plate.
- Indicate on the plans the method of anchoring the steel columns at their base to prevent lateral displacement.
- Provide minimum wood joist bearing of 3” on concrete or 1½” on wood, steel or an approved metal joist hanger.
- The Village inspector must inspect all concrete before it is poured. All required rebar shall be supported and secured in place prior to the inspection. “Mucking in” of rebar is not permitted.

ARCHITECTURE

- Drawings must be drawn to scale.
- Plans must show all the dimensions, architectural details and selection of

building materials.

- Elevation drawings must include exterior views of all exterior walls and roof that will be changed or created such as a new structure, an addition, or change to the roof.
- For residential projects, provide natural light and ventilation schedule for habitable rooms. Mechanical ventilation may be provided in lieu of natural ventilation in accordance with IRC code section 1203.1. Artificial light may be provided in lieu of natural light accordance with IRC code sections 1205.1 and 1205.3.
- For asphalt shingle PVC, and/or fiberglass roofing, graphically show extent of ice-and-water shield on the drawings to indicate that it is extended to a line 24" inside the interior face of exterior walls and at valleys.
- Provide a section through foundation walls to show that they extend above the finished grade adjacent to the foundation a minimum of four inches where masonry veneer is used and a minimum of six inches elsewhere.
- For commercial buildings, indicate guards where appliances, equipment, fans or other components that will require servicing are located within 10 feet of a roof edge or open side of a walking surface where such edge or open side is located more than 30 inches above the floor, roof or grade below. The guard shall extend not less than 30 inches beyond each end of such appliance, equipment, fan or component. The top of the guard shall be located not less than 42 inches above the elevated surface adjacent to the guard. The guard shall be constructed so as to prevent the passage of a 21-inch-diameter sphere and shall comply with the loading requirements for guards specified in the International Building Code.
- Show that garage floors are sloped toward the main vehicle entry.
- Provide a property address number on the front of the building and on the side of the garage facing an alley.
- Show that glazing in stairs, bathrooms, powder rooms and skylights will be safety glazed with tempered or laminated glass.
- Provide radon evacuation system in new one and two-family dwellings. Include this diagram from the EPA in the drawings: <https://www.epa.gov/sites/production/files/2014-08/documents/archdraw.pdf>
- For commercial buildings, specify a non-absorbent wall finish at a mop basin such as stainless steel, Fiberglas Reinforced Paneling (FRP) or lightly colored ceramic tile.
- Provide hardware set information associated with a door schedule.
- Interior wall and ceiling finishes materials shall comply with IBC code Section 803.1 specifically Class A: Flame spread index 0-25; smoke-developed index 0-450; Class B: Flame spread index 26-75; smoke-developed index 0-450; Class C: Flame spread index 76-200; smoke-developed index 0-450.
- Doors opening into the path of egress shall not reduce the required width to less than one-half during the course of the swing. When fully open, the door shall not project more than seven inches (7") into the required width.

FIRE SPRINKLERS FOR SINGLE AND TWO FAMILY DWELLINGS

- All new one and two family dwellings and dwellings where more than 50 percent of the original structure above the foundation level is demolished and rebuilt require an automatic residential fire sprinkler system . Permit applicants must provide drawings for the proposed fire sprinkler system for review.

FIRE RATINGS

- Show wall and floor ratings with applicable U.L. design numbers.
- Show that penetrations through any fire rated assembly, and all joint systems at any fire rated assembly shall be sealed with an approved firestop system. Provide complete detail and system numbers from U.L. or other approved, independent testing agency of fire stopping systems to be used.
- All joints at the top of the rated wall assemblies and all penetrations through any fire rated assembly shall be sealed with an approved, listed firestop joint system. Provide the system design number and complete detail from U.L. or other approved, independent testing agency for each such system.
- Openings such as windows, doors, air intakes or vent terminations shall not be permitted in the exterior wall or façade with a fire separation distance less than 3 feet.

EGRESS

- Provide details of all stairs, guardrails and handrails, which indicates compliance with all related code sections.
- Show that stairs have a minimum 6'-8" headroom measured vertically at the nosing.
- Proposed handrail/guardrail system shall resist a single concentrated load of 200 pounds or a uniform load of 50 pounds per foot, applied in any direction at any point along the top, and have attachment devices and supporting structure to transfer this load to appropriate structural elements of the building.
- Show that handrail ends shall terminate to a wall or newel post.

ACCESSIBILITY (Commercial buildings)

- Identify the tables and/or counter space for accessible seating in each separate seating area.
- Provide details verifying an accessible route will be provided from the handicapped parking space to an accessible entrance of the building.
- Provide a door hardware list on the drawings describing the hardware to be used for all doors.
- Kitchenette sink and counter shall be mounted at no more than 34" above the finished floor.
- Provide large scale toilet room plans and elevations with dimensions for plan review.
- Show that all exposed hot water drainpipes under accessible sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under sinks.
- Provide a detectable warning at the top of all open stairs.
- Provide all required room signage.
- Provide a detail and/or elevation indicating a compliant accessible counter space at any Reception/Service desk.

MECHANICAL

- For commercial buildings and multi-unit residential buildings provide a mechanical ventilation schedule verifying the area of each room or space, the mechanical code occupant load and the outside air required for each room or space.
- Show that intake and exhaust openings terminate not less than 3 feet from property lines and not less than 3 feet from operable openings.
 - Show that the fresh air intakes of mechanical units shall be a minimum of 10 feet from any building stack or exhaust terminal.

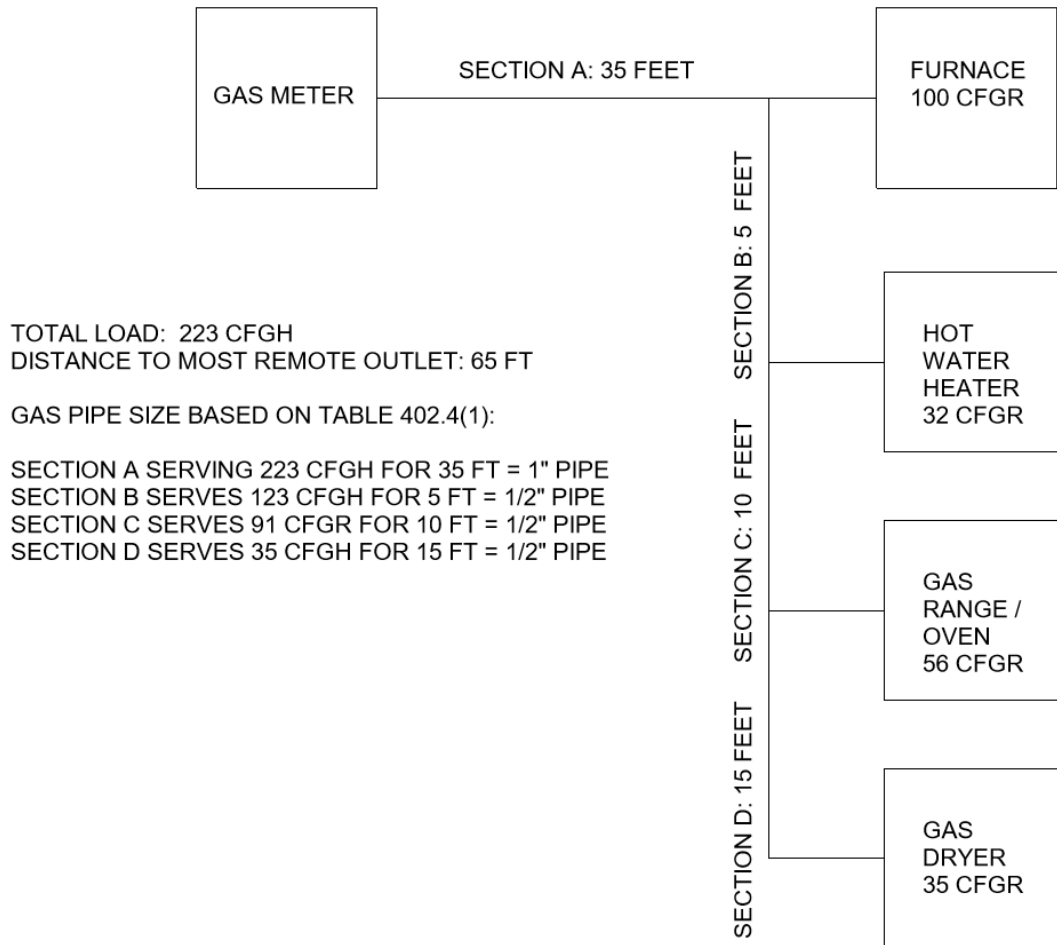
- The maximum length of a 4 inch diameter clothes dryer exhaust vent shall not exceed 35'-0" from the dryer location to the wall or roof termination and shall terminate with a full opening exhaust hood. A reduction in maximum length shall include a length of 2 ½ ft. for each 45-degree bend and 5 ft. for each 90-degree bend. When this length is exceeded the vent shall be installed per the manufacturer's specifications. Provide manufacturer's vent specifications to the Village for review and approval.
- Show that bathroom exhaust fans are vented to the exterior of the building.
- Show that make-up air will be provided if a range hood exceeds 300 CFM.
- Show that thermostats are programmable and have setback capabilities.
- New equipment installed on roofs of structures 16 feet in height or greater requires a permanently installed ladder.

PLUMBING

- Provide complete details on all proposed plumbing work including, but not limited to, installation of new sinks, toilets, piping, connections/dis-connections and any proposed replacement of old plumbing with new. Provide drawings showing existing conditions and proposed new work. Highlight or delineate new work from untouched existing plumbing.
- Provide plumbing isometric drawings of the water, drain, waste and vent system showing all water supply, drain, waste and vent lines, including sizes, for each corresponding fixture.
- Indicate the location of all floor drains.
- Indicate the ceiling height at all plumbing fixtures.
- Any building or structure in which plumbing fixtures or piping is installed in or under a concrete floor to accommodate fixtures on the level of the concrete floor shall have at least one trapped and vented floor drain. Additional floor drains shall be required if the installation of fixtures and appurtenances requires the use of floor drains.
- Show the existing and proposed water service and water meter sizes.
- In buildings where one or more plumbing fixtures are added, provide a calculation of water service and meter size requirements under the Illinois Plumbing Code. Submit the required public works calculation forms.
- Show the location of a proposed new water meter and shut-off valves inside the building. Note that a water meter does not need to be located at the front storefront but may be located further back on the first floor. Call the Oak Park Public Works Department at (708) 358-5700 for approval of the proposed location.
- Provide a secondary or auxiliary drain system such as a drain pan with a connection to a trapped and vented open sight drain for clothes washers located on upper floors above the basement.
- Sump pits for sub-soil drain tile loops shall be covered with a gasketed or otherwise sealed lid.
- The following buildings will need to install an RPZ (Reduced Pressure Zone backflow preventer) device on the potable water supply:
 - New commercial or mixed commercial and residential buildings.
 - Additions to Existing commercial or mixed commercial and residential buildings.
 - Existing commercial or mixed commercial and residential buildings which undergo Alterations Level 2 or Level 3 in accordance with the International Existing Building Code, where a minimum of 25% of existing plumbing work is proposed to be altered. Exception: If there is no existing floor drain within ten feet from the water meter, a testable double check valve is required in lieu of an RPZ.
 - Backflow prevention devices will require certification by a certified backflow inspector at the time of installation and annually thereafter.

FUEL GAS

- Complete details on the sizes and lengths of natural gas piping and provide calculations indicating the correct size of piping indicated is sufficient to handle the demand of the proposed gas utilization equipment, similar to below:



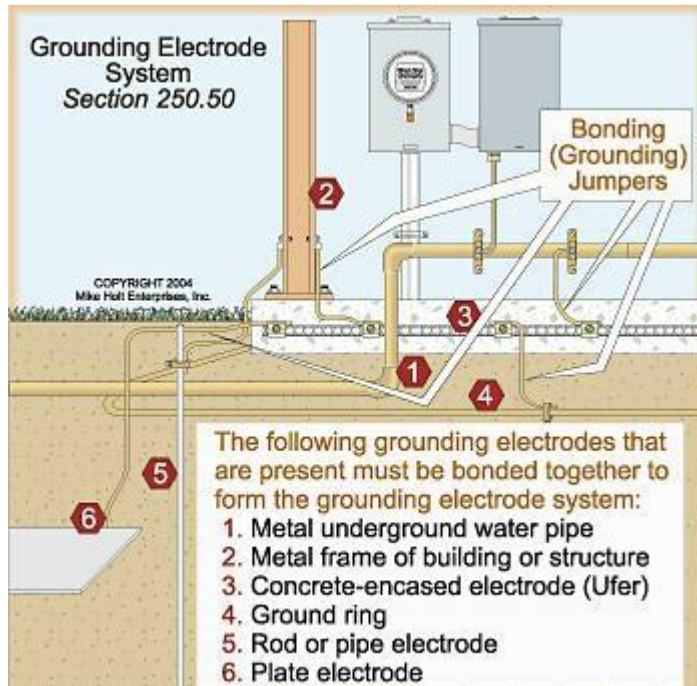
- Each gas fired appliance shall be provided with a gas shutoff valve separate from the appliance. The shut off shall be located in the same room as the appliance, not further than six feet from the appliance, and shall be installed upstream from the union, connector or quick disconnect with ready access.
- Where a sediment trap is not incorporated as a part of the gas utilization equipment, a sediment trap shall be installed as close to the inlet of the equipment as practical.
- Gas piping shall not penetrate building foundation walls at any point below grade.
- For other than black steel pipe, a yellow label shall identify exposed piping marked "Gas" in black letters. The marking shall be spaced at intervals not exceeding five feet.

ELECTRICAL

- Except for single family or two-family remodeling or addition projects, submit electrical plans showing panel schedule, load calculations, conductor types, size, and complete grounding details, and provide single-line drawings showing all feeds incoming and

outgoing from each service panel.

- Indicate the location of the service panel board.
- For commercial buildings, provide weatherproof emergency lighting on the outside of each required exterior exit door to illuminate the exit discharge connected to battery back-up so in the event of power failure, illumination will continue for a duration of 90-minutes.
- Provide receptacles above retail business storefront windows.
- Provide a dedicated branch circuit for central space heating equipment, other than fixed electric space heating.
- Minimum of two 20-amp small appliance circuits for receptacles in the kitchen serving the countertops.
- Kitchen island/peninsula counter space receptacles shall be permitted to be mounted no more than 12 inches below the top of the countertop
- Receptacles mounted below a countertop, in accordance with this requirement, shall not be located where the countertop extends more than 6 inches beyond its support base.
- Provide at least one dedicated GFCI 20-amp circuit wall receptacle in bathrooms within 36 inches of the edge of each lavatory. The receptacle outlet shall be located on a wall that is adjacent to the basin location. Such circuits shall have no other outlets.
- Provide a dedicated 20-amp branch circuit to laundry rooms.
- Provide a detail showing compliance with grounding requirements in NEC 2008, Article 250.50. All available electrodes (metal underground water pipe, metal frame of the building, rod/pipe electrodes, concrete-encased electrodes etc.) shall be bonded together to form the grounding electrode system, as shown below:



- Bond gas, cold water and hot water piping around water heater connection.
- Show that direct-buried cable or conduit or other raceways will be installed at least two feet deep.
- Indicate on the plans that all ceiling outlet electrical boxes (where ceiling fans can be installed) shall be capable of supporting ceiling fans.
- Show the required electrical disconnecting means for each furnace and air conditioning condensing unit.

- Provide an outlet in hallways over 10 feet long.
- Provide an outlet on every wall over three feet long in foyers over 60 sf in area.
- Emergency light fixtures must have two or more heads.
- Provide a GFCI receptacle within 25 feet of all roof top equipment.
- All branch circuits supplying outlets in family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, or similar rooms or areas require AFCI protection.
- Provide at least one weatherproof GFCI receptacle, accessible from grade, on both the front and rear exterior wall of a house.
- Provide a weatherproof GFCI receptacle at balconies, decks, and porches that are accessible from inside the dwelling unit. At least one receptacle outlet shall be installed within the perimeter of the balcony, deck, or porch. The receptacle shall not be located more than 6½' above the balcony, deck, or porch surface.
- Per manufacturer's installation instructions both smoke and/or CO detectors are generally required a specified distance from a natural gas fuel-burning appliance due to nuisance tripping of those devices. Specify on drawings how close these detectors can be installed so the electrical inspector can check the correct placement from the installation manual which is required onsite during inspection.
- Light fixtures located in damp or wet locations shall be "listed" to be suitable for such locations.
- Electric drinking fountains shall be protected with ground-fault circuit-interrupter protection.

ENERGY

- Submit a passed COMcheck certificate for commercial buildings or REScheck for One- and Two-family dwellings signed by the design professional to ensure that the structure complies with the International Energy Code.
- Provide insulation details, mechanical system design, duct sealing/pipe insulation and lighting fixtures.
- Provide all required energy information to show the proposed new work will be in compliance with the following.
 - U-factor of windows: max 0.32.
 - U-factor for new skylights: max 0.50.
 - R values of proposed walls, floors, ceilings, roofs, doors.
 - The exterior foundation insulation for additions shall have complete coverage, including the area above grade.
 - Indicate that all skylight roof curbs shall be insulated to R-5 minimum.
 - Occupancy sensors shall be installed in all classrooms, conference/meeting rooms, employee lunch and break rooms, private offices, restrooms, storage rooms, and janitorial closets, and other spaces 300 square feet or less enclosed by floor-to-ceiling height partitions.
 - Provide bi-level switching or occupant-sensing devices in all areas with more than 1 luminaire, other than corridors, storerooms or bathrooms.
 - For new commercial buildings, submit a report of test procedures and results identified, as "Final Commissioning Report".

DRAINAGE/GRADING

- For new construction or additions, provide a site plan at a minimum scale of 1 inch = 20 feet, showing the following items:

- Street address
- Dimensions for all property lines, all easements, building lines
- North arrow
- All elevations shown to U.S.G.S. datum
- Benchmark elevation
- Existing and proposed topographic elevations at all lot corners and midpoints
- Side yard lot line and low points
- Public sidewalk adjacent to lot
- Curb and flow line on both sides of lot
- Adjacent buildings and garage foundations and midpoint grades
- Centerline of roadway at center of property frontage
- Proposed elevations in bold or indicated with a box
- Top of the proposed foundations showing all multilevel elevations for houses and detached garages
- Side yard and midpoint grade elevations
- Arrows indicating proposed direction of storm water drainage, both existing and proposed
- Side yard summits
- Phasing of drainage work
- Location of required area retainage basin with details on how the basin will be connected to the sewer with a minimum two-inch reducer inlet

SITE PLAN:

- Architect shall submit the following information as part of the construction documents:
 - All utility connections and locations, including gas, water and sewer
 - Location of any proposed air conditioning condenser units/ generators
 - Locations of all existing and proposed buildings, structures and impervious surfaces such as driveways, walkways and decks indicating the setbacks
 - Size and location of sewer and water services and where they connect to the main.
 - Location of all overhead utilities
 - Location of required six-foot-high fenced refuse enclosure, if permit application is for exterior alterations to residential, commercial and multi-family structures
 - Where water service or sewer is going to be replaced, show work which will be required to replace the water service or sewer on the site plan. The drawing needs to show abandoning existing sewer or water service at the sewer or water main in the street, abandoning existing buffalo box, making a new connection to water main in street, and associated pavement restoration.
 - Show proposed water service and proposed sewer service to sewer main including Village Public Way standards for any pavement openings and tree protection.
 - Detailed drawing or statement stipulating that all trees and the entire parkway will be protected by fencing throughout construction in accordance with forestry guidelines. Nothing may be stored within the protected fenced areas
 - Provide a site plan that includes the existing trees in the parkway and notes and cross sections for the Village required tree protection for public trees, as shown below:

ROOT PRUNING SPECIFICATION

- ROOT PRUNING IS MANDATORY FOR ANY EXCAVATION THAT OCCURS IN THE PUBLIC RIGHT-OF-WAY WITHIN THE DRIP LINE OF A PUBLIC TREE.
- ROOT PRUNING SHALL BE ACCOMPLISHED USING AN APPROVED MECHANICAL ROOT PRUNING DEVICE WHICH CUTS TO A MIN. DEPTH OF EIGHTEEN INCHES (18").
- BEFORE THE BEGINNING OF CONSTRUCTION OR DELIVERY OF MATERIALS, ROOT PRUNING SHALL BE COMPLETED AND BACKFILLED.
- ROOT PRUNING MUST OCCUR NO MORE THAN SIX INCHES (6") OUTSIDE THE LIMITS OF EXCAVATION AND BE CONTINUOUS WITHIN THE DRIP LINE OF THE TREE.
- ANY ROOTS GREATER THAN 1" IN DIAMETER ENCOUNTERED BELOW A DEPTH OF 24" SHALL BE TRIMMED FLUSH WITH A SHARP SAW TO ELIMINATE RAGGED EDGES.
- ROOT PRUNING CAN OCCUR NO EARLIER THAN 1 MONTH PRIOR TO BEGINNING OF EXCAVATION.
- THE ROOT PRUNING TRENCH SHALL BE BACKFILLED WITHIN 48 HOURS OF EXCAVATION.

- AT THE DISCRETION OF THE VILLAGE FORESTER ROOT PRUNING AND TREE PROTECTION FENCING MEASURES MAY NOT BE REQUIRED FOR SOME NON INVASIVE CONSTRUCTION ACTIVITIES. (eg. REMOVE AND REPLACE-SIDEWALK)
- SEE PARKWAY RESTORATION STANDARD FOR VILLAGE POLICY ON CONSTRUCTION TREE DAMAGE AND REPLACEMENT.

TOP PRUNING

- AT THE DIRECTION OF A FORESTRY SUPERVISOR:
- TREES MAY BE PRUNED TO ALLOW EQUIPMENT ACCESS.
- LIMBS MAY BE TEMPORARILY TIED BACK WITH APPROVED MATERIAL.
- CROWN REDUCTION MAY NOT EXCEED 25%.
- TOP PRUNING MUST BE COMPLETED BY THE BEGINNING OF CONSTRUCTION.

ROOT ZONE PROTECTION

- CONSTRUCTION DEBRIS, MATERIAL, FITTINGS, EQUIPMENT, ETC. SHALL NOT BE PLACED WITHIN THE ROOT PROTECTION ZONE.
- METAL CHANNEL POSTS OR APPROVED EQUIVALENT POSTS SHOULD BE PLACED AT A MAX. OF EVERY EIGHT FEET.
- POLES MUST BE AT LEAST SIX FEET IN LENGTH, TWO FEET OF WHICH MUST BE SET IN THE GROUND.
- IF CONSTRUCTION EQUIPMENT MUST CROSS THE PARKWAY OUTSIDE THE ROOT PROTECTION AREA, THE PARKWAY MUST BE PROTECTED WITH A SIX INCH LAYER OF WOOD MULCH OR CHIPS, OR ONE SHEETS OF PLYWOOD OR SIMILAR APPROVED MATERIAL.

VILLAGE OF OAK PARK ENGINEERING DIVISION	PUBLIC WAY CONSTRUCTION, REPAIR & RESTORATION STANDARDS	TREE PROTECTION
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DATE: 4/1/2011

SITE CONSTRUCTION PLAN:

- Prior to start of work, the contractor shall provide a site plan showing the following
 - Existing and proposed electric service lines. Existing electric service lines within 10 feet of the proposed construction/excavation must be moved or removed. A separate permit is required if a temporary electric service will be on a new, remote pole.
 - Proposed size, type, location of safety fencing
 - Proposed size, type, location of the dumpster
 - Proposed size, type, location of the haul road(s)
 - Proposed tapering, tarping and shoring of excavations
 - Proposed location of portable toilet
 - size, type, location of required construction signage
 - Proposed silt fencing (required)
 - Proposed construction stockpiles area

FIRE DEPARTMENT SUBMITTAL REQUIREMENTS

- New or remodeled commercial or multi-family buildings:
 - Location of all smoke detectors, fire extinguishers, emergency lighting, exit signs, alarm details and fire suppression equipment
 - Drawings and specifications of the fire alarm system, if required
 - Details of the flame and smoke spread of all wall and ceiling surfaces

- Drawings of commercial kitchen exhaust hood fire suppression system
- Residential buildings:
 - Drawings and specifications of the fire alarm system (if applicable)
 - If new single-family or two-family dwelling, drawings and specifications of the fire suppression system (if applicable).

HEALTH DEPARTMENT SUBMITTAL REQUIREMENTS

- Food Establishments
 - Environmental Health Plan Review Application
 - Menu or menu listing
 - Copy of Illinois Food Manager Certification Information or proof of enrollment
- Child Care Establishments
 - Environmental Health Plan Review Application
 - Food Information: Menu or menu listing
 - Copy of Illinois Food Manager Certification Information or proof of enrollment
- Tattoo Establishments
 - Environmental Health Plan Review Application
- All Other Health Regulated Facilities:
 - Plumbing, HVAC, mechanical plans

This is a guide and is not meant to be exhaustive of all code requirements. The Village may require additional info depending on the nature of the specific project.

END OF GUIDE TO SUBMITTING BUILDING PERMITS APPLICATIONS