Development Customer Services Department

The Village of Oak Park
123 Madison Street
Oak Park, IL. 60302-4272
P: 708.358.5430
TTY: 708.383.0408
www.oak-park.us
permits@oak-park.us

COMMERCIAL / MULTI-FAMILY / MIXED-USE CONSTRUCTION SITE REQUIREMENTS

CONSTRUCTION DOCUMENTS
Shall remain on site during the entire project.
1)PERMIT / PERMISSION TO WORK placard(s) must be displayed in a conspicuous place visible form the public street.
2)INSPECTION REPORTS shall be emailed to the designated individual only.
3)APPROVED "JOB COPY" PLANS stamped and signed shall remain on site the entire time of construction. Plans submitted electronically through the village portal shall be printed by the applicant and be retained on site for contractors and inspectors.

Failure to keep documents on site at all times may result in a failed inspection(s), a "STOP WORK" order being placed on the project, and/or citations being issued with possible fines. Having these documents on site helps all Village employees access scope of work for inspections and during emergency situations.

JOB SITE MAINTENANCE
- Signage is required to provide the address and contractor name and contact information.
- Before you dig call J.U.L.I.E. @ 811.
- Construction hours are 7:00am through 6:00pm (Municipal Code Article 16).
- Address numbers shall be posted in the front and in the alley of the site (if applicable).
- Trees shall be protected in the parkways; do not block sidewalks or alleyways.
- Portable toilets shall be properly maintained a minimum of 10' from the lot line.
- Construction fencing shall be required (8' around commercial sites).
- Respect the neighboring properties; do not trespass on or damage neighboring properties.
- Keep the site clean, safe, organized, and free from debris.
- Maintain all guardrails, walkways, ladders, and stain in a safe condition.

COMPLETION & OCCUPANCY
Once the project is completed, all projects require a final inspection. A Certificate of Occupancy is often required for new construction and newly remodeled spaces.

IN EMERGENCY CALL
Police / Fire @ 911, NICOR @ 888-642-6748, ComEd @888-344-7661, J.U.L.I.E. @ 811

ADOPTED VILLAGE OF OAK PARK CODES
In addition to the amendments posted on-line at www.oak-park.us, Oak Park has adopted the following codes:
• International Building Code - 2018 Edition
• International Mechanical Code – 2018 Edition
• National Electric Code - 2017 Edition
• Illinois State Plumbing Code
• Illinois Accessibility Code
• International Fire Code - 2018 Edition
• International Existing Building Code – 2018 Edition
• International Fuel Gas Code – 2018 Edition
Other Codes to Consider
• State of Illinois mandated Energy Code, International Energy Conservation Code 2018 Edition
• State of Illinois mandated Plumbing Code
• OSHA, FEMA, ADA, Cook County, State of Illinois, United States

Code books may be purchased by contacting the International Code Council, 800.214.4321 or www.intlcode.org
These codes are available for public free access on-line at https://codes.iccsafe.org/public/collections/I-Codes

TO SCHEDULE AN INSPECTION
CALL 708-358-5430 or www.oak-park.us
- In general, nothing should be concealed unless a passing inspection has been issued.
- Inspections must be called for a minimum of 24 business hours in advance, although it is not guaranteed that an inspection time will be available in 24 hours.
- For increased likelihood in getting an inspection on the day and time you want, call 3 business days before you want the inspection.
- Please have your permit number(s) when phoning in for an inspection.

REQUIRED INSPECTION CHECKLIST
The Village of Oak Park requires the following inspections to pass prior to construction continuance.

NOTE: Additional inspections required by other village departments, such as Fire (708-358-5609), Health (708-358-5489), Engineering (708-358-8706, 07 or 08) or MWRD (708-588-4055) are not included in this list. It is the contractor's and/or owner's responsibility to assure they have obtained all the necessary inspections required by each department in proper sequence as related to the inspections listed below.

	Pre-Demolition	A pre-demolition inspection of the primary structure after all required fencing, barricades, etc. are installed.
	Footing (Pre-pour)	Inspected after a footing is formed out, including all steel bars, before concrete is placed.
	Foundation (Pre-pour)	Inspected after a foundation is formed out, including all reinforcing steel bars, before concrete is placed.
	Foundation (Backfill)	Inspected after foundation waterproofing, exterior drain tile, exterior insulation, and anchoring or bracing have been installed before it is covered.
	Plumbing (Underground) (Storm, Sanitary Sewer and/or Water)	PRIVATE PROPERTY: inspect plumbing / sewer pipes before it is covered. Call D.S.C Right-of-way: Inspect plumbing / sewer pipes before it is covered. Call Public Works.
	Electric (Underground)	Inspected after electrical work below grade is complete before it is covered.
	HVAC (Underground)	Inspected after gas lines or ducts are installed below grade before it is covered.
	Slab (Pre-pour)	Inspected after forms, sub-grade, reinforcement, interior drain tile, vapor barrier are installed, and other required below grade inspections have passed, before concrete is placed or pavers are installed.
	Plumbing (Rough)	Inspected after plumbing work in concealed spaces is completed, before being covered.
	Electric (Rough)	Inspected after electric work in concealed spaces including wire pull is completed, before being covered. Splices may be done but is not required. LV and communication cables must also be installed and inspected.
	HVAC (Rough)	Inspected after ducts, vents, and/or gas lines are installed in concealed spaces, before being covered.
	Framing (Structure)	Inspected after other required rough inspections have passed, after all framing is completed, before walls and ceilings are insulated. NOTE: Fire-stopping and fire blocking shall be installed.
	Insulation	Inspected after the framing inspection has passed, after insulation is installed, before being covered.
	Drywall	**Required ONLY for fire-retarded construction.** Inspected after each layer of drywall is installed, before taping or installing additional layers of drywall, wallpaper, ceiling tiles, paint, or similar is installed.
	Electric (Service)	Inspected after the electric service is installed. *The electrical inspector notifies ComEd after a service is passed.*
	Plumbing (Service)	Inspected after the plumbing service is installed before being covered. (IDPH)
	Plumbing (Final)	Inspected after all plumbing work is complete. (Any service work will be listed as a service inspection).
	Electric (Final)	Inspected after all electric work is complete. (Any service work will be listed as a service inspection).
	HVAC (Final)	Inspected after all HVAC equipment is installed and operating.
	Energy (Final)	Inspects insulation certificates and a blower door test, etc.
	Building (Final) **REQUIRED**	Inspected after all other phases of work, including any other Village Department final inspections are approved, after all work is complete.
Other Inspections (If Applicable)		
	Elevator (Final)	Inspected after all equipment regulated by the Elevator Safety & Regulation Act is installed and operating.
	Health (Rough & Final)	All food, daycares, and body art establishments.
	PW – Forestry	Tree oversight.
	PW – Engineering (Rough & Final)	Inspects all drainage systems and major water systems, along with MWRD.
	Building (Final)	Inspected after all other phases of work, including any other village department final inspections are Approved, after all work is complete.

NOTE: Additional special inspections or structural tests may also e required as per Chapter 17 of the International Building Code or the State of Illinois adopted Energy Code. Third party testing agencies may be required to be hired and paid for by the contractor/owner for such testing as, but not necessarily6 limited to, soil or concrete testing, welding, spray-applied fire-resistant materials, HVAC pressure balance and testing and infiltration blower door testing.

EXTERIOR SITE GRADING
- New principal commercial buildings require detailed engineering drawings for storm water drainage.
- Wood framed structures shall have a minimum of 6" of exposed concrete / masonry 4".
- Grades shall conform to the natural slope of the neighborhood.
- Grades shall not cause a nuisance.
- Grades shall not cause ponding.
- Grades shall not create icing or alga on Village property.
- All sumps or Hub drains for receiving clear water waste shall extend two inches above the floor. All indirect clear water waste lines shall be above the floor level. Any floor drain which is level which is level with the floor shall discharge to a sanitary waste drain.

ELECTRICAL SERVICE - GENERAL
- ALL ELECTRICAL ITEMS TO BE U.L. LISTED AND LABELED
- The service panel, exterior electrical meter, disconnects shall have a 3'x3' working clearance.
- Overhead wires and service drop in relation to openable windows and clearance. Must be a minimum of 5 feet away.
- Overhead service drop-clearances:
1. At the service entrance: 10 feet above the ground
2. Above roofs with a slope of less than 4 in 12: 8 feet
3. Above roofs with a slope of 4 in 12 or greater: 3 feet
4. Over residential property and residential driveways not subject to truck traffic: 12 feet
5. Over public streets, alleys, roads, and parking areas subject to truck traffic: 18 feet.
6. Service conductor clearance from operable windows, doors, porches, balconies, ladders, stairs, etc.: 3 feet

MANUFACTURED ITEMS
- Any and all manufactured items must be rated for the use and installed per manufacturer's installation instructions.
- Provide a copy of the manufacturer's installation instructions for the permit file and site inspection.

EGRESS
- All routes / hallways shall be a minimum of 36" with occupancy of 50 or less. Greater than 50 refer to the IBC.
- All Bedrooms, Basements, Basement Living Spaces, and Basement Bedrooms shall have egress directly to the exterior grade by a door or egress window.

RADON
- Provide passive radon control system in new 1- and 2-family dwellings.
- Include the diagram from the EPA in the drawings.
https://www.epa.gov/sites/production/files/2014-08/documents/archdraw.pdf

ENERGY
- Refer to the certificate from the design professional or follow the prescribed ratings on the following charts:

COMMERCIAL / MULTIFAMILY

Climate Zone 5	OTHER	Group R
Roof-Insulation entirely above the roof deck-	R30ci	R30ci
Roof-Metal Buildings	R19+R-11 LS	R19+R11 LS
Roof-Attic & Other	R38	R49
Walls-Above Grade-Mass	R11.4ci	R13.3ci
Walls- Above Grade-Metal Buildings	R13+R-13ci	R13+R-13ci
Walls- Above Grade-Metal Frame	R13+R7.5=R20	R13+R7.5=R20
Walls-Wood Frame and Other	R13+R3.8 or R20	R13+7.5ci or R20
Walls-Below Grade	R7.5ci	R7.5ci
Floors-Mass below grade	R10ci	R12.5ci
Floors-Joist/framing	R30	R30
Unheated Slabs	R10 for 24" below	R10 for 24" below
Heated Slabs	R15 for 36" below +R5 full slab	R15 for 36" below +R5 full slab

- U-factor for new windows shall be 0.38 or less for a fixed unit.
- U-factor for new windows shall be 0.45 or less for an operable unit.
- All HVAC ductwork shall be sealed.
- Building entrances which serve the public and open into spaces with an area of 3000 sf or more shall be protected with an enclosed vestibule, with all doors opening into and out of the vestibule equipped with self-closing devices. Vestibules shall be designed so that in passing through the vestibule it is not necessary for the interior and exterior doors to open at the same time.
- Ductwork shall be insulated in unconditioned spaces.
- Heating water pipes or hot water pipes shall be wrapped.
- Heated exteriors shall be radiant heat.
- Wood-burning fireplaces shall have tight fitting air dampers.
- Provide the proposed detail of the lighting controls.
- Provide occupancy sensors in spaces less than 300sf, where lights shall shut off within 30 minutes after occupants leave the space.
- A MINIMUM of 90% of all lamps in permanently installed light fixtures shall be high efficiency lamps.
- Provide an electric detail pertaining to the required tandem wiring if fluorescent lighting.
- Provide occupant sensor controls with manual override or time switch controls for lighting in classrooms/lecture/training rooms, conference/meeting/multi-purpose rooms, copy/print rooms, lounges, employee lunch and break rooms, private offices, restrooms, storage rooms, janitorial closets, locker rooms, other spaces 300 sf or less that are enclosed by floor-to-ceiling height partitions, and warehouses. Where spaces are provided with time clock controls for lighting, they shall also be provided with light reduction controls that allows the occupant to reduce the connected lighting load in a reasonably uniform illumination pattern by at least 50 percent.

GAS PIPING
- The gas meter shall be accessible.
- All devices shall have accessible shut offs.
- Provide a copy of the manufacturer's installation instructions for the permit file and site inspection.
- Inspection required.
- In multiple tenant and multiple family buildings shutoff valves shall be provided for each tenant. Each tenant shall have access to the shutoff valve serving that tenant's space.

GLAZING
- Bathtub glazing shall be safety glazed / tempered glass.
- Glazing at the staircase will be safety glazed.
- Glazing at the door swing will be safety glazed.
- Skylights shall be safety glazed.
- See other requirements in the IBC.

STAIR REQUIREMENTS FOR COMMERCIAL AND MULTI-FAMILY BUILDINGS
- Minimum stair width: 44" – if occupancy is less than 50 people, minimum width = 36"
- Minimum tread width: 11"
- Maximum riser height: 7"
- Minimum riser height: 4"
- Minimum landing width: same as stair width.
- Maximum height of a flight of stairs between a floor or landing: 12 feet
- Minimum clear headroom above nosing: 6' 8"
- Nosing's are required at each tread.
- Nosing projection from riser if nosing's are provided: ⑦" to 1 ¼"
- Handrails required on both sides of the stairs.
- Intermediate handrails are required so that all portions of the stair are within 30" from a handrail.
- Spacing of handrail from the wall: 1 ½" (Maximum and Minimum)
- Handrail brackets shall be attached to the bottom of the handrail and shall attach to the wall 1 ½" below the bottom of the handrail.
- Handrails shall return to the wall.
- Height of handrails: 34" to 38" above nosing
- Handrails extension at bottom floor, top floor or landing: 12"
- Size of handrails
• Circular cross section: 1 ¼" diameter to 2" diameter
•Rectangular cross section: Perimeter of 4" to 6 ¼" with maximum dimension of 2 ¼"
- Guards: required at stairs, ramps, landings and floor openings which are more than 30" higher than surface below.
- Height of guards above stair nosing, floor or landing: 42" minimum
- Spacing of balusters in handrails and guards: sized as to not to allow passage of a 4" sphere between balusters and 6" sphere at the triangular opening formed by the tread, riser and bottom rail of a guard or handrail.

HVAC
- Heating system: Provide equipment and distribution system capable of maintaining indoor temperature at 68 degrees F at -10 degrees F exterior.
- 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 as required by the IMC Table 403.3.
- Provide ACCA Manuals S and J results to determine heating and cooling sizing.
- Per VOP Guidelines, HVAC, A/C & Exhaust shall not cause nuisances and shall be located:
• Minimum of TEN (10') FEET from lot lines and openable windows.
• Minimum of THREE (3') FEET from exterior walls and roofs.
- Per VOP Guidelines, Kitchen & Bath exhaust shall not cause nuisances and shall be located:
• Minimum of THREE (3') FEET from lot lines and openable windows.
• Minimum of TEN (10') FEET from mechanical intakes.
- For commercial, multi-family and mixed-use buildings, provide a HVAC test and balance report for village approval prior to obtaining a certificate of occupancy.
- Ducts shall be supported with approved hangers at intervals not exceeding 10 feet or by other approved duct support systems designed in accordance with the International Building Code- flexible and other factory-made ducts shall be supported in accordance with the manufacturer's installation instructions.

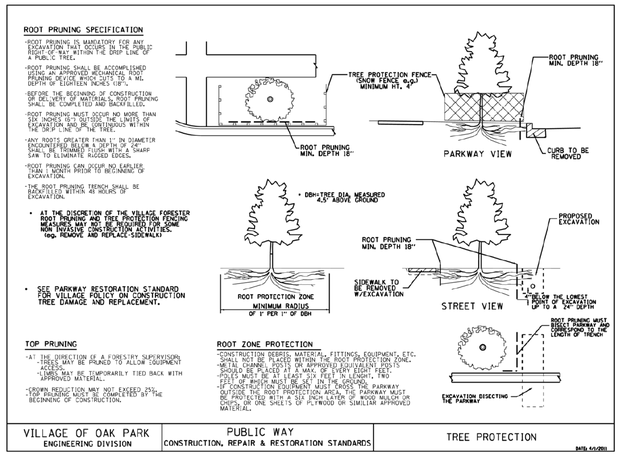
PLUMBING
- A Metropolitan Water Reclamation District Permit may be required, refer to the City Engineer.
- WATER SERVICE BACKFLOW PREVENTION:
The following buildings will need to install an RPZ (Reduced Pressure Zone backflow preventer) device on the potable water supply:
• New commercial, or mixed-use commercial and residential buildings.
• Additions to existing commercial or mixed-use commercial and residential buildings.
• Existing commercial or mixed-use 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 to alter.
- 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.
- An RPZ is required on all equipment directly connected to the water supply.
- The water meter shall be accessible and serviceable.
- All devices shall have accessibility shut offs.
- Provide a copy of the manufacturer's installation instructions for the permit file and site inspection.
- Any project proposing a new plumbing fixture (one or more) shall complete a Village of Oak Park "Water Service Fixture Unit Calculation Worksheet" to assess the need to upgrade the water system. The required form is available on the Village's website and shall be submitted with all required documents.

ELECTRICAL – BASIC
- Provide complete details on all proposed electrical work including, but not limited to, installation of new circuits, receptacles, piping, wiring and any proposed replacement of old electrical with new. Provide drawings showing existing conditions and proposed new work. Highlight or delineate new work from untouched existing electrical. Plans shall present a clear picture of the work to be completed so code compliance can be assessed.
- A Please provide receptacles above the commercial front windows.
- All receptacles located in a restroom shall be GFCI protected.
- Provide GFCI protection for all receptacles within six feet (6') of the outside edge of any sink.
- Provide a switch, to control lighting, at the entrance/exit to all rooms.
- The branch circuit feeding the emergency lights shall be the same branch circuit as that feeding the normal lighting fixtures in the area.
- All telecom and fire alarm cables to have their own raceway secured to structure Strap all conduits
- Please note that all low voltage cabling shall be secured within a cable tray.
- Provide a minimum of 1 foot-candle of emergency lighting along all areas of the egress corridors.
- An approved exit sign shall mark exits and exit access doors readily visible from any direction of egress travel.

FIRE BLOCKING / DRAFT STOPPING
- Fire blocking / Draft stopping shall be installed and be a maximum ten feet on center, horizontal and vertical.

PUBLIC Right-of-Ways
- TREES (Parkway): Shall be protected by a fence a minimum of 10' away from any tree.
- RESTORATION: Public sidewalks shall be restored within 3-7 days (weather permitting) from removal or temporarily backfilled with compacted limestone screenings.

Note: This guideline is not all inclusive of the related codes and laws that pertain to this construction refer to the actual code book for details. The permit process is a check and balance system that normally involves a designer, plans examiner, contractor, and inspector to ensure the best quality and safest construction possible. As much as the mentioned professionals attempt to achieve full code compliance every effort has been made to identify all code deficiencies, however, failure to identify a code deficiency during plan review and inspection does not alleviate any obligation to comply with all applicable code provisions.



Oak Park
VILLAGE OF OAK PARK
CONSTRUCTION DOCUMENT(S)
REVIEWED FOR COMPLIANCE
These document(s) has been reviewed for conformance with applicable provisions of the codes and ordinances of the Village of Oak Park. The permit process is a check and balance system that normally involves a designer, plans examiner, contractor, and inspector to ensure the best quality and safest construction possible. As much as the mentioned professionals attempt to achieve full code compliance every effort has been made to identify all code deficiencies, however, failure to identify a code deficiency during plan review and inspection does not alleviate any obligation to comply with all applicable code provisions. Ultimately the owner and contractor are responsible for full code compliance.
KEEP A PRINTED APPROVED COPY OF THE PLANS ON SITE AT ALL TIMES FOR CONTRACTORS AND INSPECTORS
- Signage is required to provide the address, contractor name and emergency contact information
- Before you dig call J.U.L.I.E @ 811
- Construction hours are 7:00AM through 6:00PM all seven days a week
- Address numbers shall be posted in the front and in the alley of the site (if applicable)
- Trees shall be protected in the parkways; do not block sidewalks or alleyways
- Portable toilets shall be properly maintained a minimum of 10' from the lot line
- Construction fencing shall secure the site and materials(6' high for res. & 8' high for comm. sites)
- Respect the neighboring properties; do not trespass on or damage neighboring properties
- Keep the site clean, safe, organized and free from debris.
- Maintain all guardrails, walkways, ladders and stairs in a safe condition
Any and all changes and/or deviations to the approved plans shall be proposed in writing, in triplicate, for a complete re-review and re-approval.