

**VILLAGE OF TINLEY PARK
FOUNDATION ONLY
PERMIT APPLICATION PROCESS**

A “foundation only” permit consists of footings, foundation, underground plumbing, basement floor and/or slab. Site plans showing entire completed project layout will need to be submitted. **No other work shall continue until further shell or full building permits are issued.**

The Building Department would like to make the construction permit process as simple as possible. Plans and a one page permit application and a completed plan checklist will start the permit process. Contractors do not have to be listed at application submittal, but will be required to be listed, licensed and bonded before a permit is issued. A checklist of plan details and contractor license and bond information is attached. **Please submit these plans to the Village of Tinley Park, 16250 Oak Park Avenue, Tinley Park, Illinois, 60477, to the attention of the Building Commissioner.**

The plans presented for review will be distributed to our Building, Public Works/Engineering, and Fire Departments, and depending on the extent of the project, an outside plan review agency, for staff review. When all departments have reviewed the plans, a letter will be sent to the Architect, with a copy to the Developer/General Contractor from the Building Commissioner, outlining the comments and/or requirements from each department to be addressed.

The Architect/Developer is required to provide the Building Commissioner with a written response to each item, and if necessary, revised plans (revised plans may be cut sheets). This written response will be forwarded to staff for review. If there is no further information required, we will process the permit application. We will notify the Developer/General Contractor when the permit has been processed and the cost. We will also notify the General Contractor of any subcontractors missing license and bond requirements. We cannot release the permit until all contractors have been licensed and bonded with the Village.

The Village of Tinley Park has approved the updates to our Building Codes to adapt to the International Code Council standards. These standards were approved on May 22, 2007 and can be referenced through Ordinance Number 2007-O-040. The ordinance includes updates to the following code sections:

Village of Tinley Park Building Code 2007
2006 International Building Code
2006 International Residential Code for One and Two Family Dwellings
2006 International Mechanical Code
2006 International Property Maintenance Code
2006 International Fuel Gas Code
2015 International Energy Conservation Code
2005 National Electric Code
2014 Illinois State Plumbing Code
2006 International Fire Code

FOUNDATION ONLY PERMIT
PLAN CHECKLIST

- One completed Commercial/Industrial Permit Application, including all contractor/subcontractor information. Contractors required to be listed are:
 - 1) General Contractor
 - 2) Excavator
 - 3) Concrete Contractor
 - 4) Plumbing Contractor
 - 5) Electrical Contractor (if applicable for any underground electrical work)

- One completed emergency information form.

- Project/Plan Number _____

- Five (5) Sets of stamped, signed (top sheet only) plans including underground plumbing and electrical (if applicable) drawings

- Five (5) sets of Final Civil Engineering plans to include:

Erosion Control Plan	SHEET # _____
Drainage/grading plan	SHEET # _____
On site water detention, if necessary	SHEET # _____
Water, sewer, and fire protection service lines and connections	SHEET # _____
Fire hydrant location and main sizes	SHEET # _____
Complete roadway configurations, to include driveways, parking lots, etc	SHEET # _____
Temporary Access Roads	SHEET # _____

- Please remember the Metropolitan Water Reclamation District/Sanitary District (MWRD), Sewer Replacement Notification of Request for Inspection (NRI) or Illinois Environmental Protection Agency (IEPA) permit must be applied for by the developer.

**VILLAGE OF TINLEY PARK
COMMERCIAL/INDUSTRIAL PERMIT APPLICATION**

16250 Oak Park Avenue, Tinley Park, IL 60477
(708)444-5100 Fax (708)444-5199

Date of Application: _____ Permit Number BL - _____

Project Address _____ Suite/Unit # _____

Parcel/Real Estate Tax (PIN)# _____ Lot # _____ Zoning _____

Name of New Business Occupying Space: _____ Phone _____

Owner of Property _____ Phone _____

Project Description _____

Cost of Project (Valuation) _____

Square Footage: Office _____ Retail _____ Warehouse _____

Water Meter Size: Existing _____ Proposed _____ Water Tap Size: Existing _____ Proposed _____

Number of Fire Sprinkler Heads Existing: _____ Proposed: _____

of Regular Parking Spaces _____ # of Handicap Spaces _____

Estimated Maximum Patron Occupants _____ Estimated Maximum Employee Occupants _____

CONTRACTOR INFORMATION: PLEASE PROVIDE NAME AND ADDRESS

General _____ Phone _____

Architect _____ Phone _____

Carpentry _____ Phone _____

Concrete _____ Phone _____

Drywall/Lathing _____ Phone _____

Electric _____ Phone _____

Excavator _____ Phone _____

Fire Alarm _____ Phone _____

Fire Suppression _____ Phone _____

HVAC _____ Phone _____

Masonry _____ Phone _____

Paving _____ Phone _____

Plumbing _____ Phone _____

Roofing _____ Phone _____

Sewer _____ Phone _____

Other _____ Phone _____

SIGNATURE OF APPLICANT: _____

Please check if Applicant is Owner _____ or Contractor _____

**VILLAGE OF TINLEY PARK
CONTRACTOR REGISTRATION AND BOND
REQUIREMENTS**

16250 South Oak Park Avenue
Tinley Park, IL 60477
(708)444-5100
(708)444-5199 FAX

**CONTRACTOR
REQUIREMENTS:**

All contractors doing work in the Village of Tinley Park must be licensed and bonded with the Village or State (proof of state licensed required) prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded.

SURETY BOND:

A General Contractor requires a \$20,000 Surety Bond made out to the Village and a Village license. Homeowners acting as general contractor for their own single family home, and are to remain their own property, must sign a waiver and are still required to obtain a \$20,000 Surety Bond.

Carpentry, Concrete, Drywall, Excavating, Heating and Air Conditioning (HVAC), Masonry, Paving, Sewer, etc are all required to obtain a Village License and a \$20,000 Surety Bond made out to the Village.

**CERTIFICATE OF
LIABILITY
INSURANCE:**

The Village of Tinley Park **DOES NOT** require liability insurance, however, if the homeowner is the general contractor, it is suggested they obtain a copy of this insurance from each subcontractor.

**ELECTRICAL
CONTRACTORS:**

Electrical contractors must submit a current city Electricians license in the company name and have a \$20,000 Surety Bond made out to the Village. **NO FEE IS REQUIRED**

**FIRE SPRINKLER
CONTRACTORS:**

Contractors must submit a current State of Illinois license and have a \$20,000 Surety Bond made out to the Village. **NO FEE IS REQUIRED**

**LAWN SPRINKLER
CONTRACTOR:**

Contractors must submit a current State of Illinois 060 license to install the lines and a current State of Illinois 055 license to install the RPZ (and water meter, if applicable). Provide an itemized list and copy of all State Licensed 061 irrigation company employees that may be on site **NO FEE OR BOND IS REQUIRED.**

**PLUMBING, ALARM,
CONTRACTORS:**

Contractors must submit a copy of the current State Registration. No surety bond is required. If also doing sewer work, a Tinley Park License and a \$20,000 Surety Bond is required. **NO FEE IS REQUIRED**

**ROOFING
CONTRACTORS:**

Roofing contractors must submit a current State of Illinois Roofing License, obtain a Village License, and have a \$20,000 Surety Bond made out to the Village.

**APPLICATION
FEES:**

General Contractors are \$100 per calendar year. Subcontractors: \$50 per calendar year. **NO FEE IS REQUIRED FOR ELECTRICAL, PLUMBING, ALARM AND FIRE SPRINKLER LICENSES, JUST A COPY OF CITY AND/OR STATE LICENSE IN COMPANY NAME IS REQUIRED**

**CHANGING
CONTRACTORS:**

If, during the course of construction, it is necessary to change contractors, you must notify the Building Department and fill out a Change of Contractor Form for our files.

**SCHEDULING
INSPECTIONS:**

A list of required inspections will be included in your permit packet. There is a **TWO BUSINESS DAYS NOTICE** is required to schedule any inspection, with the exception of concrete, which required only a two hour notice

RE-INSPECTIONS:

If any re-inspections are necessary, a \$50 fee must be paid before the re-inspection will take place

VILLAGE OF TINLEY PARK
APPLICATION
CONTRACTORS LICENSE
16250 South Oak Park Avenue
Tinley Park, IL 60477
(708)444-5100
(708)444-5199 FAX

NAME OF BUSINESS: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

BUSINESS OWNER(S): _____

BUSINESS PHONE: (____) _____

CELL PHONE: (____) _____

FAX (____) _____

EMAIL ADDRESS: _____

YEARS IN BUSINESS: _____

THREE CITIES CURRENTLY OR PREVIOUSLY LICENSED IN:

APPLICATION

FEES: General Contractors: \$100 for calendar year
 Subcontractors: \$ 50 for calendar year

NO FEE REQUIRED FOR: ELECTRIC PLUMBING ONLY ALARM FIRE SPRINKLER LAWN SPRINKLER

SPECIFIC TYPE OF CONTRACTOR*: _____ FEE \$ _____
(Example: masonry, drywall, general, etc)

*Roofing Contractors must also submit a copy of current State License.
*Sign Contractors installing electrified signs must also have a copy of the current Electrical Contractors license.

ALL CONTRACTORS MUST HAVE A \$20,000 SURETY BOND MADE OUT TO THE VILLAGE OF TINLEY PARK. (A Certificate of Liability Insurance is only required when the work is contracted by the Village of Tinley Park.)

SIGNATURE: _____ Date: _____

OFFICE USE ONLY

Fee Amount Received: \$ _____

Date Received: _____

MWRD – NRI - IEPA
PERMIT SPECIFICATIONS

For those developments within the MWRD service area of Tinley Park to include all of Cook County and portions of Will County (All area North of I-80 as well as the area south of I-80 and North of 191st Street between 80th Avenue and Harlem Avenue)a long form MWRD permit is required for sanitary sewer and/or detention when:

1. There is new construction of a sanitary sewer extension, service, etc.
2. There is alteration of previously permitted detention facilities
3. There is new construction of detention facilities for parcels over 5 acres in size.

A short form permit also known as the Sewer Replacement Notification of Request for Inspection (NRI) can be used when

1. RECONSTRUCTION- a sewer reconstruction or replacement on public right-of-way or utility easement, including appurtenances, using the same alignment (same trench); or the reconstruction of an existing sewer service, including the addition of an inspection manhole, with no change in alignment and/or
2. NEW CONSTRUCTION- The addition of a grease trap, triple basin, inspection manhole, or mud basin *with less than 25 linear feet of new sewer* service construction, in conjunction with an existing building alteration, and/or *change in ownership or use*. Plans are required for new construction service line of less than 25 feet is being constructed.

An MWRD permit is NOT required when:

1. The construction of any building is to be devoted solely to residential use, which contains less than twenty-five dwelling units; or
2. From any building, the use of which will not involve the risk of introduction into the sewer system of industrial waste or other waste by accident, spillage or otherwise; provided, however, that it shall be a requirement of the District in the construction of such building that a control sanitary manhole shall be installed.

For those areas in Tinley Park NOT within the MWRD service area (south of 191st Street) an Illinois Environmental Protection Agency (IEPA) permit is required. The application for construction permit must be signed off by the Operator of the tributary sewage treatment plant i.e. either the Village of Frankfort or Illinois American Water.

Once construction is complete the Request for Inspection Form (RFI) along with as-built drawings need to be submitted to Village Engineer for review and approval. If all needs are met, the RFI will be executed by the Village and sent back to the developer. The developer can submit to the MWRD for review and request a final inspection. The MWRD will sign-off on the project if all requirements are met.

Village of Tinley Park Erosion Prevention and Sediment Control Plan Requirements

Erosion prevention and sediment control is much more than silt fence. Prior to developing an Erosion Prevention and Sediment Control Plan (EPSCP), it is important to have minimized the areas of disturbed soils and the duration of exposure. It is also imperative to control water at up-slope site perimeters, control water on-site, control sediment on-site, and control sediment at the downslope site perimeters. A good erosion prevention and sediment control plan first minimizes the extent of disturbance by focusing on erosion control (minimizing disturbed areas, seeding, mulching, matting) by controlling the amount of soil that can run off and by stabilizing exposed soil. Sediment control measures (i.e. stabilized construction entrances) then focus on any sediment that has escaped your erosion control measures. Erosion prevention measures are far more effective than sediment control measures (such as silt fence) and should be the primary focus of any EPSCP.

The goal of the EPSCP Plan is to 1) eliminate excess erosion; 2) eliminate non-storm runoff; 3) eliminate sediment and other pollutants from exiting the construction site; and 4) ensuring construction materials are managed properly.

Erosion control is any source control measure that protects the soil surface and prevents soil particles from being detached by rainfall, flowing water or wind. Erosion control is also referred to as soil stabilization. Erosion control consists of preparing the soil surface and implementing one or more erosion control measures to disturbed soil areas.

Sediment control is any practice that traps soil particles after they have been detached and moved by rain, flowing water or wind. Sediment control measures are usually passive systems that rely on filtering or settling the particles out of the water or wind that is transporting them. Sediment control measures include those practices that intercept and slow or detain the flow of storm water to allow sediment to settle and be trapped.

For sites greater than one acre, the Owner is responsible for submitting the notice of intent (NOI) to the IEPA after the EPSCP is complete. The Contractors is responsible for ensuring that the NOI is postmarked at least 30 days before commencement of work on site. The Contractor is responsible for having the approved EPSCP on site at all times.

Erosion Prevention and Sediment Control Plan Requirements

- Location map.
- Site plan with north arrow, scale (1" = 100' or larger), elevation datum, property lines, existing and proposed structures and utilities, existing and proposed contour lines, location of nearby water bodies.
- Name, address and phone number of developer.
- Name and phone number of 24 hour local erosion and sediment control contact.
- Signature and seal of designer with revision date.
- Total and disturbed acreage of the project.
- Location of all stockpiles and erosion control measures to prevent soil loss.
- Detailed construction activity schedule:
 - i. show anticipated starting and completion dates for each land disturbing activity, including stripping top soil, clearing, rough grading, utility installation, construction of infrastructure and buildings, and final grading and landscaping.
- Provide vegetation plan, noting all temporary and permanent vegetative practices and their location on the site. Include species, planting dates and seeding, fertilizer, lime and mulching rates. Vegetation plan shall be specific for appropriate time of year that seeding will take place and for the appropriate geographic region.
- Clearly note the following statements in bold letters:
 - i. ***"The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities."***
 - ii. ***"Any disturbed areas left exposed for a period of greater than 14 days shall be stabilized with mulch or temporary seeding."***

- iii. *“Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provided for effective erosion control, additional erosion and sediment control measure shall be implemented to control or treat the sediment sources.”*
 - iv. *“The erosion control measures indicated on the plans are the minimum requirements. Additional measures may be required as directed by the Engineer or the Governing Agencies.”*
 - v. *“The Contractor/Developer shall take the necessary steps to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality.”*
- Location of all structural erosion prevention and sediment control measures and details, including but not limited to:
 - i. Silt fence.
 - ii. Storm drain inlets with a detail of how they will be protected from silt and debris from the site. Hay bale protection methods are not allowed. All storm structure frames and grates shall be marked with “Dump No Waste” and “Drains to Creek” or other acceptable lettering as approved by the Village.
 - iii. The last catch basin prior to the outlet to a detention system or natural waterway shall be equipped with a trap such as the Snout or approved equal. The Contractor shall clean out all sumps of suspended solids and other pollutants on a regular basis until the Village accepts the improvements.
 - iv. Stormwater pathways.
 - v. Erosion control measures on slopes greater than 3:1.
 - vi. Location of the stabilized construction entrance (detail required) and a narrative on how adjacent public and private roadways will be kept clean during construction.
 - vii. If dewatering services are used, adjoining properties and discharge locations shall be protected from erosion. Discharges shall be routed through an effective sediment control measure (e.g. sediment trap, sediment basin, or other appropriate measure). All shall be shown on the EPSCP.
- Provide a chart showing the inspection and maintenance schedule of all erosion control measures. At a minimum inspection should be done weekly and after every measureable precipitation.
- Indicate on the plan the dust control measures that are to be used.
- Provide a stipulation that all temporary erosion control measures need to be removed 30 days after the site is stabilized or they are no longer needed.

CONTRACTOR

Stormwater Construction Site Inspection Form

General Information					
Project Name:					
NPDES Tracking No. (if known):				Weather at time of inspection:	
Present Phase of Construction:		<input type="checkbox"/> Clearing & Grubbing/Site Preparation	<input type="checkbox"/> Building Construction/Fine Grading		
		<input type="checkbox"/> Mass Grading/Underground Utilities	<input type="checkbox"/> Final Stabilization		
Type of Inspection:					
<input type="checkbox"/> Regular (weekly)		<input type="checkbox"/> Pre-storm event	<input type="checkbox"/> During storm event	<input type="checkbox"/> Post-storm event	
Inspection Checklist					
	BMP/Activity	Adequate	Needs Maintenance	N/A	Comment(s)
General Site Information					
1	a. Dust control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Stabilized construction entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. SWPPP on site & updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storm Water System Inlet Protection					
2	a. Inlet protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storm Water Discharge from Site					
3	a. Rock outlet protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Silt fence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Temporary swale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Soil Stabilization / Landscaping					
4	a. Land grading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Permanent vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Temporary seeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Certification statement:

"I certify under penalty of law that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information."

Print name: _____ Signature: _____ Date: _____

DO NOT MARK BELOW THIS LINE (OFFICE USE ONLY)

Action Taken	Description	Yes	No
Verbal Warning	Informed owner/builder of potential stormwater pollution violation and BMPs	<input type="checkbox"/>	<input type="checkbox"/>
Written Warning	Gave owner/builder copy of Inspection Form	<input type="checkbox"/>	<input type="checkbox"/>
Written Warning	Gave owner/builder stormwater pollution violation letter	<input type="checkbox"/>	<input type="checkbox"/>
Stop Work Notice	Issued a stop work notice to cease project until corrections are made	<input type="checkbox"/>	<input type="checkbox"/>

VILLAGE OF TINLEY PARK
16250 Oak Park Avenue
(708)444-5100 (708)444-5199 Fax

**COMMERCIAL OR
NEW RESIDENTIAL SUBDIVISION
EMERGENCY INFORMATION SHEET**

Please provide the following information for our Police and Fire Departments regarding construction site management. This information is vital in the event of an emergency (fire, theft, etc.) at the construction site. Any changes in the management of a site must be reported immediately

Proposed Project/Business Name: _____

Project/Business Address: _____

Owner of Property: _____
Address: _____
City/State/Zip _____
Business Phone _____
Business Fax _____
Email _____
Other _____

General Contractor: _____
Address: _____
City/State/Zip _____
Business Phone _____
Business Fax _____
Email _____
Other _____

FOR EMERGENCY PURPOSES
PROVIDE PHONE NUMBERS
AVAILABLE 24 HOURS A DAY

Construction Manager _____
Business Phone _____
Cell Phone _____
Home Phone _____
Email _____

Additional Personnel responsible for site and project:

Name: _____ Phone _____
Name: _____ Phone _____
Name: _____ Phone _____