

# Permit Submittal Requirements

In order to provide efficient service the City of Park Ridge Building Safety Division is requiring all documents be completed and submitted prior to initializing.

If the permit packet is incomplete then the City of Park Ridge Building Safety Division will not accept any portion of the permit and will not review the permit.

## Single Family New

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)
- **Zoning calculations** (1 set of completed calculations with Architect's stamp)
- **Appearance approval** ( 1 letter of approval)

**Five (5) sets of the following:**

- **Building plans**
  1. Electrical Plan
  2. Plumbing Plan (include water Supply Fixture Unit Counts per IDPH)
  3. Heating, Ventilation and Air Conditioning (HVAC) or Mechanical Plan
  4. Structural Plans
  5. Floor Plan
  6. Elevations
  7. Demolition Plan
  8. Energy Document (Res Check or prescriptive method)
  9. Elevator Plan (if applicable)
  10. Landscape Plan
- **Fire Prevention Plan or calculations** (fire sprinklers and fire alarm)
- **Engineering/Grading Plan**
- **Plat of Survey-Affidavit of Survey**
- **Site Plan** (include A/C location, generator location, escape/ window well, patio, deck and all other impervious improvement locations)

**Site plan vs. plat of survey.** *They can be one of the same, but do not confuse the issue of determining what exists prior to the proposed construction. The site plan shall show all proposed setbacks. Most permits shall require a site plan / plat of survey. All exterior construction requires a site plan to determine*

*location of the proposed project. This may be drawn to scale on a plat of survey. We just need something in detail on locations, and layouts of setbacks to scale.*

- **Soil report** (1 set if applicable)
- **Note:** Demolition, Detached Garages, Fences/Walls and Tree removals are to be on a separate permit

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## **Single Family Exterior Remodel/ Renovation / Addition**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)
- **Zoning calculations** (1 set of completed calculations with Architect's stamp)
- **Appearance approval** ( 1 letter of approval) if applicable

**Four (4) sets of the following:**

- **Building plans**
  1. Electrical Plan
  2. Plumbing Plan (include water Supply Fixture Unit Counts per IDPH)
  3. Heating, Ventilation and Air Conditioning (HVAC) or Mechanical Plan
  4. Structural Plans
  5. Floor Plan
  6. Elevations
  7. Demolition Plan
  8. Energy Document (Res Check or prescriptive method)
  9. Elevator Plan (if applicable)
  10. Landscape Plan
- **Engineering/Grading Plan**
- **Plat of Survey-Affidavit of Survey**
- **Site Plan** (include A/C location, generator location, escape/ window well, patio, deck and all other impervious improvement locations)
- **Note:** Demolition, Detached Garages, Fences/Walls and Tree removals are to be on a separate permit)

**Demolition**

*NOTE: When single-family residence/ detached garages are demolished, a County permit is also required. It is obtained from the Cook County Department of Environmental Control in Maywood, IL (708-865-6165).*

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## **Single Family Interior Remodel / Renovation**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)

**Four (4) sets of the following:**

- **Building plans**
  1. Electrical Plan
  2. Plumbing Plan (include water Supply Fixture Unit Counts per IDPH)
  3. Heating, Ventilation and Air Conditioning (HVAC) or Mechanical Plan
  4. Structural Plans
  5. Floor Plan
  6. Elevations
  7. Demolition Plan
  8. Energy Document (Res Check or prescriptive method)
  9. Elevator Plan (if applicable)

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## **Detached Garages**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)
- **Zoning calculations** (1 set of completed calculations)
- **Grading Plan / Drainage Flow Plan**

**Four (4) sets of the following:**

- **Building plans**
  1. Electrical Plan
  2. Structural Plans
  3. Floor Plan
  4. Elevations
- **Plat of Survey-Affidavit of Survey**
- **Site Plan to scale**

*When submitting a garage application with a new house application, the garage application shall have all the above mention items separated from the new house submittal to ensure proper record keeping.*

*If a garage is to be over 15 feet in height, it must be designed and stamped by an architect and be approved by the Appearance Commission.*

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## **Accessory Structures (Sheds)**

*Note: Storage sheds less than 65 sf. ONLY require a Zoning Review.*

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- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)
- **Plat of Survey-Affidavit of Survey**
- **Building plans** (include electrical if applicable)
  1. Structural Plans
  2. Elevations (include handrail, guardrail and stair details)
  3. Electrical Drawings (if applicable)
- **Site Plan** (include scaled drawings with dimensions of proposed work and dimensions of setbacks)

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## **Porches**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)
- **Zoning calculations** (1 set of completed calculations with Architect's stamp)
- **Appearance approval** ( 1 letter of approval)

**Three (3) sets of the following:**

- **Building plans**
  1. Structural Plans
  2. Elevations (include handrail, guardrail and stair details)
- **Plat of Survey-Affidavit of Survey**
- **Site Plan** (include scaled drawings with dimensions of proposed work and dimensions of setbacks)



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## **Driveway / Patio**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)

**Three (3) sets of the following:**

- **Plat of Survey** (indicated grading drainage flow)
- **Site Plan** (include scaled drawings with dimensions of proposed work and dimensions of setbacks)

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## **Decks**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)

**Three (3) sets of the following:**

- **Building plans**
  - 4. Structural Plans
  - 5. Elevations (include handrail, guardrail and stair details)
- **Plat of Survey-Affidavit of Survey**
- **Site Plan** (include scaled drawings with dimensions of proposed work and dimensions of setbacks)

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## **In Ground Swimming Pool**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)

**Three (3) sets of the following:**

- **Building plans**
  1. Electrical Plan (Complete Line Drawing)
  2. Plumbing Plan
  3. Mechanical Plan, Energy Document
  4. Structural Plans
  5. Landscape Plan
- **Engineering/Grading Plan**
- **Plat of Survey-Affidavit of Survey** (include scaled drawings with dimensions of proposed work and dimensions of setbacks) Include location of fence if existing and electrical wire locations,

## **Above Ground Swimming Pool**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)

**Three (3) sets of the following:**

- **Building plans**
  1. Pool Specifications including Electric (Complete Line Drawing) and Plumbing
- **Engineering/Grading Plan**

- **Plat of Survey -Affidavit of Survey**(include scaled drawings with dimensions of proposed work and dimensions of setbacks) Include location of fence if existing, and electrical wire locations.

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## **Air Conditioning / Electric Generator**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)

**Three (3) sets of the following:**

- **Building plans**
  1. Electrical Line diagram (Complete Line Drawing)
  2. Specification/ Installation sheets
- **Plat of Survey-Affidavit of Survey**
- **Site Plan** (include scaled drawings with dimensions of proposed work and dimensions of setbacks)

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## **Electric Service**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)

**Three (3) sets of the following:**

- **Building plans**
  1. Electrical Line diagram
  2. Load Calculations including size of panel
- **Site Plan** (include overhead or underground)

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## **Plumbing (Flood Control)**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)

**Three (3) sets of the following:**

- **Building plans**
  1. Plumbing isometric drawings
  2. Materials and sizes
  3. Vault diagram
  4. Electrical
- **Site Plan**

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## **Furnaces**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)

**Three (3) sets of the following:**

- **Building plans**
  1. Specification/ Installation sheets



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### **Lawn Sprinklers**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)
- **Plat of Survey-Affidavit of Survey** ( indicate location of heads)

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## **Fences**

All plans must be accompanied by the following:

- **Building Permit Application Form**
- **Contractors List** (include sub-contractors if awarded)
- **Plat of Survey-Affidavit of Survey** (3 copies that indicate location of fence)
- **Copy of Proposal from fence company**