

Dear Applicant:

Welcome and thank you for building in the City of Park Ridge. We take great pride in our work, striving for a safe and quality product. We attempt to respond to a building permit application within 15 working days following the date that an application is received.

This checklist was designed as an aid for applicants to ensure that all the items necessary for doing a review of a permit application are submitted. Only a complete application with all the required information will be accepted.

The Zoning Board of Appeals, Planning and Zoning Commission, Public Works Committee, Appearance Commission or City Council will not accept building permit applications if the proposed construction requires approval. These approvals must be obtained prior to submitting a building permit application. If you have questions about any of the board or Commission approvals, please call the Community Preservation and Development Department at (phone number: 847-318-5291).

Once the application is approved, the building division will notify the applicant that their permit is ready for issuance. All fees are paid when the permit is issued.

Use the Building Permit Submittal Requirements table (*opposite page*) to determine what plans and how many copies must be submitted with your application and contractors list. Then continue to complete this form by indicating what plans and information required for your specific permit application you are providing.

Respectfully,  
The Building Administrator  
847-318-5322

**CODES USED IN PARK RIDGE**

In addition to the amendments listed in the Park Ridge Building Code, the City has adopted the following codes:

International Building Code - latest version  
International Mechanical Code - latest version  
National Electric Code - latest version  
Illinois Accessibility Code  
Life Safety Code 101

International Residential Code - latest version  
International Energy Conservation Code – State of IL  
Illinois State Plumbing Code  
International Fire Code  
NFPA National Fire Code & Standards

Review the City Ordinances at [www.parkridge.us](http://www.parkridge.us)  
**TO PURCHASE CODE BOOKS CONTACT THE INTERNATIONAL CODE COUNCIL AT:**  
 800-214-4321 / [www.intlcode.org](http://www.intlcode.org)

## BUILDING PERMIT SUBMITTAL REQUIREMENTS 3/2010

The number in each square represents the number of copies of each item that must be submitted.

Type of Permit	Building Plans	Plat of Survey <sup>a</sup>	Site PLAN	Zoning Calculations	Mfg Structural Elements	Grading Plan	Landscape Plan	Other Requirements	Spotted Plat Waiver
New Single Family	5 <sup>e</sup>	5	5	1 and avg. of 4 homes <sup>c</sup>	1 <sup>f,g</sup>	5	5	1 <sup>f</sup> - soil report Fire Dept./ Energy Cert./	Yes
Single Family Addition	4	4	4	1 and avg. of 4 homes <sup>c</sup>	1 <sup>f,g</sup>	4 <sup>f</sup>	4 <sup>f</sup>		Yes
New Multi-Family	5 <sup>e</sup>	5	5		1 <sup>f,g</sup>	5	5	1 <sup>f</sup> - soil report Fire Dept./ Energy Cert.	Yes
Multi-Family Addition	5	5	5		1 <sup>f,g</sup>	5 <sup>f</sup>	5 <sup>f</sup>	Fire Dept. Reqmts	Yes
Single or Multi-Family Remodel	Single – 3 Multi – 4	3 <sup>f</sup>	3 <sup>f</sup>		3 <sup>f</sup>		3 <sup>f</sup>	Fire Dept. Reqmts for Multi – Family Remodel	
Commercial New or Addition	6 <sup>e</sup>	6	6		1 <sup>f,g</sup>	6 <sup>f</sup>	6	Health / Fire Dept./ Energy Cert.	Yes
Commercial Remodel	5		5 <sup>f</sup>					Health & Fire Dept. Reqmts	
Detached Garage	4	4	4 <sup>d</sup>	1- for garages over 400 sq ft	4	4		Indicate drainage flow on the survey with arrows (→)	Yes
Demolition		1						Proof of Ownership	
Deck/Porch	3 <sup>b</sup>	3	3	3 <sup>f</sup>		3			Yes
Driveway/ Patio	<b>b</b>	3 showing location & width	3	Show the area (sq ft) on the survey		3		Indicate drainage flow on the survey with arrows (→)	
In-ground & Above-ground Swimming Pool	3 <sup>b</sup> In-ground pools only	3 showing pool & fence details	3 <sup>d</sup>					Indicate drainage flow on the survey with arrows (→). Indicate the overhead or buried electrical line.	
A/C Unit / Elec. Gen.		3 showing location	3 <sup>d</sup>						
Shed	3	3 showing location	3 <sup>d</sup>		3 <sup>f</sup>			Electric?	
Fence	New <sup>b</sup> fence only	3 showing location	3 <sup>d</sup>						
Sign	3	3 showing Location	3 <sup>d</sup>		3 <sup>f</sup>			Letter of permission from owner	

**FOOT NOTES:**

- a -** Submit affidavit of survey accuracy, if older than 6-months.
- b -** Submit a signed tree preservation agreement.
- c -** Submit the **AVERAGE FRONT SETBACK** of four homes(2 on each side) by a registered land surveyor.
- d -** Submit a **SITE PLAN**: Locations of all structures with all exterior measurements and setbacks and all impervious surface measurements may be drawn on a plat of survey to serve as a site plan; however, a survey is always required.
- e -** Submit an approval **CERTIFICATE** of energy calculation (MECcheck or REScheck from the US Dept of Energy).

f - Only if applicable

g - Submit calculations and span charts.

## All plans must be accompanied by the following:

- Building Permit Application Form** – complete the application forms and submit with the plans. *This form is located on the back pages.*
- Contractors List** – complete the contractors' list with all the proposed contractors and submit with the plans. A building permit will not be issued until it has been verified that your contractors are currently licensed. *This form is located on the back pages.*

### 1. **BUILDING PLANS** - must include exact details of what is proposed to be constructed and/or installed. **Building plans must be prepared by a licensed architect** for construction of any new or an addition to a residential or commercial building, and for any major commercial remodeling.

- Electrical Plan** - includes the location of all new lights, devices, switches, outlets, smoke/fire alarm, and the service equipment. Include measurement of panel clearances and spacing. Include electric service clearances.
- Plumbing Plan** - includes the location of all new gas, water supply and wastewater fixtures and pipes and the corresponding pipe sizes.
- Heating, Ventilation and Air Conditioning (HVAC) or Mechanical Plan** - includes the location of the ducts, fans, equipment and appliances and all the corresponding air speeds and volumes.
- Hood/Duct Systems** – Include complete details for the entire system including materials of exhaust system, equipment the hood is serving and fire suppression details.
- Structural Plans** – includes a vertical segment of the building from the peak of the roof to the footing with details and dimensions of all structural interior and exterior materials and proposed spans. Submit manufacture's span charts when using engineered lumber. All other types of construction require a plan of the sectional view with all the details and dimensions of all structural interior and exterior materials be submitted.
- Floor Plan** – includes all new walls, doors, and windows with all the corresponding dimensions of each floor, including any attic space that is accessible by walk-up stairs. All other applicable construction also requires a floor plan be submitted. This drawing must be to scale.
- Elevation Plan** – includes exterior views of the outer walls and roof that will be changed or created such as a new structure, an addition, change of roof, etc. Plans must show all the dimensions, architectural details and selection of building materials. This drawing must be to scale. Submit the Appearance Commission approved plan, where applicable.
- Elevator Plan** – provide a detailed drawing with dimensions. The drawing must indicate the provision of an emergency phone. A separate permit is required for an elevator.
- Sign Plan** – provide the dimensions of the panel and letters, colors, and type of illumination and mounting. Show the awning or canopy details where applicable. Submit the approved Appearance Commission plan where applicable. A separate permit is required.

**Demolition Plan** – provide a plan demonstrating all demolition and new construction.

**Energy Document** – For all new buildings and alterations, submit an approval certificate and the energy efficiency calculations of the building envelope. A free computer program can be found on the U.S. Dept of Energy WEB page. Submit REScheck for residential construction and COMcheck for all new commercial structures.

The City of Park Ridge is in established climate ZONE 5. See table R301.1.

1. Submit a copy of the approved passing Res-Check Certificate. Provide a signed and stamped copy from the design professional to ensure that the structure complies with the International Energy Code. Refer to [www.energy.gov](http://www.energy.gov)
2. Construction documents shall contain (R103)(if/when applicable)
  - a. Equipment Sizing (R403.6)
    - i. Provide a copy of the heating and cooling sizing in accordance with ACCA Manual S and.
    - ii. Building loads calculated in accordance with ACCA Manual J.
  - b. Insulation Details;
    - i. Provide Insulation material and their R-Values,
    - ii. Provide: Fenestration U-factors,
    - iii. Provide one copy of: SHGC's area-weighted U-factor,
    - iv. Provide one copy of: SHGC calculations
  - c. Mechanical System Design
    - i. Provide: mechanical and service water heating systems & eq. Types, sizes, & efficiencies
    - ii. Provide: Economizer descriptions
    - iii. Provide equipment and system controls
    - iv. Provide fan motor hp,
  - d. Duct Sealing/Pipe insulation Provide: Duct and pipe insulation size and location
  - e. Lighting Fixtures
    - i. Provide fixture schedule w/ wattage and control narrative (R505.2.)
3. Unless performance-based, construction shall follow the prescriptive:
  - a. **Ceilings** shall have an R-49 insulation value.
  - b. **Windows** shall have an U.32 insulation value.
  - c. **Slabs** shall have an R10, 2ft insulation value.
  - d. **Crawlspaces** shall have an R-15/19 insulation value.
  - e. **Floors** shall have an R-49 insulation value.
  - f. **Walls** shall have an R-20 or -13 continuous on the interior or exterior with a plus R-5 continuous on the exterior or interior of the home.
  - g. **Basement walls** shall have an R-15 continuous insulation on the interior or exterior of the home or an R-19 cavity insulation value.
  - h. **Ducts** shall be insulated to a minimum of R-8. (R403.2)
4. Fireplaces
  - a. Wood-burning fireplaces shall have tight fitting air dampers (R402.4.2)
  - b. Gasketed doors are required (402.4.3)
5. Air Leakage (R402.4)
  - a. Provide confirmation that outdoor air intakes and exhausts shall have automatic or gravity dampers that close when the ventilation system is no working (R403.5)
6. System Controls (R403):
  - a. Submit details of the thermostatic controls. A programmable thermostat is required.

**New HOME?**

When is a remodeling project extensive enough to require the resulting structure to comply with all requirements of a new structure and to classify the construction on the permits plus computer system as new?

1. A structure must comply with all requirements of a new structure when the amount of demolished existing exterior walls is  $\geq 50\%$  of the total lineal feet of the existing exterior walls (perimeter of the existing walls) or when the amount of demolished

existing exterior walls is  $\geq 25\%$  and  $\geq 25\%$  of the existing ceiling joists and/or floor joists are removed.

**Note:** A wall is considered demolished when the structural integrity of the wall has been compromised (no longer capable of supporting the structure) or when 2 or more components of the wall are removed. **All New Homes** must comply with all current Zoning Laws, must provide a fire suppression system, must provide new water and sewer service and must install a yard drain.

**2. PLAT OF SURVEY** – must be prepared by a registered land surveyor and must clearly and accurately depict the current conditions on the property. A **survey** older than 6 months must be accompanied with an affidavit of present accuracy and signed by the current property owner. **The survey must be legible, scaleable and accurate.**

- The survey must indicate the **location** of all existing buildings and structures including porches, decks, fences, garages, sheds, patios, driveways, walkways, signs, etc.
- The survey must indicate the building front, side, rear and either the corner side or reverse corner side yard **set back dimensions**.
- The survey must indicate any **easements or vacated alleys**.
- Submit proof of ownership, if your property includes a vacated alley.
- If your property includes an easement, submit a statement of whether there are any building restrictions for the easement on your property.

**3. SITE PLAN** – must be to scale.

- Show the location of any proposed air conditioning condenser units.
- Show the location of all existing and proposed buildings, structures and impervious surfaces such as driveways, walkways, decks, etc. indicating the setbacks. The size and location of sewer and water services and where they connect to the main must also be shown.
- Show the location of all overhead utilities.
- For commercial and multi-family permit applications, show the location of the required 6-foot high fenced refuse enclosure.
- Show the location, size and species of all existing trees larger than 3 inches in diameter including those on the parkway.
- Indicate any proposed tree removals. Tree removals require a separate permit from the forestry division. Apply in Public Works for this permit either before or at the time the building permit application is submitted.
- Indicate any proposed new trees.
- A detailed drawing demonstrating or a 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.

For information about the Tree Preservation Regulations and Guidelines, please call the Forestry Division Phone: 847-318-5451.

**4. ENGINEERING/GRADING PLAN – Review Municipal Code Article 15 Chapter 8**  
**Increased impervious surfaces of >5% shall be certified by a professional engineer. All elevations should be with USGS datum (bench mark available from public works). An As-Built grading plan is normally required toward the end of your project. Submit the following:**

- Sheet Size - 8-1/2" x 11" minimum.
- Scale 1" = 20'.
- Subdivision Name, Lot Number and Street Address.
- Dimensions for all property lines.
- All easements.
- Building lines.
- North Arrow (Up).
- All elevations shown to U.S.G.S. datum.
- Include the benchmark used (from list of Benchmarks in Engineering Department).
- Existing elevations to be shown:
  - All lot corners and midpoints.
  - Side yard lot line and low points.
  - The Public sidewalk adjacent to the lot.
  - Curb and flow line on both sides of the lot.
  - Adjacent buildings and garage foundations and midpoint grades.
  - Centerline of roadway at center of property frontage.
  - Existing one (1) foot contours within lot and extended a minimum of 10' from perimeter to adjacent property.
- Proposed elevations to be shown (in bold or indicate with a "box"):
  - Top of the proposed foundations for house (show all multilevel elevations) and detached garage.
  - Side yard as well as midpoint grade elevations.
  - Arrows indicating the proposed direction of storm water drainage (existing and proposed)
  - Side yard summits.
  - Phasing of Drainage Work.
  - Location of the required area basin with plumbing details how the basin will be connected to the sewer with a minimum of a two-inch reducer inlet.
  - For commercial or institutional plans provide detailed detention calculations in accordance with the Storm Water Management Ordinance, Article 11 Chapter 3 of the Park Ridge Municipal Code.
  - Phasing of Drainage Work.
    - Proposed elevations or finished grade - that is the top of sod or seed, and the finished dirt grade shall be 2" below top of sod.

- In addition to the dimensions of the lot, the drawing must show the elevation of the proposed foundation, the elevation of the proposed grade at the foundation (6-8 inches below the top of the foundation) and the proposed elevation of the summits and low points on the property.

A drainage basin is required for all single-family dwellings and major additions/alterations.

**5. LANDSCAPE PLAN**

- Submit the Appearance Commission approved landscape plan, where applicable.

**6. SOIL REPORT**

- If your construction is located in **either** the area bounded by the Union Pacific Railroad tracks, Sibley and Dee Road **or** the area bounded by the 294 Tollway to Western and Manor to Dempster, you must submit a soil report. A soil engineer must compile the soil report

after he has examined soil borings in the proposed area of construction. The report must include the type of soil, bearing pressure, and moisture content at different depths.

## 7. ZONING CALCULATIONS – Zoning Division Phone: 847-318-5280

- A completed zoning calculation sheet that includes lot coverage, floor area ratio, open space, height and setbacks.
- The average front setback of all homes on the block, prepared by a registered land surveyor, must be submitted for permit applications to construct a new single-family residence or to construct any addition or structure onto the front of a residence that reduces the distance to the front property line.

### For Driveways Only

- For Circular driveways located in the front yard, submit a document certified by a registered land surveyor that provides the calculation of the area of the proposed circular driveway.

## FIRE AND HEALTH BUILDING PLAN REQUIREMENTS

**Fire Prevention-** Requirements for Comm. and Multi-Family New, Addition, or Remodel.  
For information about Fire Regulations or details for the plans, please call: 847-318-5286.

- Location of all smoke detectors, emergency lighting, exit signs and fire suppression equipment.
- Provide the flame and smoke spread of all wall and ceiling surfaces.
- Provide a drawing of any commercial kitchen exhaust hood - fire suppression system.
- If required, include a drawing of the fire suppression system with each plan.
- Indicate the type of building construction and type of occupancy use.
- Provide 4 copies of the drawings and specifications of the fire alarm system.
- New Single-family homes include 4 copies of the drawing and specifications of the fire suppression system.

**Environmental Health-** Requirements for Commercial New, Addition, or Remodel  
For information about Environmental Health Regulations, please call: 847-318-5281.

### Food Establishments Only:

- Environmental Health Plan Review Application
- Menu, or menu listing
- Copy of Illinois Food Manager Certification Information or Proof of Enrollment

### For All Other Health Regulated Facilities:

- Submit a plumbing, HVAC, mechanical, and/or a floor plan.