

Village of Palos Park

Submittal Requirements for Single Family Detached Houses and Single Family Home Additions

1. Application completely filled out which includes all the contractors that are to be working on the project. The application also needs to be signed by the future homeowner and general contractor.
2. Fees at time of application
 - \$ 500 for Grading Engineering Review (non-refundable)
 - \$ 500 for new construction (non-refundable)
 - \$ 300 for an addition (non-refundable)

There will be additional plan review fees associated with the review of the project. However, these fees will be added to the total fees for the permit application. If for any reason the project does not move forward the Village of Palos Park would send out a re-bill for any additional plan review fees that are not paid. These fees must be paid to the Village of Palos Park or the Village could place a lien on the affected property to recoup our costs from the outside plan review company that we use.

3. Proof of Property Ownership must be submitted with permit application.
4. Digital (electronic) architectural/construction plans, grading plans, plats of survey, plats of subdivision, etc. Should be submitted in Auto CAD (.dwg), (.dwf) or Adobe Reader (.pdf) format.
5. 2-Recent (6 month) Legal Plat of Surveys
 - Signed and scaled by a licensed surveyor in accordance with Illinois Laws
 - Easement and Right of Ways shown
 - Consolidated building lot (required if permit is applied for on property with multiple lots)
 - Locations of existing buildings
 - Locations of all accessory structures (shed, deck, pool, garage, and all other structures)
 - All Dimensions
6. Provide the Village of Palos Park with documentation regarding the location of the well on the property (if property has a well). This certified search must be accomplished by a licensed well company.
7. 4 sets of detailed grading plan to show the following items below (Code Section 1466) **(Please provide an electronic copy of the final approved grading plan to the Village of Palos Park).**
 - Signed and sealed by the Design Professional Licensed in accordance with the Laws of Illinois
 - Existing and new contours on 1 foot contour elevations
 - swales at side yards to divert water Max slope 3:1
 - Delineation of any wet lands
 - Delineation of any flood plains and flood ways

Location of flat work areas such as patios, driveways, walks, etc.
Location of any specimen trees 6" or over. (Section 1446.01)
Elevation of foundation heights, include foundation steps heights and locations (must match building plans)
Driveway culvert location(s), inverts and size (15" minimum culvert Section 1024.04)
Location of wells
Locations of utilities, include B box location, water size and location of clean-outs

8. 2 Construction site and tree preservation plans (Code Chapter 1460)

Specimen tree locations
Trees to be removed
Construction area boundaries (show location of construction barrier fence) 30 feet around structure
Stone construction entrance (location of stone driveway)
All utility lines and barriers
Flood plain and wetland delineated and protection method indicated
Sanitary facility
Dumpster location
Material lay down area
Adequate parking for workers

9. 2 sets of building plans

Signed and sealed by a design professional licensed in accordance with the State of Illinois
Design loads indicated including assumed soil bearing capacity.
Coordinated with the detailed grading plan
Site plan
Elevations views
Floor plans
Foundation plan
Wall section with details
Attic ventilation opening sizes and total openings required
Light and ventilation schedule
Lintel Schedule
Interior finishes noted
Exterior finish details include material, flashing details and drainage provisions
Complete masonry fireplace details or pre-fab fireplace manufacturer's installation instructions
Roofing material and details include flashing, ice and water shield & roof drainage
Framing species & grade, sizes and location, header sizes identified
Stair and handrail elevation and details
Guardrail details
Energy Compliance form MEC or RES check forms (forms or programs at www.energycodes.gov)
Insulation details coordinate with energy form requirements
HVAC Plans
Layout of appliances
Furnace(s) & AC sizes Also all other appliances (i.e. steamer, water heater, auxiliary heating systems, fireplaces)
Manual J form or heat loss calculations
Duct layout
Vent layout
BTU for house

- Basic gas piping layout with sizing
- Electrical Plans
 - Location of devices
 - Smoke detectors
 - Low voltage device locations
 - Electrical service and panel location
 - Electrical load calculations to be provided if required.
 - Note GFIC and Arc-fault protected outlets
- Plumbing Plans
 - Layout of fixtures
 - Riser diagram for water and DWV
 - Total water fixture units
 - Overhead sewer system indicated

Note: These are general requirements and should provide the minimum information required to clearly indicate the scope of work. Complex projects or non-standard construction methods could require the submittal of more information.

10. After the permit has been approved and issued, two copies of a spotted survey are required to be submitted to the Building Department after the foundation is installed. The spotted survey must be approved before the white framing card would be issued before framing can begin.
11. After project is completed but before the Certificate of Occupancy would be issued, two copies of a final as-built engineering plan done by a professional engineer must be submitted to the Village of Palos Park Building Department for review. These as-built drawing would need to be approved by the Village Engineer as well as the property being grassed or seeded before we can issue the Certificate of Occupancy.