

Community Development Department

8999 West 123rd Street

Palos Park, IL 60464

Phone: 708-671-3730

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Web: www.palospark.org



New Home or Major Addition Permit Process

The Village of Palos Park Community Development Department has created this customer information document to inform the general public about the effect of codes and regulations on their projects. These documents are not intended to be complete statements of all laws & rules and should not be used as substitutes. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult Village of Palos Park Community Development Department staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

Permit Process

In order to obtain a permit for new construction, additions, and remodels, customers must provide the following information:

NOTE: A detailed explanation of each is provided later in this document. Incomplete submittals will not be accepted.

- Pre-application meeting**
 - a. Pre-Zoning Review
- Demolition Permit Process Packet if Applicable**
- Fees at time of Application**
 - a. Approval letter from Homeowner's Association/Developer if required.
- Driveway Permit Application**
 - a. Right-of-Way Work
- Utility Connection/Disconnection Applications**
 - a. Water Service c. Well e. Utilities
 - b. Sewer Service d. Septic
- Site Development Permit Application**
 - a. Required for properties one (1) acre or more.
 - b. Erosion and Sediment Control Plan
 - National Pollutant Discharge Elimination System (NPDES) permit issued by the Illinois Environmental Protection Agency (IEPA).
 - Fees
 - c. Grading and Drainage Plan
 - Permit Deposit
 - Permit Fee
 - Grading and Drainage Plans
 - Retaining Wall Profiles & Structural Details
 - d. Storm Water Management Plan
- MWRD – WMO Permit**
- Building Permit Application**
 - a. Proof of ownership
 - b. Bonds
 - c. Survey
 - d. Cost Recovery Form
 - e. Various Plans (Tree Plan & Construction Conduct Plan etc)
 - f. Construction Conduct Acknowledgement Form & Sign
 - Notice Letters
 - g. Construction Documents
 - Building Plans
 - Electrical Plans
 - Plumbing Plans
 - HVAC Plans
- Register Contractors**
- Inspections List**
 - a. Re-Inspection Fee
- Fees Paid**
 - a. Exaction Fees
- Building Permit Issued for Construction**
- Spot Survey**
- Final As-Built Engineering**
- Occupancy Permit**
 - a. Temporary Certificate of Occupancy
- Miscellaneous**
 - a. Fence

The Village has adopted the following codes:

- 2012 International Energy Conservation Code
- 2012 International Building Code
- 2012 International Residential Code
- 2011 National Electrical Code
- 2012 International Mechanical Code
- Illinois Plumbing Code
- 2006 NFPA#1 Uniform Fire Code
- 2006 NFPA #101 Life Safety Code with Amendment Chapter 24, Section 24.3.5.1
- Village of Palos Park Code of Ordinances
- Most recent version of the *Illinois Urban Manual*

1. PRE-APPLICATION MEETING

A pre-submittal meeting is suggested to submit for a new construction or large additions. To schedule a pre-submittal meeting, please contact the Community Development Department at 708-671-3730. We will provide an overview of the whole process, answer questions, check zoning and other regulations. To have an application reviewed and approved in a timely manner, it is critical to have all forms completed and submitted along with other necessary materials at the time of submitting an application for review. Review of applications will not begin until customers/contractors have submitted all required materials. Please note that there are several different types of permits required during this process.

2. Pre-ZONING REVIEW

3. FEES AT THE TIME OF APPLICATION, if applicable.

\$ 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 will send out an invoice for any additional plan review fees that have not been paid. These fees must be paid to the Village of Palos Park or the Village may place a lien on the affected property in order to recoup costs from the outside plan review company employed by the Village.

4. APPROVAL OF HOMEOWNER ASSOCIATION, if applicable.

5. DRIVEWAY PERMIT APPLICATION, if applicable

- a. Items require village inspection and approval. All inspections are done on a request basis. It is the contractor's responsibility to contact the village as well as all appropriate permitting agencies to make an appointment for each required inspection.
- b. An inspection may be required on subgrades **prior** to the installation of the granular stone base.
- c. **Prior** to pouring, a re-inspection of the stone base is required to check compaction and drainage
- d. It is the contractor's responsibility to maintain public rights-of-ways, including roadways free and clear of dirt, dust and debris of any type during construction. If dirt or debris is placed or found upon the street by excavation, concrete trucks, construction of any type, the contractor may be ticketed.
- e. **All inspections must be scheduled twenty-four (24) hours in advance. Please call (708) 671-3721 (8:30 am to 3:30 pm Monday through Friday) to schedule inspections and re-inspections with public works department.**
- f. Proof rolls and density testing may be required; please check prior to construction.
- g. Any driveway may not project above street at connecting point.
- h. 15" (minimum) culvert must be installed unless an existing storm sewer is available as per ordinance 1024.04
- i. Driveway must be 4' wider than garage door.
- j. New driveways may not be closer than three (3) feet to a side lot line and may be required to be located farther than three (3) feet from a side lot line if needed for proper grading, drainage, and retaining walls as determined by the village approval of the grading plan according to chapters 1268, 1286, and 1466 of the village code. Driveways may not be more than twenty (20) feet wide at the public right-of-way and a maximum of twenty-four (24) feet wide at edge of street pavement.
- k. Asphalt, concrete, pavers or aggregate material making up the driveway may not be placed within or over a public utility easement in which the village maintains a watermain or sanitary sewer.
- l. Special and unusual situations may be cause for additional code requirements.
- m. Contact J.U.L.I.E. (1-800-892-0123) for locates.

Right-of-Way Work

- a. Any work in the Right-of-Way (ROW) of the following roads requires an additional permit:
Copy (1) of Cook County Highway Department permit is required for work on county roads right-of-way.
Copy (1) of IDOT permit is required for work on state roads right-of-way.

State Roads (IDOT permit):

- 123rd Street/McCarthy Road
- Southwest Highway
- Cal Sag Road (Rt. 83)
- LaGrange Road (US 45)
- 131st Street (east of Southwest Highway)
- 119th Street

County Roads (CCHD permit):

- 80th Avenue
- 131 Street West of LaGrange Road
- 104th Avenue
- Wolf Road
- 135th Street
- 86th Avenue

6. UTILITY DISCONNECTION/ CONNECTION APPLICATIONS

Before a building Permit can be issued an application to disconnect/connect to utilities is required.

*Please note that the location of all **existing and proposed** underground utilities such as water, sewer, well, gas and electric shall be shown on the Tree Plan/Permit, see 9.1.*

Submit Utility connection/disconnection applications:

1. **Water** - Separate Permit Required – Submit application to Public Works Department. Follow instructions on separate Water Connection Permit. Call the Village of Palos Park Public Works Department at 708-671-3721.
2. **Sewer** - Separate Permit Required – Submit application to Public Works Department. Follow instructions on separate Sewer Connection Permit. Call Public Works for inspections at 708-671-3721.
3. **Utilities** - (i.e. Electric, Gas, Cable, Phone). Service shall be connected by the utility company providing the service. **J.U.L.I.E.** Joint Utility Locating Information for Excavators. Call toll free 1-800-892-0123 for location of utilities.
4. **Septic** - Separate Permit Required – Submit application to Public Works Department. Follow instructions on separate Septic Disconnection Permit. Call Public Works for inspections at 708-671-3721.
5. **Well** – If there is a well on the property, you can close it or save it for landscape watering only. Have your well contractor contact the Cook County Public Health Department for more information. Send copies of the completed Illinois Water Well Sealing form and the Cook County Capping Affidavit form to the Village Building and Public Works Departments. Existing wells on site shall be capped by a State of Illinois Certified Well Driller. A copy of the signed and sealed affidavit shall be submitted to the Community Development Department. Well sealing is handled by the County. Abandoned well shall be sealed within 30 days. Contact the Cook County Department of Public Health at 708-633-4000 for well sealing procedures/ inspections/ paperwork. For further information see the Illinois Department of Public Health Website - title 77: public health, part 920 Illinois water well construction code, chapter i: department of public health, section 920.120 abandoned wells.

7. SITE DEVELOPMENT PERMIT APPLICATION

Required for properties one (1) acre or more.

a. **Erosion and Sediment Control Plan**

Each application shall bear the name(s) and address(es) of the owner or developer of the site, and of any consulting firm retained by the applicant together with the name of the applicant's principal contact at such firm and shall be accompanied by a filing fee.

1. National Pollutant Discharge Elimination System (NPDES) permit issued by the Illinois Environmental Protection Agency (IEPA).
2. Performance bond, letter of credit, or other improvement security for an amount of 110% of the site work to cover all costs of improvements, landscaping, maintenance of improvements for such period as

specified by the Village, and engineering and inspection costs to cover the cost of failure or repair of site improvements installed on the site.

3. The Erosion and Sediment Control Plan prepared by a licensed professional engineer shall include the following:
 - i. A sequence of construction of the development site, including stripping and clearing; rough grading; construction of utilities, infrastructure, and buildings; and final grading and landscaping. Sequencing shall identify the expected date on which clearing will begin, the estimated duration of exposure of cleared areas, areas of clearing, installation of temporary erosion and sediment control measures, and establishment of permanent vegetation.
 - ii. Seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of lime and fertilizer application, and kind and quantity of mulching for both temporary and permanent vegetative control measures.
 - iii. Provisions for maintenance of control facilities, including easements and estimates of the cost of maintenance.

b. Inspections – Please call the Village at least two (2) working days before the following:

1. Start of construction;
2. Installation of sediment and erosion control measures;
3. Completion of final landscaping.

The permittee (or his or her agent) shall make regular inspections of all sediment and erosion control measures in accordance with the inspection schedule outlined on the approved Erosion and Sediment Control Plan. All inspections shall be documented in written form and submitted to the Village at the time interval specified in the approved Erosion and Sediment Control Plan.

c. Grading and Drainage Plan

\$500.00 - Grading Permit Deposit

Grading Permit - \$100.00 plus actual costs incurred to the Village for review by consultants.

(can be deducted from initial \$500) Work must start within 90 days of permit issuance.

Grading Plans Required for:

- a. Construction of a new structure in a subdivision or planned unit development where an overall grading plan has been approved by the corporate authorities or a parcel is subject to such overall grading plan.
- b. Construction of a new structure in an established subdivision or planned unit development that does not have an approved overall grading plan.
- c. The movement of a structure from a parcel of land that affects such parcel, or the parcel to which it is being moved, or adjacent parcels.
- d. Any filling or excavation on a parcel of land that affects such parcel or any other parcel.
- e. The damming, altering, obstructing or changing of natural terrain or a waterway or watercourse carrying natural drainage from upstream property.
- f. Any change to an existing structure, including additions or alterations to an existing structure that could affect storm water drainage to the parcel being improved or to the adjoining property, as determined by the Building Commissioner.

Grading Plan Requirements:

- a. Foundation elevation, including the top of the foundation and any openings below the top of the foundation, on all new or existing structures or portions thereof, shall be shown.
- b. Site drainage shall be indicated, showing existing and proposed grades for a particular parcel, and for adjoining properties affected, with a minimum of one-foot contour intervals, in sufficient detail to clearly indicate drainage flows.
- c. The parcel drainage shall be designed to flow away from the top of the foundations. Storm water being directed to the side yard of the parcel shall be directed into a formed drainage swale, having a minimum slope of two percent and a maximum slope of ten percent. The side slopes of any drainage swale shall not exceed a 3:1 slope. Bank stabilization will be required if deemed necessary by the Village Engineer.

Grading Plan – Demolition:

Upon completion of removal of all portions of facility to be demolished, excavated areas shall be backfilled. No fill may be placed on any frozen surfaces. Do not incorporate snow, ice or frozen earth into the fill. Surface shall be shaped to allow runoff. Do not allow equipment on the fill areas after the above operations until it is dry enough so that rutting and remolding of the top eight (8) inches will not occur. After dumping, spread materials by bulldozers or other acceptable means in appropriate horizontal layers over the fill areas and cover at an approximately uniform elevation. As soon as practicable after commencement of construction of any section of fill, grade and crown the section with a minimum 1.0 percent grade so that the surface of fill will drain freely and this grade shall be maintained as needed. If compacted surface of any layer of material is determined to be too smooth to bond properly with the succeeding layer, loosen by scarifying or by other acceptable means before the succeeding layer is placed thereon. The property is to be final graded with 4 inches of topsoil and seeded to prevent erosion. In the case of a demolition of a non-residential structure where the surrounding surface is paved parking and where the area will continue to be used for parking, the disturbed area is to be restored with pavement of similar construction to the adjacent surface.

d. Storm Water Management Plan

A storm water management concept plan and a maintenance agreement.

The storm water management concept plan shall be prepared by a licensed professional engineer and shall meet the requirements of Section 1470.09.

All site designs shall, to the maximum extent possible, establish storm water management practices to control the peak flow rates of storm water discharge associated with specified design storms and reduce the generation of storm water runoff. These practices should seek to utilize pervious areas for storm water treatment and to infiltrate storm water runoff from driveways, sidewalks, rooftops, parking lots, and landscaped areas to the maximum extent practical.

8. METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

Watershed Management Ordinance

The Site may be required to follow the Metropolitan Water Reclamation Districts of Greater Chicago's (MWRD) Watershed Management Ordinance (WMO).

9. BUILDING PERMIT APPLICATION

The Building Permit Application identifies the scope of work, project valuation, property information, property owner, applicant, and other contact information. This form is required for all demolition permits and must be fully completed. Please be sure to verify that all contact information; names, addresses and telephone numbers are accurate. If an address has not been established, you must contact the Community Development Department at 708-671-3730 for address assignment. Incomplete applications will not be accepted.

a. Proof of Ownership

A deed or title report.

b. Bonds, if Required

i. \$3,500 Right of Way Cash bond

ii. \$1,000 Demolition Cash Bond

A \$3,500 Right-of-Way (ROW) Bond is required at the time of permit per Section 1444.11 of the Village Code. The purpose of these requirements is to make sure that any damages to the street or Right-of-Way such as cracked pavement, rutted swales, or smashed culverts that occur during the construction process are repaired in a timely manner. No material, construction vehicles or equipment shall be stored in the ROW. Any damage compromising public safety must be repaired immediately. Any cost incurred by the Village for any actions necessitated by the failure of the contractor to protect persons, property or things on the site of, or adjacent to, or in connection with the demolition operation shall be recoverable from the bond. If there is no damage the bond can be refunded. After the permitted construction is completed and the final construction inspections have been approved, the Owner or Contractor calls the Community Development Department for a Right-of-Way inspection. The Public Works Department then makes an inspection and determines if there is any damage. If repairs are needed, the Village will

contact the Owner or Contractor with information on how and when the contractor should make the repairs. Upon finishing the repairs, the Contractor calls for another inspection. When the repair work is approved, the Village issues a check to the Owner or Contractor refunding the ROW Bond, which usually takes 3-4 weeks. If the repairs are not completed by the Contractor, the Village can use the ROW Bond to complete the repairs and invoice the Owner to pay costs above \$3,500, if any.

A \$1,000 Demolition Bond is required at the time of permit per Section 1444.15 of the Village Code. The purpose of this requirement is to make sure that removal of buildings and other structures and the restoration of the site is completed as planned in a timely manner. The Owner or Contractor must call at minimum of one business day before demolition starts, so the Inspector can witness the demolition. After the demolition is completed, the Owner or Contractor contacts the Village for the pre-backfill inspection. When the inspected work is approved, the backfill is expected to be completed the same day and final grading and debris removal completed the next day and then construction fences can then be removed. The Community Development Department can authorized continuations for weather or other valid reasons. The silt fence and any other erosion controls remain until the site is stabilized with sod or seed and the Community Development Department approves removing the silt fence and any other erosion controls. Once all this is completed, then the Village issues a check to the Owner or Contractor refunding the Demolition Bond, this refund process usually takes 3-4 weeks. If the demolition work is not completed as planned or when due, the Village can withhold the Demolition Bond and use it to complete the demolition work and invoice the Owner to pay costs above the Bond amount, if any.

c. Current Plat of Survey (3 copies)

A plat of survey is a drawing that represents a single property that has been surveyed in the field and certified by an Illinois licensed land surveyor. This plat shows all property lines and existing structures on an individual residential lot. Everything on the plat must be drawn to-scale. A plat of survey must include the legal description and show structures to be removed, well, septic tank and fuel tank on the property.

d. Cost Recovery Form

In addition to the application fee, costs incurred for third party services and/or costs pertaining to appearances before Village Boards will be billed to the applicant/petitioner and invoiced by the Village as outlined in the attached Ordinance from the Village Code Chapter 208.01-208.04—Cost Recovery (*See attached form*).

e. Required Plans (3 copies + Digital)

Three (3) sets are required to be submitted. Digital (electronic) plans should be submitted in AutoCAD (.dwg) or Adobe (.pdf) format. These working drawings are used to provide the plan reviewer with information on a proposed project. The department may require additional drawings, details, sections, or stamped engineered calculations and/or details for any building or site.

1. Tree Plan/Permit & Construction Conduct Plan & Grading Plans

The Village requires protection fencing around trees to be saved and replacement of the trees removed or fee in lieu of replacement. **THE TREE PLAN MUST BE DONE ON THE TOPOGRAPHICAL/GRADING PLAN THAT SHOWS THE PROPOSED HOME FOOTPRINT.** The Tree Plan should show the following:

- a. All existing trees shall be numbered on the plan to correspond on the Tree Survey List completed by a certified Arborist.
- b. All trees indicated for removal must be marked for removal on plan and on site by a red “X.” This can be hand written on the plan.
- c. The location of all replacement trees shall be indicated (if needed).
- d. All existing trees on adjoining lots within 30 ft. of lot line and/or that have their critical root zones partial on your construction site.
- e. All existing trees on the parkway adjacent to your construction site.
- f. All Ash trees must be either treated for emerald ash borers or removed.
- g. If replacement trees cannot be planted on your site then you must submit a calculation of all tree bank fees.
- h. All existing grades and all proposed grade changes to site.
- i. Location of all **existing and proposed** underground utilities such as water, sewer, gas and electric.
- j. The location of the construction disturbance area shall include: (these can be hand written on the plan)
 - i. Location of protective fencing and silt fencing.
 - ii. Location of construction drive entrance and construction driveway.

- iii. Location of parking area for construction tradesmen.
 - iv. Black dirt spoils location.
 - v. Material lay-down area.
 - vi. Dumpster and porta-potty location.
 - vii. All areas of site outside of disturbance area are to be denoted as undisturbed areas.
- k. All construction sites shall be governed by the following standards:
- i. All construction sites shall be enclosed by a continuous chain link fence six feet in height with posts driven into the ground at least three feet deep and placed eight to ten feet apart, or an alternative fence approved by the Community Development Department. The fence shall not contain any advertisements. Access openings in such fencing shall be protected by gates that are normally kept closed during the day and secured every night.
 - ii. The construction site fence shall be placed at the perimeter of the property or, for work in an area substantially smaller than the entire property, around the site of construction large enough to ensure sufficient room for movement of tools and workers, storage of waste receptacles and other items, and the safety of the public.
 - iii. The contractor shall immediately repair any damage to the construction site fence and maintain the integrity and continuity of the fence for the duration of the project.
 - iv. Warning signs. Signs are required to be posted by the property Owner or Contractor that read 'HELP PROTECT THESE TREES - STAY OUT OF FENCED AREA' or alternative approved by the Community Development Department. The size, lettering, and location of signs shall be determined by the Community Development Department.

2. Site Plan – Showing how the site will be restored and the soil stabilized.

3. Site Protection Plan – May be indicated on the tree plan/permit.

f. Construction Conduct Acknowledgement Form & Sign

Registered contractors and their employees involved in demolition, excavation, construction, remodeling, repair, grading, and landscaping on private property in the Village shall comply with the construction conduct standards at all times while working in the Village (*See attached form*). The Village will place a Construction Conduct Standards Sign on the property. The sign will contain a summary of the construction conduct standards of the Village. The contractor shall maintain said sign, and shall reimburse the Village for the cost of the sign if the sign is missing or damaged.

g. Notice Letters

Contractors shall prepare letters, to be mailed out by the Community Development Department, to the owners and occupants of occupied properties, within a 350 foot radius of the construction site, at least 4 days prior to the start of the Construction (*See sample attached*).

10. REGISTER CONTRACTORS

Information for each contractor working on the project must be provided. Contractors must be registered with the Village of Palos Park and where applicable with the State of Illinois. This information is not required at time of Building Permit application but must be provided before a permit will be issued. (*See attached form*).

When choosing a contractor, please refer to the Illinois States Attorney publications website for useful tips. http://www.ag.state.il.us/consumers/consumer_publications.html

11. REQUIRED INSPECTIONS

- a. Before the Permit is issued a site inspection for construction fence and tree protection must be completed and approved by the Community Development Department. Call the Community Development Department at least 24 hours in advance to schedule an inspection.
- b. A site inspection for construction fence and tree protection must be done after demolition. Call the Community Development Department at least 24 hours in advance to schedule an inspection.
- c. Any other required inspections specific to your project will be listed on the permit.

d. The following is a list of inspections, which might be required for your project.

- Site Inspection Prior to Starting –
 - a. Construction Fence
 - b. Tree Protection
 - c. Silt Fence
- Soil Erosion Control
- Footing
- Foundation/rebar
- Foundation/backfill (Drainage & Dampproofing)
- Sewer
- Water
- Storm piping
- Exterior house wrap
- Framing/Firestopping
- Duct Pressurization Test
- Blower Door Test
- Roof
- Electric
 - a. Electric Service
 - b. Rough Electric
 - c. Final Electric
- Underground Plumbing.
- Plumbing
 - a. Rough Plumbing
 - b. Final Plumbing
- Cement/slabs
- Mechanical - HVAC
 - a. Rough
 - b. Final
- Insulation
- Final
 - a. Building
 - b. Landscaping

Re-Inspection Fee: During the construction of your project should you fail any of the required inspections there is a re-inspection charge.

12. CONSTRUCTION DOCUMENTS (3 copies + Digital)

Three sets are required to be submitted. Digital (electronic) architectural/construction plans, grading plans, plats of survey, plats of subdivision, etc. should be submitted in AutoCAD (.dwg) or Adobe (.pdf) format. These documents are used to provide the plan reviewer with information on how applicants plan to construct a proposed project. The department may require additional drawings, details, sections, or stamped engineered calculations and/or details for any building or site.

The following drawings are required.

- Site Plan**
- Tree Plan/Permit** – completed by a certified arborist
- Site Protection Plan** – May be indicated on the tree plan/permit
- Grading Plan** – May be indicated on the site protection plan
- Utility Plan** – May be indicated on the site protection plan
- Foundation Plans**
- Floor Plans**
- Building Cross Section(s)** - Usually through the most complex area(s)
- Exterior Elevations** - for all sides of the building;
- Roof Framing Plans** - May be indicated on the uppermost floor plan
- Floor Framing Plans** - May be indicated on a floor or foundation plan
- Wall Bracing Plans** of each floor above the foundation
- Electrical Plans** - May be indicated on the floor plans
- HVAC Plans** - May be indicated on the floor plans
- Plumbing Isometrics for Waste/Vent and Water**
- Plumbing contractor's letter of intent** (if project includes plumbing work)
- Miscellaneous Structural Details**
- Typical Wall Section**
- Landscaping Plan**
- Manufacturers specifications** (Heating/cooling systems, Fireplaces and Stoves)
- Shop Drawings for Specialty Items** (Trusses and Sprinkler Systems)
- Energy Code Compliance: Plans and specifications must comply with the IRC energy requirements. A ResCheck energy report must be submitted.**

- **Retaining Walls-Must be individually called out on site plans**
 - a. **Detail showing profile of any retaining walls on the plans**
 - b. **Structural details for any walls that will be greater than 3 feet in height**

Miscellaneous

- For second floor additions, verify existing foundation size and loading capacity by a Structural Engineer.
- Provide engineering calculation and details for retaining walls four feet or higher.
- Provide engineering calculations and details for beams, joists, trusses, lateral loads that exceed the prescriptive tables in the IRC.
- An engineering analysis by an Architect or licensed Engineer may be required.
- Additional engineered drawings, sections, details and structural plans may be required.

13. SPOTTED SURVEY

After the permit has been approved and issued, two (2) copies of a spotted survey are required to be submitted to the Community Development Department after the foundation is installed. The spotted survey must be approved before the framing can begin.

14. FINAL AS-BUILT ENGINEERING PLAN (2 Copies + Digital)

After project is completed but before the Certificate of Occupancy would be issued, two copies plus a digital copy of a final as-built engineering plan done by a professional engineer must be submitted to the Village of Palos Park Community Development Department for review. The final as-built plan shall show the utility locations, underground drains, and confirmation of grades as proposed. The as-built drawing need to be approved by the Village Engineer prior to a Certificate of Occupancy being issued.

15. CERTIFICATE OF OCCUPANCY

Upon completion of final grading and the installation of protective ground cover in substantial conformity with the approved plans, a final occupancy permit shall be issued to the holder of the grading permit. However, in those cases where nonconformity with the Village ordinances, does not permit the issuance of a final occupancy permit, such permit shall not be issued.

a. Occupancy Survey

Immediately after the final parcel grading has been accomplished, but before final seeding, sodding or landscaping takes place, the permittee shall conduct an occupancy survey to determine if the grading has been done in conformity with the approved grading plan. Said occupancy survey must be submitted to and approved by the Village prior to the issuance of a final occupancy permit.

b. Conditional Occupancy Permit

In those instances where a conditional occupancy permit is to be issued, the permittee shall furnish a cash bond or irrevocable letter of credit, in a form acceptable to the Village, in the amount of 110% of the Village Engineer's estimate of the cost of completing all required grading work. In the event that the grading work is not completed prior to the date on which said conditional occupancy expires, the Village shall be entitled to use said cash bond or the proceeds of the irrevocable letter of credit to complete the grading work on behalf of the property owner.

PERMITS ARE VALID FOR ONE YEAR
From date of issue

Phone Number Reference:

Village of Palos Park

Community Development Department	708.671.3730
Public Works Department	708.671.3721
Utility Billing	708.671.3716

Cook County

Department of Public Health	708.633.4000
Demolition Department	312.603.8200
Department of Environment Control	312.603.8200
Transportation & Highway Department	312.603.1670

Additional Contacts

J.U.L.I.E (Joint Utility Locating Information for Excavators) (48 hours notice)	800.892.0123
ComEd (48-72 hours notice)	800.334.7661
NICOR (48 hours notice)	888.642.6748
Illinois Department of Public Health (Contractors certified to remove ACM)	217.782.3517
Office of the State Fire Marshal (Division of Petroleum & Chemical Safety)	217.785.1020
State Department of Transportation	847.705.4497