



Commercial: Interior Alterations:

1. Design Review approval is typically required for new non-single family construction, building modifications, lighting, landscaping, sign variations and other activities impacting the built environment of the City of Highland Park. The Plan and Design Commission is responsible for all design review in the City. For more information about Design Review, the Plan and Design Commission, or to determine whether scope of work requires a Design Review, please call the Planning Division at (847) 432-0867
2. Verify and indicate Historic Preservation Status. Historic Preservation Commission approval is required for any scope of work to a building deemed to be historic. For questions please call the Planning Division at (847) 432-0867
3. Permit Submittal Requirements-
 - a. (3) sets of Architectural, Structural, Mechanical, Electrical and Plumbing drawings (with Design Professional's signature/seal and license expiration date), with sufficient information to convey the building scope of work.
 - i. Architectural drawings shall include:
 1. Title Sheet- containing applicable information per the minimum Commercial Title Sheet submittal requirements and list of codes adopted by the City- see City's website at www.cityhpil.com
 2. Energy Conservation Code Compliance Statement- certifying proposed scope of work complies with 2018 International Energy Conservation Code as incorporated into the Illinois Energy Conservation Code and how compliance is achieved: either by prescriptive method (list prescriptive building thermal envelope requirements) or by performance/trade-off method (submit [3] copies of compliance calculation report such as COMcheck).
 3. Location/Site Plan, or as required based on scope of work.
 - b. (3) sets of HVAC/Mechanical equipment sizing documentation (ACCA Manual CS or other approved sizing method) if applicable based on scope of work.
 - c. Copy of Condominium Association Approval Letter (if applicable).
 - d. Proof of Ownership: copy of Owner's Title Policy, Warranty Deed or Trustee's Deed and copy of Trust Agreement.
 - e. Building, HVAC/Mechanical, Electrical and Plumbing permit applications (or as required based on scope of work).
 - f. Elevator/Building permit application (if applicable). Elevator installation also requires Knox box permit/Installation.
 - i. (3) sets of elevator shop drawings and specifications.
 - g. Fire Alarm/Fire Sprinkler permit applications (if applicable based on scope of work). Monitored Fire Alarm/Fire Sprinkler installations also require a Knox box permit application/installation- see City's Knox box flyer.
 - i. (3) sets of Fire Alarm drawings, along with manufacturer's equipment specifications (with Design Professional's signature/seal and license expiration date). Installation shall be provided by Illinois licensed Contractor.
 - ii. (3) sets of Fire Sprinkler drawings, along with hydraulic calculations and manufacturer's equipment specifications (with Design Professional's signature/seal and license expiration date). Design and installation shall be provided by Design Professional/Contractor licensed by the Illinois State Fire Marshall.
 1. System requires approved backflow prevention device (RPZ valve), with testing required upon installation and annually thereafter.
 - h. Waste Reduction and Recycling Plan (if applicable)- see City's Ordinance, Section 170.123