



Commercial: New Construction, Additions:

1. The City of Highland Park is committed to working cooperatively with Builders and Developers to make the development review process as efficient and effective as possible.
Preliminary Site Plan and Development Review- Petitioners and Applicants are encouraged to speak with Building and Planning Division Staff to get a basic familiarity with the City's body of regulations. When a preliminary plan is in place, Planning Division Staff will arrange a Thursday meeting. Scheduled on Thursday mornings, with at least a two week prior notice, these meetings give Builders, Developers and Brokers an opportunity to get feedback on preliminary development plans from the Planning, Building and Engineering Divisions, as well as from the Police and Fire Departments.
Preliminary plans may be revised or improved following a Thursday meeting, then prepared for an appearance before an appropriate City board or commission. For information on scheduling a Thursday meeting, please call the Planning Division at (847) 432-0867
2. 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
3. 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
4. Verify whether subject lot is a Floodplain site- see City's website www.cityhpil.com, Interactive Maps. If applicable, then scope of work shall comply with the City's Floodplain Regulation, Article XVIII
5. Verify whether subject lot is a Lake Bluff or Ravine site- see City's website www.cityhpil.com, Interactive Maps. If applicable, then scope of work shall comply with the City's Steep Slope Ordinance, Article XIX
6. Permit Submittal Requirements-
 - a. Plan and Design Commission approval is required for all new construction and any exterior changes to all buildings and grounds.
 - b. (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 the 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. Zoning Analysis- regarding applicable zoning regulations, yard setback requirements, maximum height, FAR (floor area ratio), parking space requirement calculations, etc.
 4. Site Plan- complete with dimensions, applicable zoning ordinance setback dimensions, impervious surface area calculations and site scope of work clearly noted.
 5. Landscaping Plan- complete with planting and tree inventory (indicating number of, size, species), and locations clearly noted.

- c. (3) sets of Drainage & Grading/Civil Engineering drawings (with Design Professional's signature/seal and license expiration date), with sufficient information to convey the site scope of work.
 - i. Driveway approach/apron and sidewalk construction shall conform to the City's Driveway & Sidewalk Details.
 - ii. A driveway approach/apron in the Right-of-Way (ROW) where construction material other than asphalt or concrete (i.e. brick pavers, etc.), or any other type of work in the ROW requires a Non-exclusive License Agreement.
 - iii. A driveway extending over a utility/drainage easement requires a Driveway over Easement Waiver.
- d. (3) sets of HVAC/Mechanical equipment sizing documentation (ACA Manual CS or other approved sizing method).
- e. (3) copies of current Plat of Survey.
- f. (3) copies of soil investigation/report (with Civil or Structural Engineer's signature/seal and license expiration date) required for new construction, and when deemed necessary for additions.
- g. Copy of Subdivision Covenants/Copy of Condominium Association Approval Letter (if applicable).
- h. Proof of Ownership: copy of Owner's Title Policy, Warranty Deed or Trustee's Deed and copy of Trust Agreement.
- i. Building, Drainage & Grading, HVAC/Mechanical, Electrical, Plumbing and Roofing permit applications.
- j. Driveway permit application (if applicable).
 - i. Driveway permit is included with the Building permit for new construction, however alteration to an existing driveway requires a Driveway permit application. An Illinois Department of Transportation permit is required if driveway is on State roads, which are: Half Day Road, Skokie Highway, Sheridan Road (to include Edgecliff Drive and Oak Street), Deerfield Road/Central Avenue to Sunset Road, Walker Avenue, Lake Cook Road between South Deere Park Drive and Green Bay Road.
- k. Elevator/Building permit application (if applicable). Elevator installation also requires Knox box permit/installation.
 - i. (3) sets of elevator shop drawings and specifications.
- l. Fire Alarm/Fire Sprinkler permit applications. 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. System requires approved backflow prevention device (RPZ valve), with testing required upon installation and annually thereafter.
- m. North Shore Water Reclamation District permit application for new construction.
- n. Tree preservation/removal permit application.
 - i. (2) copies of Site Plan with tree survey/inventory (indicating size, location and condition of all trees 6" diam. or greater- measured at breast height, within construction zone), and tree preservation fence plan per the Tree Preservation Ordinance. For questions please call the Forestry Section at (847) 926-1179
- o. Waste Reduction and Recycling Plan- see City's Ordinance, Section 170.123