



CITY OF HIGHLAND PARK

FIRE ALARM & FIRE SPRINKLER PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING DIVISION

1150 Half Day Rd., Highland Park, IL 60035

(P) 847.432.0808, (F) 847.926.8885

(W) www.cityhpil.com, (E) building@cityhpil.com

PERMIT APPLICATION INSTRUCTIONS

- 1) Provide a description in the box below of your proposed project.
- 2) Complete and return all pages (including signatures on Page 2 & Page 6).
- 3) Compile 3 hard copies of all drawings, proposals, licenses, insurance, etc.
- 4) Submit ALL documents with signature(s) to the Building Division.

IMPORTANT NOTES

- 1) Visit www.cityhpil.com/building to view submittal requirements and current codes & amendments.
- 2) Fire Alarm & Fire Sprinkler systems are required for all new construction, including single family homes.
Note: A fire alarm control panel and monitoring company info are required for all sprinkler systems.
- 3) The fire alarm control panel shall be included on submitted plans/drawings.
- 4) Incomplete submissions will result in delays.
- 5) Plan and Design Commission (PDC) approval may be required.
- 6) Separate forms required for Building, Exterior, Plumbing, Electrical, Mechanical, Letter of Intent, Tents, Tree Removal/Preservation, Right of Way, & Structure Demolition.

Construction Site Address: _____

REQUIRED

PROJECT DESCRIPTION / NOTES / SCOPE OF WORK

REQUIRED

PLEASE SEND PERMIT APPLICATIONS TO: 1150 Half Day Rd., Highland Park, IL 60035
PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com



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Approval _____

Visit www.cityhpil.com/building for submission requirements and a list of adopted codes & amendments.

Construction Site Address: _____ Permit No: _____

PROPERTY OWNER INFORMATION

Name(s): _____ Phone 1: _____
 _____ Phone 2: _____
 Address: _____ Email 1: _____
 _____ Email 2: _____

PROJECT DETAIL (SELECT ALL THAT APPLY)

Commercial Residential Mixed Use Kitchen Hood Suppression System Knox Box

ALARM: New Alter/Repair Existing/No Work **Monitored Alarm System?** (add info on Page 4)

SPRINKLER: New Alter/Repair Existing/No Work **Monitored Sprinkler System?** (Required, see Page 4)

CONTRACTOR(S) INFORMATION

FIRE ALARM CONTRACTOR *Reminder: Include copy of licenses

Business Name: _____
 Contact Name: _____
 Business Address: _____

 Office Phone: _____
 Mobile Phone: _____
 Email: _____
 State License Number: _____ Exp. Date _____

Control Panel Installer: Us Others Existing

FIRE SPRINKLER CONTRACTOR *Reminder: Include copy of licenses

Business Name: _____
 Contact Name: _____
 Business Address: _____

 Office Phone: _____
 Mobile Phone: _____
 Email: _____
 State License Number: _____ Exp. Date _____

Control Panel Installer: Us Others Existing

INVOICING / SIGN & DATE

Invoice To: Owner/Tenant Applicant/Contractor
 Billing Customer Num. (if known): _____

Property Owner: _____

*****PROPERTY OWNER OR LANDLORD - ALWAYS REQUIRED*****

Alarm Contractor: _____

Sprinkler Contractor: _____

INTERNAL USE ONLY

Waiver(s) Required **Guarantee Deposit(s) Required**
 Historic **Floodplain** **HOA Approval** **PDC Approval**
 In-House Review **Third Party Review**

Total Permit Fees: \$ _____

Total Deposits: \$ _____

Total Due: \$ _____

Sign & Date



CITY OF HIGHLAND PARK
ALARM USER PERMIT APPLICATION

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New permit _____

Replacement permit _____

1. Is Application for a BUSINESS _____ RESIDENCE _____ MULTI-USE _____ ?

Applicant: _____

Name of Applicant - Business or Resident(s)

Location of System: _____

Street

City, State, Zip

Phone: _____

E-mail: _____

Contact Person: _____

Title: _____

Billing Address: _____

Check here if same as above

Business name as it appears on the building or sign at the location.

Address

City, State, Zip

2. KEYHOLDER INFORMATION:

Provide the requested information for three (3) people who have keys to your residence/business and are knowledgeable about your alarm functions. **List the priority order of the emergency contacts.**

Contact 1:

_____ Name

_____ Mobile Phone

_____ Email

Contact 2:

_____ Name

_____ Mobile Phone

_____ Email

Contact 3:

_____ Name

_____ Mobile Phone

_____ Email



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Please check all that apply and complete the monitoring company information below.

- Sprinkler Alarm (MONITORING REQUIRED)
- Fire / Medical / Environmental Alarm
- Burglar / Panic / Holdup Alarm

The fire alarm control panel shall be included on submitted plans/drawings.

Note – If you have another alarm (private burglar or additional fire alarm to a private company), it also needs to be indicated above. There is no additional permit fee.

3. FIRE SPRINKLER MONITORING COMPANY (required for all sprinkler systems)

_____ Company Name	_____ Phone
_____ Contact Person	_____ Email
	_____ Title

4. FIRE ALARM MONITORING COMPANY

Same as Above

_____ Company Name	_____ Phone
_____ Contact Person	_____ Email
	_____ Title

5. BURGLAR ALARM MONITORING COMPANY

Same as Above

_____ Company Name	_____ Phone
_____ Contact Person	_____ Email
	_____ Title



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6. ALARM USER PERMIT FEES:

Alarm User Permits may not be transferred.

The initial permit fee for service is **\$35**. The renewal fee is **\$25**.

There is only one permit fee per Alarm User, even if multiple signals are monitored by different agencies (direct connect burglar and fire, private-monitored burglar and fire, or privately-monitored burglar and direct connect fire).

7. FALSE ALARM RATES:

False alarm penalties shall be assessed for three or more false alarms in any calendar year from any alarm system for which an alarm permit has been, or should have been, obtained. Such penalty shall be assessed after each such false alarm occurrence, and in an amount as set forth in the Annual Fee Resolution:

Current False Alarm Penalties

1 st and 2 nd false alarm in a calendar year.....	No charge
3 rd false alarm in a calendar year.....	\$50 4 th & 5 th
false alarms in a calendar year.....	\$100 6 th & 7 th
false alarms in a calendar year.....	\$150 8 th & 9 th
false alarms in a calendar year.....	\$200 10 th &
11 th false alarms in a calendar year.....	\$250
12 th or higher false alarm in a calendar year.....	\$300 plus \$50 over the previous alarm's penalty for each additional false alarm.

Fine in Lieu of forced disconnection of a required Alarm System **\$650**

Fine in Lieu of revocation of Alarm System Permit or Forced Disconnection of a Monitored Alarm System **\$650**

8. REPRESENTATIONS AND WARRANTIES:

- a. The undersigned hereby agree(s) that, upon issuance of the permit, the City of Highland Park shall not be liable for any failure of service or any consequential damages claimed to result from the installation or operation of the undersigned's alarm system(s).
- b. The undersigned hereby agree(s) that any and all fees, costs, or charges for maintenance, alteration, upkeep, or repair of his/her alarm system, equipment or premises shall be the sole responsibility of the undersigned and that the undersigned shall pay any charges assessed by AT&T, ADT, or any other vendor for their services in providing the transmission of the alarm signal to the monitoring agency. As a user of an alarm system, the undersigned warrant(s) that said system meets the requirements of all state and local building codes. As a user of an alarm system within the City of Highland Park, the undersigned agree(s) to abide by all alarm regulations in Chapter 129 of the City Code.
- c. The applicant shall pay the annual maintenance fee as invoiced by the City. In making this Alarm User Permit Application, and in consideration of its issuance by the City of Highland Park, the undersigned hereby acknowledge(s) and agree(s) that, if any alarm user permit fee, connection fee, or additional charge for false alarms heretofore or hereafter incurred is not paid when due, the City shall have the right to collect such amount, including the cost of collection.
- d. The undersigned understand(s) that service provided pursuant to this Alarm User Permit may not be transferred. Further, the undersigned shall remain liable for any costs incurred hereunder until the City of Highland Park has received proper written notice regarding the transfer of ownership of property and/or termination of service.

Sign & Date	Dated this _____ day of _____, 20__.

	Applicant
_____	Property Owner

Please make check payable to the City of Highland Park. Forward application and the appropriate fees to:

City of Highland Park
Department of Community Development
ATTN: Fire Prevention Division Permits
1150 Half Day Rd.
Highland Park, IL. 60035

For questions regarding **Fire, Medical or Environmental Alarms**, please contact the Fire Prevention Bureau at 847.926.1075.

If you have any questions regarding **Burglar Alarms**, please contact the Alarm Coordinator at the Police Department at 847.926.1087.



CITY OF HIGHLAND PARK

RESIDENTIAL ALARM PRE-INSPECTION CHECKLIST

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ALL of the items listed below shall be completed prior to scheduling a residential alarm inspection. Inspections that are cancelled, stopped, or not started due to incomplete installations will be subject to a \$75 fee.

Printed copy of approved drawings

2 Technicians onsite

Knox Box installed

Key for placement in Knox Box

Connection to central station

Materials for testing, i.e. smoke & heats sources

Customer call list with Highland Park Fire Dept. as 1st priority for fire and smoke alarms

In addition to the items above, all inspection requests should include:

Property address

Permit number(s)

ALL requested inspection type(s)

Name, phone, & email of contact for day of inspection

Preferred timeframe of AM (8am-12pm) or PM (12pm-3pm)

The cutoff time is 2:30pm for an inspection on the next business day

~ Incomplete requests will not be scheduled ~

~ Requests must be made with the Permit Administration staff and not directly with an Inspector ~

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com

INSPECTION REQUESTS VIA PHONE CAN BE MADE AT: [847.432.0808](tel:847.432.0808)



Who Needs a Knox Box

Commercial – All commercial structures that have a monitored fire system.
Residential – Homes with a monitored sprinkler system, a monitored alarm system, a monitored lift system, or a monitored medical alert system.

Knox Box Requirements

If a Knox Box is required to complete your project, please note the following steps and other information on this sheet to ensure that you have ordered and installed this equipment properly. Failure to do so, could result in an unnecessary delay in the completion of your project.



Step 1: Visit the Knox Company website at: www.knoxbox.com or call them at 800.552.5669.



Step 2: Click on the red "BUY" button. Enter the installation address and Click "Submit". Select "Highland Park Fire Department" and make sure you have selected Highland Park, Illinois 60035



Step 3: Under "KNOX BOX 3200" or "KNOX BOX 1658", click "Select and Configure". Check the box for : mounting type and Black color. Be sure you have selected a **Knox Box 3200 Series with a Hinged-Door** for Commercial or a **Knox Box 1658 Series with a Hinged-Door** for Residential.



Step 4: Click "Add to Cart". Set up your online account with Knox Companies and complete your purchase.



Step 5: You or your contractor should install the Knox Box in your preferred location. (Reminder: It must be mounted at least 5 ft off the ground and within 5 ft of the front door.)



Step 6: Once the Knox Box is installed and mounted, call the Highland Park Fire Prevention Bureau at 847.926.1075 to schedule an appointment to have the keys installed in the box.

FAQs:

What is a Knox Box?

The Knox Box is a high-security key box system, designed to give firefighters and emergency services immediate access to locked buildings, elevators and other secured areas.

What kind of Knox Box does the City of Highland Park require?

The City of Highland Park requires:
Commercial: Knox Box 3200 Series with a Hinged-Door (black).
Residential: Knock Box 1658 Series with a Hinged-Door (black).

The property owner can choose if they prefer a recessed or surface-mount box.



Is it secure?

The Knox Box is designed to be a high-security device. The fire department has the only master key which is unique to the department itself.

What if I change my locks?

In the event that you change your locks, you will need to obtain a spare Key to be placed in the Knox Box. Once you have a spare key, contact the Highland Park Fire Prevention Bureau at 847.926.1075 to schedule an appointment to have the new keys installed in the box.

Where should I install it?

The Knox Box must be mounted at least 5ft. off of the ground and within 5 ft. of the front door. A conspicuous location is recommended, so it can be found quickly if needed.