



CITY OF HIGHLAND PARK

NEW SINGLE FAMILY PERMIT APPLICATION REQUIREMENTS

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

PLEASE SUBMIT APPLICATIONS ELECTRONICALLY

CONSTRUCTION HOURS
M-F: 7A-7P, SAT: 9A-5P

Visit www.cityhpil.com/building for a complete list of adopted codes and amendments.

Required Documents (other information or documentation may be required based on the details of a property or proposal)	Document Attached
• Proof of Ownership	
• Indicate if property is in a flood plain, steep slope, or historical	
• Complete Demolition Permit Package application (if applicable)	
• General Building Permit application	
○ Signed by property owner and Applicant (if different than property owner)	
○ Include all contractor information (including copies of applicable license, insurance, bond, etc.)	
• Fire Alarm & Sprinkler Permit application	
○ Monitoring company is required for all sprinkler systems	
○ Fire alarm control panel shall be included on drawings/plans	
○ Construction may begin but may not proceed past the foundation without panel information	
• Drainage & Grading Permit application	
○ Drainage & Grading drawings (with Design Professional’s signature/seal & license expiration date)	
○ Shall include impervious calculations and average grade	
• Construction drawings	
○ Signed/sealed by Design Professional including license number and expiration date	
○ Title sheet (see City Title Sheet requirements document for required content)	
○ Current Plat of Survey	
○ Established Building Setback Survey (contact Planning Division with questions at 847.432.0867)	
○ Zoning Analysis (setbacks, regulations, maximum height, and FAR)	
○ Site Plan (dimensions, setback dimensions, impervious surface calculations, etc.)	
○ Architectural, Structural, Mechanical, Electrical, Plumbing, Elevator, Alarm, Sprinkler, etc.	
→ Plumbing calculations (including WSFUs)	
→ Fire Alarm control panel shall be included on Fire Alarm & Sprinkler drawings/plans	
→ Knox Box shall be included on Fire Alarm & Sprinkler drawings/plans (see flyer)	
○ Energy Conservation Compliance Statement (including method of compliance)	
• Soil Investigation Report (with Civil or Structural Engineer’s signature/seal & license expiration date)	
• Non-Exclusive Licensing Agreement (for driveway approach/apron work that is not asphalt or concrete)	
• Easement Waiver (if applicable)	
• Illinois Department of Transportation (IDOT) driveway permit for any driveway on a state road	
• Tree protection/removal permit application (contact Forestry with questions at 847.926.1179)	
• Equipment documentation	
○ Mechanical equipment sizing documentation (ACCA Manual S or other approved sizing method)	
○ Fire Alarm & Sprinkler manufacturers’ specifications, including hydraulic calculations	
○ Elevator shop drawings and specifications	



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Required Documents (continued)		Document Attached
(other information or documentation may be required based on the details of a property or proposal)		
• Waste Reduction and Recycling Plan (see City Ordinance Sec. 170.123)		
• NSWRD permit application for new construction (www.northshoresanitary.org)		
• Copy of subdivision covenants (if applicable)		
• Copy of Homeowner’s Association (HOA) approval letter (if applicable)		
• Copies of all licenses including but not limited to the following:		
○ General Contractor (as issued by the City of Highland Park’s Building Division)		
○ Plumber’s Illinois 055		
○ Plumber’s Letter of Intent (LOI)		
○ Electrician (from a testing municipality)		
○ Alarm & Sprinkler Installers (as issued by the Illinois State Fire Marshall)		
○ Roofer		
Other Items to Note		
(not inclusive and specific proposals may follow different or additional requirements)		
• Zoning / Historic / Flood plain Maps: www.cityhpil.com (Development → Property Search → Map Gallery)		
• Current Codes & Amendments: www.cityhpil.com/building → select ‘Adopted Building Codes’ on left		
○ 2018 International Residential Code (IRC)	○ Illinois State Plumbing Code (IPC)	
○ 2018 International Mechanical Code (IMC)	○ 2018 International Fire Code (IFC)	
○ 2017 National Electrical Code (NEC)	○ 2018 International Fuel Gas Code (IFGC)	
○ 2021 Illinois Energy Conservation Code (IECC)	○ 2018 International Swimming Pool & Spa (ISPSC)	
• May not interfere with drainage of contiguous properties		
• Approach and public sidewalk shall meet HP Public Works’ “Typical Driveway & Sidewalk Detail” requirements		
○ Driveway width at sidewalk: Minimum 10’, maximum 18’		
○ Illinois Department of Transportation (IDOT) driveway permit for any driveway on a state road		
• Inspection requests shall include the following:		
○ Property Address		
○ Permit Number(s)		
○ Inspection Type(s)		
○ Name, phone, & email of contact for day of the 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		
○ Requests shall be made with the Permit Administration staff (and not directly with an inspector)		
• Call J.U.L.I.E. before you dig (www.illinois1call.com or call 811 or 800.892.0123)		

PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: building@cityhpil.com

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