



**CITY OF HIGHLAND PARK
PLUMBING 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 sign Page 2 on back.
- 3) Compile 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) Incomplete submissions will result in delays.
- 3) Exterior work may require a separate Tree Removal / Preservation / Protection Permit.
- 4) Separate forms required for Building, Electrical, Mechanical, Exterior, Fire Alarm, Fire Sprinkler, Tents, Tree Removal/Preservation, Obstruction, Right of Way, Signs, Letter of Intent, & Structure Demolition.

Construction Site Address: _____

REQUIRED

PROJECT DESCRIPTION / NOTES / SCOPE OF WORK

REQUIRED

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

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



CITY OF HIGHLAND PARK PLUMBING 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

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: _____

PLUMBING INFORMATION

(If homeowner, submit Homeowner/General Contractor Agreement)

PLUMBING, WATER, & SEWER CONTRACTOR

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

Office Phone: _____
Mobile Phone: _____
Email: _____
License Number: 055-_____ Exp. Date _____

**Reminder: Submit a copy of 055 license(s) with application*

**Reminder: Submit a Letter of Intent that is signed, notarized, or has an official seal with application*

*****REQUIRED PER IL PUBLIC ACT 102-0613*****

IDENTIFY INCOMING WATER SERVICE LINE MATERIAL

- COPPER LEAD
 UNKNOWN GALVANIZED

PROJECT DETAIL **(check all that apply)**

- New or Alter Plumbing - Number of Fixtures _____
 Lawn Sprinkler - Number of Sprinkler Outlets _____
 Sewer Repair
 Private ROW Sanitary Storm
 Water Heater - New Replacement
 Service Disconnection Required
 Water Sanitary Storm
 Service Taps
 Water Sanitary Storm
 Water Service Tap Size _____
 Water Meter Size _____
 No. of Parkway Openings _____
 No. of Street Openings _____

INVOICING / SIGN & DATE

Invoice To: Homeowner Applicant
Billing Customer Num. (if known): _____
Property Owner: _____
 *****ALWAYS REQUIRED*****
Applicant: _____
 (If different than property owner)

INTERNAL USE ONLY

Waiver(s) Required Guarantee Deposit(s) Required
 Historic Floodplain HOA Approval

 In-House Review Third Party Review

Total Permit Fees: \$ _____
Total Deposits: \$ _____
Total Due: \$ _____

Sign & Date



CITY OF HIGHLAND PARK

PLUMBING 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

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

Emergency Repairs: Emergency repairs can begin without a permit but a permit application shall be submitted the next business day per 2018 IRC, R105.2.1 and 2018 IBC, [A] 105.2.1.

All Plumbing Permits Shall Require the Following

(other information or documentation may be required based on the details of a property or proposal)

The plumbing contractor shall contact the City's Plumbing Inspector prior to the start of work to discuss the scope of work, City requirements, required inspections, and any neighbor or right-of-way considerations.

- New Plumbing Permit Application submitted via Civic Access Portal
- Indicate Water Meter size (even if there is no meter work)
- Indicate incoming service material
- Signed property owner authorization form
- Plumbing contractors' contact information
- Plumbing contractor's Illinois state license
- Notarized or sealed plumber's letter of intent (LOI)
- Supporting documentation (drawings, cut sheets, maps, material schedule, etc.)

All plumbing work shall conform to the Illinois Plumbing Code and the plumbing contractor of record shall be available for all inspections.

Disconnects - Water Service, Sanitary Sewer, and Storm Sewer

No meter shall be removed or water service shut off until a permit is issued and the meter return has been scheduled.

1. Submit Plumbing Permit application as noted above
2. Application review by Plan Examiner and Plumbing Inspector
 - Includes preliminary discussion between Plumbing Inspector and Plumbing Contractor of record
 - Determine required inspections
3. Permit processed, invoiced, and payment received
4. Permit issued
5. Work begins
 - Temporary disconnects are NOT allowed
 - Solid sleeve required
 - Shut Downs: Minimum 48 hour advance notice for Public Works and neighbor notification required
6. Schedule final inspection via Civic Access Portal or at 847.432.0808
 - Plumbing Contractor of record shall be available for all inspections
 - Area shall remain open, visible, and protected until approved by Inspector(s)
 - **Meter shall be returned at inspection, if applicable**
7. Restore City right-of-way (ROW), if applicable
8. Schedule ROW inspection via Civic Access Portal or at 847.432.0808, if applicable
9. Permit closed and eligible deposit(s) returned

CITY OF HIGHLAND PARK PLUMBING PERMIT APPLICATION REQUIREMENTS (continued)

New Taps and Water Meter Requests

1. Submit Plumbing Permit application as noted above via Civic Access Portal
2. Application review by Plan Examiner and Plumbing Inspector
 - Includes preliminary discussion between Plumbing Inspector and Plumbing Contractor of record
 - Determine required inspections (typically 1 final for the plumbing work & 1 final for ROW restoration)
3. Permit processed, invoiced, and payment received
4. Permit issued
5. Request new water meter when ready via Civic Access Portal “inspection” request or at 847.432.0808, *if applicable*
6. **Meter delivered**, *if applicable*
7. Work begins
 - All new meters shall be located inside and have a raceway installed prior to meter delivery
 - New B-box shall be installed
 - Meter vault shall be removed
 - All work shall comply to Illinois Plumbing Code and Public Works’ standards
8. Schedule final inspection via Civic Access Portal or at 847.432.0808
 - Plumbing Contractor of record shall be available for all inspections
 - Area(s) shall remain open, visible, and protected until approved by Inspector(s)
9. Restore City right-of-way (ROW), *if applicable*
10. Schedule ROW inspection via Civic Access Portal or at 847.432.0808, *if applicable*
11. Permit closed and eligible deposit(s) returned

Remodeling and Other Repair Work

1. Submit Plumbing Permit application as noted above
2. Application review by Plan Examiner and Plumbing Inspector
 - Includes preliminary discussion between Plumbing Inspector and Plumbing Contractor of record
 - Determine required inspections
3. Permit processed, invoiced, and payment received
4. Permit issued
5. Work begins
6. Schedule rough & final inspections via Civic Access Portal or at 847.432.0808
 - Plumbing Contractor of record shall be available for all inspections
 - Area shall remain open, visible, and protected until approved by Plumbing Inspector
7. Restore City right-of-way (ROW), *if applicable*
8. Schedule ROW inspection via Civic Access Portal or at 847.432.0808, *if applicable*
9. Permit closed and eligible deposit(s) returned

CITY OF HIGHLAND PARK PLUMBING PERMIT APPLICATION REQUIREMENTS (continued)

Other Items of Note

- **WATER HEATERS**

Final Inspection shall include confirmation of proper bonding of piping systems as per the 2017 National Electrical Code (NEC), Article 250.104 as well as proper mechanical ventilation in accordance with the 2014 Illinois Plumbing Code or manufacturer's installation instructions.

- **RIGHT-OF-WAY (ROW) RESTORATION**

After work has been done that includes work in the City's right-of-way (street, parkway, etc.), a final inspection of the area (street, parkway, driveway approach/apron, etc.) shall be scheduled by the applicant before the permit can be final-ed/closed and any eligible deposit returned.

- **STATE ROADS**

Illinois Department of Transportation (IDOT) permit required for addresses on the following state roads BEFORE a City Plumbing Permit can be issued: Half Day Road (from Trail Way to the west), Skokie Highway, Sheridan Road (to include Edgecliffe Drive and Oak Street), Walker Avenue, County Line (Lake-Cook) Road between South Deere Park Drive and Skokie Valley Road

- **LAWN IRRIGATION SYSTEMS**

At installation and each year thereafter, the backflow device shall be tested by a licensed plumbing contractor certified as an Illinois Cross-Connection Control Device Inspector (CCCDI). In addition to the state reporting requirements, a copy of the results shall be sent to the Water Production Division at waterplant@cityhpil.com.

- **RPZ (REDUCED PRESSURE ZONE) VALVES AND OTHER BACKFLOW PREVENTION DEVICES**

At installation and each year thereafter, the backflow device shall be tested by a licensed plumbing contractor certified as an Illinois Cross-Connection Control Device Inspector (CCCDI). In addition to the state reporting requirements, a copy of the results shall be sent to the Water Production Division at waterplant@cityhpil.com.

REMINDER

Contact J.U.L.I.E. before you dig at <https://www.illinois1call.com/> or call 811 or 800.892.0123

PLEASE SUBMIT ALL APPLICATIONS AND INSPECTION REQUESTS

VIA THE [CIVIC ACCESS PORTAL](#)