



CITY OF HIGHLAND PARK
SIDEWALK, STOOP, & PATIO PERMIT APPLICATION REQUIREMENTS

DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUILDING DIVISION
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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
<ul style="list-style-type: none"> • Exterior or General Building Permit Application <ul style="list-style-type: none"> ○ Indicate material(s) ○ Signed by property owner ○ Signed by Applicant (if different than property owner) ○ Indicate increase or decrease in impervious surface (in square feet) ○ Drainage and Grading (D&G) permit and plan often required for any increase over 250 square feet ○ May require drainage connections to storm sewer ○ May require notification to surrounding properties • Detailed plat of survey (with all measurements, including existing versus new if changing) • Detailed Scope of Work / Contractor Quote <ul style="list-style-type: none"> ○ Indicate if property is in a flood plain or historical (if known) • Letter of Homeowner’s Association approval (if applicable) • Proof of Ownership (if applicable) • Tree preservation/removal permit (if applicable) <ul style="list-style-type: none"> ○ No heavy equipment or material storage under driplines of trees ○ Hand dig holes under driplines of trees ○ Call Forestry 847.926.1179 for further information or with questions 	
Other Items to Note (not inclusive and specific proposals may follow different or additional requirements)	
<ul style="list-style-type: none"> • Zoning / Historic / Floodplain Maps: www.cityhpil.com (Development > Property Search > Map Gallery) • May not interfere with drainage of contiguous properties (from gutters, downspouts, scuppers, etc.) • Base course shall be at least 4” of compacted crushed stone (or per manufacturer’s specifications) • Patio shall not be closer than 2’ to any property line • See 2018 IRC, Section R311.7.5 for residential step construction (max. 7-3/4” riser height, min. 10” tread depth) • See 2018 IRC, Section R311.3 for residential landings (min. 36” in the direction of travel, for more than 2 risers) • See 2018 IRC, Section R311.7.8 for residential handrails (required for 4 or more risers, 34-38” tall from nose of tread) • See 2018 IRC, Section R312 for residential guardrails (required for surfaces 30” or more above grade) • See City Code, Chapter 171 for detailed information regarding Drainage and Grading (D&G) • See City Code, Chapter 172 for detailed information regarding Infill Construction • Commercial and Multi-Family: Must be reviewed by the Plan and Design Commission • Required Inspection 1: Base/Pre-pour/Pre-pave inspection • Required Inspection 2: Final inspection (all work is complete) 	

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