



CITY OF HIGHLAND PARK
SIDING & WALL VENEER 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.

*****RESIDENTIAL PERMIT ONLY REQUIRED WITH CHANGE IN STRUCTURE*****

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 Permit Application <ul style="list-style-type: none"> ○ Signed by Property Owner ○ Signed by Applicant (if different than property owner) ○ Indicate if property is in a flood plain or historical (if known) 	
<ul style="list-style-type: none"> • Detailed Scope of Work / Contractor Quote <ul style="list-style-type: none"> ○ Indicate existing and new material(s) ○ Indicate method of anchoring ○ Indicate method of fire resistance (if required) ○ Copy of manufacturer installation instructions 	
<ul style="list-style-type: none"> • Plat of survey <ul style="list-style-type: none"> ○ Indicate structure(s) wall(s) to be changed 	
<ul style="list-style-type: none"> • Letter of Homeowner’s Association approval (if applicable) 	
<ul style="list-style-type: none"> • 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) 	
<ul style="list-style-type: none"> • Additional restrictions may apply based on proximity to SSZ (Steep Slope Zone) and FAR (Floor Area Ratio) 	
<ul style="list-style-type: none"> • Residential <ul style="list-style-type: none"> ○ Installation shall comply with 2018 IRC, Section 703 (Flashing: R703.4, Lintels: R703.8.3) 	
<ul style="list-style-type: none"> • Commercial and Multi-Family <ul style="list-style-type: none"> ○ Must be reviewed by the Plan and Design Commission ○ Installation shall comply with 2018 IBC, Section 1404 (Flashing: 1404.4) ○ Shall provide fire protection per 2018 IBC, Chapter 7 	
<ul style="list-style-type: none"> • Required Inspection 1: Pre-Finish (with completed building wrap, flashing, etc.) 	
<ul style="list-style-type: none"> • Required Inspection 2: Final 	

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

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