



Residential: Single-Family, Detached Carport, Garage, Greenhouse:

1. Verify and indicate Historic Preservation Status. Historic Preservation Commission approval is required for any scope of work to a building deemed to be historic. For questions please call the Planning Division at (847) 432-0867
2. Verify whether subject lot is a Floodplain site- see City's website www.cityhpil.com, Interactive Maps. If applicable, then scope of work shall comply with the City's Floodplain Regulation, Article XVIII
3. Verify whether subject lot is a Lake Bluff or Ravine site- see City's website www.cityhpil.com, Interactive Maps. If applicable, then scope of work shall comply with the City's Steep Slope Ordinance, Article XIX
4. Permit Submittal Requirements-
 - a. (3) sets of Architectural drawings (with Design Professional's signature/seal and license expiration date, or Owner's signature/date), with sufficient information to convey the building scope of work.
 - i. Architectural drawings shall include:
 1. Title Sheet- containing applicable information per the minimum Residential Title Sheet submittal requirements and the list of codes adopted by the City- see City's website at www.cityhpil.com
 2. Zoning Analysis- regarding applicable zoning regulations, yard setback requirements, maximum height and FAR (floor area ratio)- see City's website for an FAR Calculator at www.cityhpil.com
 3. Site Plan- complete with dimensions, applicable zoning ordinance setback dimensions, impervious surface area calculations and site scope of work clearly noted.
 - a. For allowable locations of detached accessory buildings and uses, see City's Zoning Ordinance, Section 150.707- Special Yard Considerations.
 - b. (3) sets of Drainage & Grading/Civil Engineering drawings (with Design Professional's signature/seal and license expiration date), with sufficient information to convey the site scope of work.
 - i. Driveway approach/apron and sidewalk construction shall conform to the City's Driveway & Sidewalk Details.
 - ii. A driveway approach/apron in the Right-of-Way (ROW) where construction material is other than asphalt or concrete (i.e. brick pavers, etc.), or any other type of work in the ROW requires a Non-exclusive License Agreement.
 - iii. A driveway extending over a utility/drainage easement will require a Driveway over Easement Waiver.
 - c. (3) copies of current Plat of Survey.
 - d. Copy of Subdivision Covenants/Copy of Homeowners Association Approval Letter (if applicable).
 - e. Proof of Ownership: copy of the Owner's Title Policy, a Warranty Deed or a Trustee's Deed and a copy of the Trust Agreement.
 - f. Building, Drainage & Grading, Electrical and Roofing permit applications (or as required based on scope of work).
 - g. Driveway permit application (if applicable).
 - i. Driveway permit is included with the Building permit for new construction, however alteration to an existing driveway requires a Driveway permit application. An Illinois Department of Transportation permit is required if driveway is on State roads, which are: Half Day Road, Skokie Highway, Sheridan Road (to include Edgecliff Drive and Oak Street), Deerfield Road/Central Avenue to Sunset Road, Walker Avenue, Lake Cook Road between South Deere Park Drive and Green Bay Road.
 - h. Tree preservation/removal permit application.
 - i. (2) copies of Site Plan with tree survey/inventory (indicating size, location and condition of all trees 6" diam. or greater- measured at breast height, within construction zone), and tree preservation fence plan per the Tree Preservation Ordinance. For questions please call the Forestry Section at (847) 926-1179.