



Residential: Single-Family New Construction (excluding PUD), Additions:

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
 - a. Additions and interior alterations- pending amount of demolition work, a Demolition Calculation Worksheet will be required and if result determines that 50% or more of existing building is being removed or destructed, then the building is considered to be demolished, see City's Ordinance, Section 170.040
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, Structural, Mechanical, Electrical and Plumbing drawings (with Design Professional's signature/seal and license expiration 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. Energy Conservation Code Compliance Statement- certifying proposed scope of work complies with 2018 International Energy Conservation Code as incorporated into the Illinois Energy Conservation Code and how compliance is achieved: either by prescriptive method (list prescriptive building thermal envelope requirements) or by performance/trade-off method (submit [3] copies of compliance calculation report such as REScheck).
 3. 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
 4. Site Plan- complete with dimensions, applicable zoning ordinance setback dimensions, impervious surface area calculations and site scope of work clearly noted.
 - ii. Copy of Established Building Setback Survey (for compliance with the Established Building Setback)- where applicable by zoning regulation. For questions please call the Planning Division at (847) 432-0867
 - 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 requires a Driveway over Easement Waiver.
 - c. (3) sets of HVAC/Mechanical equipment sizing documentation (ACCA Manual S or other approved sizing method).
 - d. (3) copies of current Plat of Survey.
 - e. (3) copies of soil investigation/report (with Civil or Structural Engineer's signature/seal and licensed expiration date) required for new construction, and when deemed necessary for additions.
 - f. Copy of Subdivision Covenants/Copy of Homeowners Association Approval Letter (if applicable).

- g. Proof of Ownership: copy of Owner's Title Policy, Warranty Deed or Trustee's Deed and copy of Trust Agreement.
- h. Building, Drainage & Grading, HVAC/Mechanical, Electrical, Plumbing and Roofing permit applications.
- i. 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.
- j. Elevator/Building permit application (if applicable). Elevator installation also requires Knox box permit application/installation- see City's Knox box flyer.
 - i. (3) sets of elevator shop drawings and specifications.
- k. Fire Alarm/Fire Sprinkler permit applications. Monitored Fire Alarm/Fire Sprinkler installations also require a Knox box permit application/installation- see City's Knox box flyer.
 - i. Additions and new construction require fire alarm installation.
 - 1. (3) sets of Fire Alarm drawings, along with manufacturer's equipment specifications (with Design Professional's signature/seal and license expiration date). Installation shall be provided by Illinois licensed Contractor.
 - ii. New construction requires fire sprinkler installation.
 - 1. (3) sets of Fire Sprinkler drawings, along with hydraulic calculations and manufacturer's equipment specifications (with Design Professional's signature/seal and license expiration date). Design and installation shall be provided by Design Professional/Contractor licensed by the Illinois State Fire Marshall. System requires approved backflow prevention device (RPZ valve), with testing required upon installation and annually thereafter.
- l. North Shore Water Reclamation District permit application for new construction.
- m. 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
- n. Waste Reduction and Recycling Plan- see City's Ordinance, Section 170.123