



Residential: Single-Family, Interior Alterations:

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. 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).
 - b. Copy of Subdivision Covenants/Copy of Homeowners Association Approval Letter (if applicable).
 - c. Proof of Ownership: copy of Owner's Title Policy, Warranty Deed or Trustee's Deed and copy of Trust Agreement.
 - d. Building, HVAC/Mechanical, Electrical and Plumbing permit applications (or as required based on scope of work).
 - e. Waste Reduction and Recycling Plan- see City's Ordinance, Section 170.123