

**VILLAGE OF TINLEY PARK
BUILD-OUT
INTERIOR REMODEL
PERMIT APPLICATION PROCESS**

A business that is moving into a new commercial building that is considered a “shell” or a “vanilla/white box” will require a build-out permit. Because the vanilla or white “boxes” generally consist of only very basic heating/cooling, electrical, plumbing, fire suppression/fire alarm system, and a concrete slab floor, a build-out permit is required for construction specific to the tenant occupying the space, for example interior walls for office space, a restaurant kitchen, or doctors examination room.

An interior remodel permit is issued for a space that was previously occupied by another tenant or expansion for an existing tenant. **Because walls are often moved, this most often requires re-location of fire sprinkler heads. Fire suppression/alarm permit applications will be required to be submitted along with the remodel permit application.**

The Building Department would like to make the construction permit process as simple as possible. Plans and a one-page permit application and a completed plan checklist will start the permit process. Contractors do not have to be listed at application submittal, but will be required to be listed, licensed and bonded before a permit is issued. A checklist of plan details and contractor license and bond information is attached. **Please submit these plans in pdf format via email to building@tinleypark.org.**

The plans presented for review for any of these types of permits will be distributed to our Building, Public Works/Engineering, and Fire Departments, and depending on the extent of the project, an outside plan review agency, for staff review. When all departments have reviewed the plans, a letter will be sent to the Architect, with a copy to the Developer/General Contractor from the Building Official, outlining the comments and/or requirements from each department to be addressed.

The Architect/Developer is required to provide the Building Official with a written response to each item, and if necessary, revised plans (revised plans may be cut sheets). This written response will be forwarded to staff for review. If there is no further information required, we will process the permit application. We will notify the Developer/General Contractor when the permit has been processed and the cost. We will also notify the General Contractor of any subcontractors missing license and bond requirements. We cannot release the permit until all contractors have been licensed with the Village.

BUILD-OUT/INTERIOR REMODEL PERMIT
PLAN CHECKLIST

- One completed Commercial/Industrial Permit Application, including all contractor/subcontractor information. All contractors/subcontractors must be licensed and bonded with the Village of Tinley Park.
- One completed emergency information sheet
- Letter of intent describing new occupant's business practice.
- A letter defining scope of work.
- Two (2) sets of architecturally stamped and signed plans, showing any building, HVAC, electric, plumbing work, and One (1) set sent in pdf format via email to building@tinleypark.org. **If water meter is already installed, please indicate placement. If water meter is required, please indicate placement and size of the water meter.**
- Please indicate placement of fire sprinkler heads. If heads will be relocated, fire protection plans are required.** Two (2) print copies and One (1) PDF version of engineered plans of any fire suppression/protection system plans with completed permit application submitted to the Fire Department at 17355 S. 68th Court. **Build-out/Remodel permits will not be released until the fire suppression/protection system permit is submitted.**
- Two (2) copies of a floor plan and layout of furniture/shelving/table, etc., placement must also be submitted.
 - Provide calculations for occupancy load and door width capacities.
 - Provide calculations/documentation for aisle widths areas adjacent to seating.
- At the Building Official's discretion, architectural stamped and signed plans may be required depending on the extent of work involved.
- The following criteria would require design professional sealed plans:
 - Structural changes to the building.
 - Façade changes/ Alterations
 - Complete Replacement of HVAC, electrical systems.
 - Change of use to higher occupancy such as hazard, institutional, or assembly uses.

**VILLAGE OF TINLEY PARK
CONTRACTOR REGISTRATION
REQUIREMENTS**

16250 South Oak Park Avenue
Tinley Park, IL 60477
(708)444-5100
(708)444-5199 FAX

- CONTRACTOR REQUIREMENTS:** All contractors doing work in the Village of Tinley Park must be licensed with the Village or State (proof of state license required) prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and provide a certificate of liability insurance.
- SURETY BOND:** As of April 18, 2023, Per Ord. 2023-O-009 The Village of Tinley Park no longer requires surety bonds for contractors. However, this does not affect performance bonds on commercial projects or bond requirements for work completed in the public right of way.
- CERTIFICATE OF LIABILITY INSURANCE:** The Village of Tinley Park requires proof of liability insurance with minimum coverage requirements of \$1,000,000 per occurrence.
- ELECTRICAL CONTRACTORS:** Electrical contractors must submit a current city Electricians license in the company name. **NO FEE IS REQUIRED**
- FIRE SPRINKLER CONTRACTORS:** Contractors must submit a current State of Illinois license and have a certificate of liability insurance. **NO FEE IS REQUIRED**
- LAWN SPRINKLER CONTRACTOR:** Contractors must submit a current State of Illinois 060 license to install the lines and a current State of Illinois 055 license to install the RPZ (and water meter, if applicable). Provide an itemized list and copy of all State Licensed 061 irrigation company employees that may be on site. **NO FEE OR BOND IS REQUIRED.**
- PLUMBING, ALARM, CONTRACTORS:** Contractors must submit a copy of the current State Registration. **Tinley Park License and certificate of liability insurance is required.**
- ROOFING CONTRACTORS:** Roofing contractors must submit a current State of Illinois Roofing License. **NO FEE REQUIRED**
- APPLICATION FEES:** General Contractors are \$200 per year. Subcontractors: \$100 per year. **NO FEE IS REQUIRED FOR ELECTRICAL, PLUMBING, ALARM, ROOFING AND FIRE SPRINKLER LICENSES, JUST A COPY OF CITY AND/OR STATE LICENSE IN COMPANY NAME IS REQUIRED**
- CHANGING CONTRACTORS:** If, during the course of construction, it is necessary to change contractors, you must notify the Building Department and fill out a Change of Contractor Form for our files.
- SCHEDULING INSPECTIONS:** A list of required inspections will be included in your permit packet. There is a **TWO BUSINESS DAYS NOTICE** required to schedule any inspection.
- RE-INSPECTIONS:** If any re-inspections are necessary, a \$100 fee must be paid before the re-inspection will take place.

**VILLAGE OF TINLEY PARK
APPLICATION
CONTRACTORS LICENSE**
16250 South Oak Park Avenue
Tinley Park, IL 60477
(708)444-5100
(708)444-5199 FAX

NAME OF BUSINESS: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

BUSINESS OWNER(S): _____

BUSINESS PHONE: (_____) _____

CELL PHONE: (_____) _____

FAX (_____) _____

EMAIL ADDRESS _____ *(Required)*

APPLICATION

FEES: General Contractors: \$200 per year
 Subcontractors: \$100 per year

NO FEE REQUIRED FOR: ELECTRIC, PLUMBING ONLY, ALARM, FIRE SPRINKLER, LAWN SPRINKLER, ROOFING

SPECIFIC TYPE OF CONTRACTOR*: _____ FEE \$ _____
(Example: masonry, drywall, general, etc)

*Sign Contractors installing electrified signs must also have a copy of the current Electrical Contractors license.

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AGREE TO COMPLY WITH ANY AND ALL VILLAGE AND STATE CODES, ORDINANCES AND LAWS NOW IN FORCE AND ANY OTHERS THAT MAY BE ENACTED DURING THE DURATION OF THE REQUESTED LICENSE/REGISTRATION. I FURTHER UNDERSTAND THAT DURING THIS LICENSING/REGISTRATION PERIOD, SHOULD ANY OF THE REQUIRED INSURANCE OR BOND DOCUMENTS EXPIRE, THAT MY LICENSE/REGISTRATION SHALL BECOME NULL AND VOID UNTIL SUCH TIME PROOF OF INSURANCE AND/OR BONDING IS ACCEPTED AND ACKNOWLEDGED BY THE VILLAGE. ADDITIONALLY, I UNDERSTAND THAT IT IS MY OBLIGATION TO SECURE A BUILDING PERMIT AND TO NOTIFY THE VILLAGE IN A TIMELY MANNER FOR ALL APPLICABLE INSPECTIONS. I AM ALSO AWARE THAT PERFORMING WORK WITHIN THE VILLAGE WITHOUT PROPER LICENSE/REGISTRATION AND/OR BUILDING PERMIT MAY RESULT IN A FINE OF UP TO \$750.00 PER DAY.

SIGNATURE: _____ Date: _____

OFFICE USE ONLY

Fee Amount Received: \$ _____

Date Received: _____

VILLAGE OF TINLEY PARK
16250 Oak Park Avenue
(708)444-5100 (708)444-5199 Fax

COMMERCIAL OR
NEW RESIDENTIAL SUBDIVISION
EMERGENCY INFORMATION SHEET

Please provide the following information for our Police and Fire Departments regarding construction site management. This information is vital in the event of an emergency (fire, theft, etc.) at the construction site. **Any changes in the management of a site must be reported immediately**

Proposed Project/Business Name: _____

Project/Business Address: _____

Owner of Property: _____

Address _____

City/State/Zip _____

Business Phone _____

Business Fax _____

Email _____

Other _____

General Contractor: _____

Address: _____

City/State/Zip _____

Business Phone _____

Business Fax _____

Email _____

Other _____

FOR EMERGENCY PURPOSES
PROVIDE PHONE NUMBERS
AVAILABLE 24 HOURS A DAY

Construction Manager: _____

Business Phone: _____

Cell Phone _____

Home Phone _____

Email _____

Additional Personnel responsible for site and project:

Name: _____ Phone _____

Name: _____ Phone _____

Name: _____ Phone _____

**VILLAGE OF TINLEY PARK
FIRE ALARM
PERMIT APPLICATION**

Tinley Park Building Department
16250 Oak Park Avenue
Tinley Park, IL 60477
(708)444-5100 Fax (708)444-5199



Tinley Park Fire Prevention Bureau
17355 S. 68th Court
Tinley Park, IL 60477
(708)444-5200 Fax (708)444-5299



SUBMIT FIVE (5) SETS OF PLANS

Date of Application: _____

For Internal Use
Permit #: FD -

1. **Project Type:** NEW INSTALLATION ALTERATION TO AN EXISTING SYSTEM
2. **Project Address:** _____
3. **Name of Business Occupying Space:** _____
4. **Project Description:** Single-Family Multi-Family Commercial Other: _____
5. **Types of devices to be installed:**

Device/Equipment	Quantity	Manufacturer	Model/Type
Fire Alarm Panel			
Manual Pull Stations			
Strobes			
Horn/Strobes			
Smoke Detectors			
Duct Smoke Detectors			
Heat Detectors			
Valve Tamper			
Water Flow			
Fire Alarm Wire			
Other (explain)			

6. **Cost of Installation:** _____
7. **Name of Fire Alarm Company/Electrical Contractor:** _____
8. **E-Mail Address:** _____
9. **DPR State License #:** _____
10. **Address:** _____
11. **City:** _____ **State:** _____ **Zip Code:** _____
12. **Phone:** _____ **Fax:** _____
13. **Person/telephone number responsible @ jobsite:** _____
14. **Applicant Name/Signature:** _____

Submit copy of State License and proof of liability insurance with Permit Application
(Minimum \$1,000,000; Illinois Department of Financial & Professional Regulation)

VILLAGE OF TINLEY PARK FIRE PROTECTION PERMIT APPLICATION



Tinley Park Building Department
16250 Oak Park Avenue
Tinley Park, IL 60477
(708)444-5100 Fax (708)444-5199



Tinley Park Fire Prevention Bureau
17355 S. 68th Court
Tinley Park, IL 60477
(708)444-5200 Fax (708)444-5299

SUBMIT FIVE (5) SETS OF PLANS

Date of Application: _____

For Internal Use
Permit #: FD - _____

1. **Project Type:**
 - a. NEW INSTALLATION ALTERATION TO AN EXISTING SYSTEM
 - b. WATER-BASED SYSTEM FIXED EXT. SYSTEM CLEAN AGENT OTHER
2. **Installation/alteration of underground water service?** Y N
 - a. If yes, Size of Service: _____ Inches

3. **Project Address:** _____

4. **Name of Business Occupying Space:** _____

5. **Project Description:** Single-Family Multi-Family Commercial Other: _____

6. **Types of devices to be installed for water-based systems:**

Device/Equipment	Quantity	Manufacturer	Model/Type
Fire Sprinkler Heads			
Fire Sprinkler Heads			
Fire Sprinkler Heads			
Fire Sprinkler Heads			
Sprinkler Piping Mains			Schedule:
Sprinkler Piping Lines			Schedule:
Dry/Preaction Valve			
RPZ Device			
Tamper Devices			
Water Flow			
Other (explain)			

7. **Cost of Installation:** _____

8. **Name of Fire Protection Contractor:** _____ **State License #:** _____

9. **E-Mail Address:** _____

10. **Address:** _____

11. **City:** _____ **State:** _____ **Zip Code:** _____

12. **Phone:** _____ **Fax:** _____

13. **Person/telephone number responsible @ jobsite:** _____

14. **Name of NICET Person / Engineer on Staff:** _____

15. **Applicant Name/Signature:** _____

Submit copy of State License, proof of liability insurance as required on OSFM Contractor Information Sheet

**VILLAGE OF TINLEY PARK
COMMERCIAL/INDUSTRIAL PERMIT APPLICATION**

16250 Oak Park Avenue, Tinley Park, IL 60477
(708)444-5100 Fax (708)444-5199

Date of Application: _____ **Permit Number BL -** _____

Project Address _____ **Suite/Unit #** _____

Parcel/Real Estate Tax (PIN)# _____ **Lot #** _____ **Zoning** _____

Name of New Business Occupying Space: _____ **Phone** _____

Owner of Property _____ **Phone** _____

Applicant E-mail Address (Owner/Contractor) _____

Project Description _____

Cost of Project (Valuation) _____

Square Footage: Office _____ **Retail** _____ **Warehouse** _____

Water Meter Size: Existing _____ **Proposed** _____ **Water Tap Size: Existing** _____ **Proposed** _____

of Regular Parking Spaces _____ **# of Handicap Spaces** _____

Estimated Maximum Patron Occupants _____ **Estimated Maximum Employee Occupants** _____

CONTRACTOR INFORMATION: PLEASE PROVIDE NAME AND ADDRESS

General _____ **Phone** _____

Architect _____ **Phone** _____

Carpentry _____ **Phone** _____

Concrete _____ **Phone** _____

Drywall/Lathing _____ **Phone** _____

Electric _____ **Phone** _____

Excavator _____ **Phone** _____

Fire Alarm _____ **Phone** _____

Fire Suppression _____ **Phone** _____

HVAC _____ **Phone** _____

Masonry _____ **Phone** _____

Paving _____ **Phone** _____

Plumbing _____ **Phone** _____

Roofing _____ **Phone** _____

Sewer _____ **Phone** _____

Other _____ **Phone** _____

SIGNATURE OF APPLICANT: _____

Please check if Applicant is Owner _____ **or Contractor** _____

