

VILLAGE OF TINLEY PARK

FULL PERMIT APPLICATION PROCESS

A “full” permit includes all aspects of the construction of a new commercial/industrial/mixed-use/multi-family building, from foundation to final inspection. The final inspection is conducted when the building is in move-in condition and a Certificate of Occupancy can be issued to a specific tenant(s).

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 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 and bonded with the Village.

**FULL PERMIT
PLAN CHECKLIST**

- One completed Commercial/Industrial Permit Application, including all contractor/subcontractor information.
- One completed emergency information form by the General Contractor or Developer
- Two (2) Sets of stamped, signed plans showing Mechanical, Electrical, Photometric, and Plumbing drawings and calculations, floor plans/layout, and One (1) set of plans sent in pdf format via email at building@tinleypark.org
- Two (2) printed sets and One (1) pdf set of Engineered Fire Suppression/protection System plans with completed permit application **submitted to the Fire Department at 17355 South 68th Court.**
- Two (2) printed sets and One (1) pdf set of Engineered Fire Alarm system plans with completed permit application **submitted to the Fire Department at 17355 South 68th Court.**
- Project/Plan Number _____
- Two (2) printed sets and One (1) pdf set of Final Civil Engineering plans to include:

Erosion Control plan	SHEET # _____
Drainage/grading plan	SHEET # _____
On site water detention, if necessary	SHEET # _____
Water, sewer, fire protection service lines	SHEET # _____
Fire hydrant location and main sizes	SHEET # _____
Complete roadway configurations, to include driveways, parking lots, etc.	SHEET # _____
Cross access easements	SHEET # _____
Future road connections, if necessary	SHEET # _____
Surrounding access points to adjacent properties	SHEET # _____
Parking lot lighting	SHEET # _____
Street lighting	SHEET # _____
Provide calculations for occupancy load and door width capacity	SHEET # _____
- Two (2) printed sets and One (1) pdf set of final color renderings of elevations of all four sides of the building, including a detail of materials. (11" x 17")

- Two (2) printed sets and One (1) pdf set of Site Plans to include:

Building Footprint	SHEET # _____
Square Footage	SHEET # _____
Setbacks	SHEET # _____
Parking Spaces:	SHEET # _____
Space dimensions	SHEET # _____
Isle dimensions	SHEET # _____
Handicap spaces	SHEET # _____
Sidewalk/Driveway/Parking Lot	
Configurations	SHEET # _____
Fire hydrant placement	SHEET # _____
Dumpster enclosures	SHEET # _____
Type of screening material	SHEET # _____
Type of gate material	SHEET # _____
Landscape plans	SHEET # _____

- Please remember that the Metropolitan Water Reclamation District/Sanitary District (MWRD), Sewer Replacement Notification of Request for Inspection (NRI) or Illinois Environmental Protection Agency (IEPA) permit must be applied for by the developer and a copy submitted to Building Department.

**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
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.

MWRD – NRI - IEPA
PERMIT SPECIFICATIONS

For those developments within the MWRD service area of Tinley Park to include all of Cook County and portions of Will County (All area North of I-80 as well as the area south of I-80 and North of 191st Street between 80th Avenue and Harlem Avenue) a long form MWRD permit is required for sanitary sewer and/or detention when:

1. There is new construction of a sanitary sewer extension, service, etc.
2. There is alteration of previously permitted detention facilities
3. There is new construction of detention facilities for parcels over 5 acres in size.

A short form permit also known as the Sewer Replacement Notification of Request for Inspection (NRI) can be used when

1. RECONSTRUCTION- a sewer reconstruction or replacement on public right-of-way or utility easement, including appurtenances, using the same alignment (same trench); or the reconstruction of an existing sewer service, including the addition of an inspection manhole, with no change in alignment and/or
2. NEW CONSTRUCTION- The addition of a grease trap, triple basin, inspection manhole, or mud basin *with less than 25 linear feet of new sewer* service construction, in conjunction with an existing building alteration, and/or *change in ownership or use*. Plans are required for new construction service line of less than 25 feet is being constructed.

An MWRD permit is NOT required when:

1. The construction of any building is to be devoted solely to residential use, which contains less than twenty-five dwelling units; or
2. From any building, the use of which will not involve the risk of introduction into the sewer system of industrial waste or other waste by accident, spillage or otherwise; provided, however, that it shall be a requirement of the District in the construction of such building that a control sanitary manhole shall be installed.

For those areas in Tinley Park NOT within the MWRD service area (south of 191st Street) an Illinois Environmental Protection Agency (IEPA) permit is required. The application for construction permit must be signed off by the Operator of the tributary sewage treatment plant i.e. either the Village of Frankfort or Illinois American Water.

Once construction is complete the Request for Inspection Form (RFI) along with as-built drawings need to be submitted to Village Engineer for review and approval. If all needs are met, the RFI will be executed by the Village and sent back to the developer. The developer can submit to the MWRD for review and request a final inspection. The MWRD will sign-off on the project if all requirements are met.

Village of Tinley Park

Erosion Prevention and Sediment Control Plan Requirements

Erosion prevention and sediment control is much more than silt fence. Prior to developing an Erosion Prevention and Sediment Control Plan (EPSCP), it is important to have minimized the areas of disturbed soils and the duration of exposure. It is also imperative to control water at up-slope site perimeters, control water on-site, control sediment on-site, and control sediment at the down slope site perimeters. A good erosion prevention and sediment control plan first minimizes the extent of disturbance by focusing on erosion control (minimizing disturbed areas, seeding, mulching, and matting) by controlling the amount of soil that can run off and by stabilizing exposed soil. Sediment control measures (i.e. stabilized construction entrances) then focus on any sediment that has escaped your erosion control measures. Erosion prevention measures are far more effective than sediment control measures (such as silt fence) and should be the primary focus of any EPSCP.

The goal of the EPSCP Plan is to 1) eliminate excess erosion; 2) eliminate non-storm runoff; 3) eliminate sediment and other pollutants from exiting the construction site; and 4) ensuring construction materials are managed properly.

Erosion control is any source control measure that protects the soil surface and prevents soil particles from being detached by rainfall, flowing water or wind. Erosion control is also referred to as soil stabilization. Erosion control consists of preparing the soil surface and implementing one or more erosion control measures to disturbed soil areas.

Sediment control is any practice that traps soil particles after they have been detached and moved by rain, flowing water or wind. Sediment control measures are usually passive systems that rely on filtering or settling the particles out of the water or wind that is transporting them. Sediment control measures include those practices that intercept and slow or detain the flow of storm water to allow sediment to settle and be trapped.

For sites greater than one acre, the Owner is responsible for submitting the notice of intent (NOI) to the IEPA after the EPSCP is complete. The Contractors is responsible for ensuring that the NOI is postmarked at least 30 days before commencement of work on site. The Contractor is responsible for having the approved EPSCP on site at all times.

Erosion Prevention and Sediment Control Plan Requirements:

- Location map.
- Site plan with north arrow, scale (1" = 100' or larger), elevation datum, property lines, existing and proposed structures and utilities, existing and proposed contour lines, location of nearby water bodies.
- Name, address and phone number of developers.
- Name and phone number of 24-hour local erosion and sediment control contact.
- Signature and seal of designer with revision date.
- Total and disturbed acreage of the project.
- Location of all stockpiles and erosion control measures to prevent soil loss.

- Detailed construction activity schedule:
 - a. Show anticipated starting and completion dates for each land disturbing activity, including stripping top soil, clearing, rough grading, utility installation, construction of infrastructure and buildings, and final grading and landscaping.
 - b. Provide vegetation plan, noting all temporary and permanent vegetative practices and their location on the site. Include species, planting dates and seeding, fertilizer, lime and mulching rates. Vegetation plan shall be specific for appropriate time of year that seeding will take place and for the appropriate geographic region.
- Clearly note the following statements in bold letters:
 - a. "The escape of sediment from the site shall be prevented by the installation of
 - b. Erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities.
 - c. "Any disturbed areas left exposed for a period of greater than 14 days shall be stabilized with mulch or temporary seeding.'
 - d. "Erosion control measures will be maintained at all times. If full implementation
 - e. of the approved plan does not provided for effective erosion control, additional erosion and sediment control measure shall be implemented to control or treat the sediment sources. •
 - f. "The erosion control measures indicated on the plans are the minimum requirements. Additional measures may be required as directed by the Engineer or the Governing Agencies.'
 - g. "The Contractor/Developer shall take the necessary steps to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality.
- Location of all structural erosion prevention and sediment control measures and details, including but not limited to:

Silt fence:

 - i. Storm drain inlets with a detail of how they will be protected from silt and debris from the site. Hay bale protection methods are not allowed. All storm structure frames and grates shall be marked with "Dump No Waste" and "Drains to Creek" or other acceptable lettering as approved by the Village.
 - ii. The last catch basin prior to the outlet to a detention system or natural waterway shall be equipped with a trap such as the Snout or approved equal. The Contractor shall clean out all sumps of suspended solids and other pollutants on a regular basis until the Village accepts the improvements.
 - iii. Storm water pathways.
 - iv. Erosion control measures on slopes greater than 3:1.
 - v. Location of the stabilized construction entrance (detail required) and a narrative on how adjacent public and private roadways will be kept clean during construction.

- vi. If dewatering services are used, adjoining properties and discharge locations shall be protected from erosion. Discharges shall be routed through an effective sediment control measure (e.g. sediment trap, sediment basin, or other appropriate measure). All shall be shown on the EPSCP.
- Provide a chart showing the inspection and maintenance schedule of all erosion control measures. At a minimum inspection should be done weekly and after every measureable precipitation.
- Indicate on the plan the dust control measures that are to be used.
- Provide a stipulation that all temporary erosion control measures need to be removed 30 days after the site is stabilized or they are no longer needed.

Stormwater Construction Site Inspection Form

General Information					
Project Name:					
NPDES Tracking No. (if known):				Weather at time of inspection:	
Present Phase of Construction:		<input type="checkbox"/> Clearing & Grubbing/Site Preparation	<input type="checkbox"/> Building Construction/Fine Grading		
		<input type="checkbox"/> Mass Grading/Underground Utilities	<input type="checkbox"/> Final Stabilization		
Type of Inspection:					
<input type="checkbox"/> Regular (weekly)		<input type="checkbox"/> Pre-storm event	<input type="checkbox"/> During storm event	<input type="checkbox"/> Post-storm event	
Inspection Checklist					
	BMP/Activity	Adequate	Needs Maintenance	N/A	Comment(s)
General Site Information					
1	a. Dust control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Stabilized construction entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. SWPPP on site & updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storm Water System Inlet Protection					
2	a. Inlet protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storm Water Discharge from Site					
3	a. Rock outlet protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Silt fence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Temporary swale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Soil Stabilization / Landscaping					
4	a. Land grading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Permanent vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Temporary seeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Certification statement:

"I certify under penalty of law that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information."

Print name: _____ Signature: _____ Date: _____

DO NOT MARK BELOW THIS LINE (OFFICE USE ONLY)

Action Taken	Description	Y	No
Verbal Warning	Informed owner/builder of potential stormwater pollution violation and BMPs	<input type="checkbox"/>	<input type="checkbox"/>
Written Warning	Gave owner/builder copy of Inspection Form	<input type="checkbox"/>	<input type="checkbox"/>
Written Warning	Gave owner/builder stormwater pollution violation letter	<input type="checkbox"/>	<input type="checkbox"/>
Stop Work Notice	Issued a stop work notice to cease project until corrections are made	<input type="checkbox"/>	<input type="checkbox"/>