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 to the Village of Tinley Park, 16250 Oak Park Avenue, Tinley Park, Illinois, 60477, to the attention of the Building Commissioner.**

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 Commissioner, outlining the comments and/or requirements from each department to be addressed.

The Architect/Developer is required to provide the Building Commissioner 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.

The Village of Tinley Park has approved the updates to our Building Codes to adapt to the International Code Council standards. These standards were approved on September 2, 2016 and can be referenced through Ordinance Number 2016-O-055. The ordinance includes updates to the following code sections:

- Village of Tinley Park Building Code 2016
- 2012 International Building Code
- 2012 International Residential Code for One and Two Family Dwellings
- 2012 International Mechanical Code
- 2012 International Property Maintenance Code
- 2012 International Fuel Gas Code
- 2011 National Electric Code
- 2014 Illinois State Plumbing Code
- 2012 International Fire Code
BUILD-OUT/INTERIOR REMODEL PERMIT
PLAN CHECKLIST

☐ One completed Commercial/Industrial Permit Application, including all contractor/subcontractor information

☐ One completed emergency information sheet

☐ Letter of intent describing new occupant’s business practice.

☐ A letter defining scope of work.

☐ Four (4) sets of architecturally stamped and signed plans, showing any building, HVAC, electric, plumbing work. **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.** Three (3) copies 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.**

☐ Four (4) 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 Officials discretion, architectural stamped and signed plans may be required depending on the extent of work involved.
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
CONTRACTOR REGISTRATION AND BOND
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 and bonded with the Village or State (proof of state licensed required) prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded.

SURETY BOND: A General Contractor requires a $20,000 Surety Bond made out to the Village and a Village license. Homeowners acting as general contractor for their own single family home, and are to remain their own property, must sign a waiver and are still required to obtain a $20,000 Surety Bond.

Carpentry, Concrete, Drywall, Excavating, Heating and Air Conditioning (HVAC), Masonry, Paving, Sewer, etc are all required to obtain a Village License and a $20,000 Surety Bond made out to the Village.

CERTIFICATE OF LIABILITY INSURANCE: The Village of Tinley Park DOES NOT require liability insurance, however, if the homeowner is the general contractor, it is suggested they obtain a copy of this insurance from each subcontractor.

ELECTRICAL CONTRACTORS: Electrical contractors must submit a current city Electricians license in the company name and have a $20,000 Surety Bond made out to the Village. NO FEE IS REQUIRED

FIRE SPRINKLER CONTRACTORS: Contractors must submit a current State of Illinois license and have a $20,000 Surety Bond made out to the Village. 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. No surety bond is required. If also doing sewer work, a Tinley Park License and a $20,000 Surety Bond is required. NO FEE IS REQUIRED

ROOFING CONTRACTORS: Roofing contractors must submit a current State of Illinois Roofing License, obtain a Village License, and have a $20,000 Surety Bond made out to the Village.

APPLICATION FEES: General Contractors are $100 per year. Subcontractors: $50 per year. NO FEE IS REQUIRED FOR ELECTRICAL, PLUMBING, ALARM 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 is required to schedule any inspection, with the exception of concrete, which required only a two hour notice.

RE-INSPECTIONS: If any re-inspections are necessary, a $50 fee must be paid before the re-inspection will take place.
NAME OF BUSINESS: 

ADDRESS: 

CITY: ___________________ STATE: _______ ZIP ________

BUSINESS OWNER(S): 

BUSINESS PHONE: (_____) ________

CELL PHONE: (_____) ________

FAX (_____) ________

EMAIL ADDRESS: __________________________

YEARS IN BUSINESS: ______

THREE CITIES CURRENTLY OR PREVIOUSLY LICENSED IN:

APPLICATION FEE:

General Contractors: $100 per year
Subcontractors: $50 per year

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

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

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

ALL CONTRACTORS MUST HAVE A $20,000 SURETY BOND MADE OUT TO THE VILLAGE OF TINLEY PARK. (A Certificate of Liability Insurance is only required when the work is contracted by the Village of Tinley Park.)

SIGNATURE: ____________________________ Date: ________________

OFFICE USE ONLY

Fee Amount Received: $ __________ Date Received: ________________
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 ____________

Project Description ____________

Cost of Project (Valuation) ____________
Square Footage:  Office ____________  Retail ____________  Warehouse ____________
Water Meter Size:  Existing ____________  Proposed ____________  Water Tap Size:  Existing ____________  Proposed ____________
Number of Fire Sprinkler Heads 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 _____
Submission for a Fire Suppression/Protection System permit requires five (5) sets Engineered Fire Suppression/protection System plans with completed permit application submitted to the Fire Department at 17355 South 68th Court, Tinley Park, IL 60477.

Plans may require review by an outside agency. Once plan review is complete a letter will be sent for approval.
VILLAGE OF TINLEY PARK
FIRE ALARM
PERMIT APPLICATION

Date of Application: ______________________

For Internal Use
Permit #: FD -

SUBMIT FIVE (5) SETS OF PLANS

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:

<table>
<thead>
<tr>
<th>Device/Equipment</th>
<th>Quantity</th>
<th>Manufacturer</th>
<th>Model/Type</th>
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<td>Fire Alarm Panel</td>
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<td>Manual Pull Stations</td>
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<tr>
<td>Fire Alarm Wire</td>
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<td>Other (explain)</td>
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6. Cost of Installation: _________________________________________________________

7. Name of Fire Alarm Company/Electrical Contractor: _____________________________

8. E-Mail Address: _____________________________________________________________

9. DPR State License #: _______________________________________________________

10. Address: ________________________________________________________________


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
17335 S. 68th Court
Tinley Park, IL 60477
(708)444-5200 Fax (708)444-5299

SUBMIT FIVE (5) SETS OF PLANS

Date of Application: ________________________________

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:

<table>
<thead>
<tr>
<th>Device/Equipment</th>
<th>Quantity</th>
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<tr>
<td>Fire Sprinkler Heads</td>
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<td>Tamper Devices</td>
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<tr>
<td>Other (explain)</td>
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</tbody>
</table>

7. Cost of Installation: _______________________________________

8. Name of Fire Protection Contractor: ______________________ State License #: __________________________

9. E-Mail Address: _______________________________________

10. Address: ______________________________________________


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

SAFP Office/Forms/Fire Protection Permit Application 0216.docx 0113/0216