VILLAGE OF TINLEY PARK
FOUNDATION ONLY
PERMIT APPLICATION PROCESS

A “foundation only” permit consists of footings, foundation, underground plumbing, basement floor and/or slab. Site plans showing entire completed project layout will need to be submitted. No other work shall continue until further shell or full building permits are issued.

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 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
2015 International Energy Conservation Code
2011 National Electric Code
2014 Illinois State Plumbing Code
2012 International Fire Code
FOUNDATION ONLY PERMIT
PLAN CHECKLIST

☐ One completed Commercial/Industrial Permit Application, including all contractor/subcontractor information. Contractors required to be listed are:
1) General Contractor
2) Excavator
3) Concrete Contractor
4) Plumbing Contractor
5) Electrical Contractor (if applicable for any underground electrical work)

☐ One completed emergency information form.

☐ Project/Plan Number ____________________________

☐ Five (5) Sets of stamped, signed (top sheet only) plans including underground plumbing and electrical (if applicable) drawings

☐ Five (5) sets of Final Civil Engineering plans to include:

- Erosion Control Plan SHEET # _____
- Drainage/grading plan SHEET # _____
- On site water detention, if necessary SHEET # _____
- Water, sewer, and fire protection service lines and connections SHEET # _____
- Fire hydrant location and main sizes SHEET # _____
- Complete roadway configurations, to include driveways, parking lots, etc SHEET # _____
- Temporary Access Roads SHEET # _____

☐ Please remember 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.
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 _______
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 downslope 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, 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 Contractor 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 developer.
- 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:
  - 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.
- 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:
  - “The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities.”
  - “Any disturbed areas left exposed for a period of greater than 14 days shall be stabilized with mulch or temporary seeding.”
iii. "Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measure shall be implemented to control or treat the sediment sources."

iv. "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."

v. "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:
  i. Silt fence.
  ii. 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.
  iii. 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.
  iv. Stormwater pathways.
  v. Erosion control measures on slopes greater than 3:1.
  vi. Location of the stabilized construction entrance (detail required) and a narrative on how adjacent public and private roadways will be kept clean during construction.
  vii. 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 measurable 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

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Weather at time of inspection:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NPDES Tracking No.</strong> (if known):</td>
<td>Clearing &amp; Grubbing/Site Preparation</td>
</tr>
<tr>
<td><strong>Present Phase of Construction:</strong></td>
<td>Mass Grading/Underground Utilities</td>
</tr>
</tbody>
</table>

## Type of Inspection:
- Regular (weekly)  
- Pre-storm event  
- During storm event  
- Post-storm event

## Inspection Checklist

<table>
<thead>
<tr>
<th>BMP/Activity</th>
<th>Adequate</th>
<th>Needs Maintenance</th>
<th>N/A</th>
<th>Comment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Site Information</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Dust control</td>
<td></td>
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<tr>
<td>2. Stabilized construction entrance</td>
<td></td>
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<tr>
<td>3. SWPPP on site &amp; updated</td>
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<td>4. Other:</td>
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<tr>
<td><strong>Storm Water System Inlet Protection</strong></td>
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<tr>
<td>2. Inlet protection</td>
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<td>3. Other:</td>
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<tr>
<td><strong>Storm Water Discharge from Site</strong></td>
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<tr>
<td>3. Rock outlet protection</td>
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<tr>
<td>4. Silt fence</td>
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<tr>
<td>5. Temporary swale</td>
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<td>6. Other:</td>
<td></td>
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<tr>
<td><strong>Soil Stabilization / Landscaping</strong></td>
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<tr>
<td>4. Land grading</td>
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<tr>
<td>5. Permanent vegetation</td>
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<td>6. Temporary seeding</td>
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<td>7. Other:</td>
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</tbody>
</table>

## 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: ____________

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**DO NOT MARK BELOW THIS LINE (OFFICE USE ONLY)**

<table>
<thead>
<tr>
<th>Action Taken</th>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Warning</td>
<td>Informed owner/builder of potential stormwater pollution violation and BMPs</td>
<td></td>
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</tr>
<tr>
<td>Written Warning</td>
<td>Gave owner/builder copy of Inspection Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Warning</td>
<td>Gave owner/builder stormwater pollution violation letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stop Work Notice</td>
<td>Issued a stop work notice to cease project until corrections are made</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
FEES: 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: __________