

VILLAGE OF TINLEY PARK

SHELL ONLY

PERMIT APPLICATION PROCESS

A “shell only” permit consists of the finished exterior of the building. The interior will have the underground plumbing work completed, and may also include tenant separation or demising/party walls, but nothing else is completed in the interior of the building. The building is left incomplete until each tenant space is leased and constructed specifically for that particular tenant. However, sometimes the General Contractor will finish the tenant spaces as “vanilla boxes” or “white boxes”. These “boxes” generally consist of very basic heating/cooling, electrical, plumbing, fire suppression/fire alarm system and concrete slab floor. The walls may sometimes be taped drywall, ready for priming and painting. The General Contractor should specify on the plans if the tenant spaces will be built as vanilla/white boxes. Minimum fire protection must be provided throughout the entire structure as approved by the Fire Prevention Bureau. Build-Out permits are required prior to tenant occupancy.

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 Official.

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 and bonded with the Village.

**SHELL ONLY 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
- Five (5) Sets of stamped, signed (top sheet only) Mechanical, Electrical, Photometric, and Plumbing drawings and calculations, floor plans/layout
- Five (5) sets of Engineered Fire Suppression/protection System plans with completed permit application **submitted to the Fire Department at 17355 South 68th Court.**
- Five (5) sets of Engineered Fire Alarm system plans with completed permit application **submitted to the Fire Department at 17355 South 68th Court.**
- Plan/Project Number _____
- 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, 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 capacities. SHEET # _____
- Five (5) sets of final color renderings of elevations of all four sides of the building, including a detail of materials. (11" x 17")

- Five (5) sets 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
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: _____

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
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

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"/>