



# Grading / Site Utilities Building Permit Application

Date of Application: \_\_\_\_\_ (This permit is valid for 12 months from the date of issuance)

Description of Work: \_\_\_\_\_

### Property Address Information

Owner's Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### Applicant Information

Check if Same as Property Owner  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
 Check to be copied on e-mail correspondence.

### General Contractor Information

Check if Same as Applicant  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Cost of Project: \_\_\_\_\_

### Earthwork Contractor

Check if Same as General  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### Temporary Fencing Contractor

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### Erosion Control Contractor

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### Permit Application Checklist (The Following Items are Required for a Complete Submission - Please Check Acknowledging Item has been addressed)

- 1. If at any time during the project you decide to hire or change contractors not listed above for work on this permit, I will communicate contractor's information with the Village of Tinley Park Building Division and confirm all contractors are Licensed with the Village of Tinley Park before contractor is to begin work. A list of licensed contractors updated monthly is available at [www.tinleypark.org](http://www.tinleypark.org).
- 2. Acknowledgement that before any digging occurs that Village of Public Works will be notified 48 hours in advance (708 444-5500), J.U.L.I.E. will be contacted and all utilities marked on the property.
- 3. Acknowledge all documentation should be submitted electronically in PDF format to [building@tinleypark.org](mailto:building@tinleypark.org).  
Items shall include:
  - Complete Plan Set signed and sealed by Professional Engineer (digital signatures and stamps are acceptable)
  - Project Specifications Booklet, if applicable
  - Engineer's Opinion of Probable Construction Cost prepared by Licensed Professional Engineer in Illinois (EOPCC)
  - General Contractor and all Subcontractors licensed and bonded with the Village
  - Certificate of Insurance for General Contractor and all Subcontractors
  - Letter of Credit / Security Bond
  - SWPPP & NPDES Permits
  - Other Permits (Listed Below)
- 4. Estimated Start of Work Date for this Permit: \_\_\_\_\_ Estimated Completion Date of Work for this Permit: \_\_\_\_\_
- 5. Indicate Total Land Area to be Disturbed: \_\_\_\_\_ (Acres) (Greater than 1 Acre is Class 2)
- 6. Indicate estimated amount of Grading/Stripping/Stockpiling proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Cubic Yards)
- 7. Indicate estimated amount of excavating proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Cubic Yards)
- 8. Indicate estimated amount of fill proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Cubic Yards)
- 9. Indicate estimated amount of trenching proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Lineal Feet)
- 10. Indicate if alteration of natural waterway/drainage (if applicable): \_\_\_\_\_ (Yes/No)
- 11. Indicate estimated amount of excavating proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Cubic Yards)
- 12. Indicate estimated amount of fill proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Cubic Yards)
- 13. Indicate estimated amount of trenching proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Lineal Feet)
- 14. Indicate if alteration of natural waterway/drainage (if applicable): \_\_\_\_\_ (Yes/No)
- 15. Acknowledgement that the flood hazard boundary maps and other flood data used by the Village in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. Issuance of a site development permit shall not create liability on the part of the Village of Tinley Park in the event flooding or flood damage does occur.
- 16. Acknowledge and agree that all work performed under said permit will be in accordance with the Village of Tinley Park Erosion Control and Sediment Control Ordinances and the site/construction plan(s) which accompany this application. Erosion will be controlled by any and all means necessary during construction. Silt fence, temporary construction entrance and all other BMP's and soil erosion control measures shall be in place prior to starting work. Any and all dirt, debris and tracking shall be cleaned and removed from adjacent roadways at the end of each work day.
- 17. Estimate of Cost of Work under this permit Stamped by a Licensed Professional Engineer in Illinois is included in this application. This should match Cost of Work on Permit Application.
- 18. Acknowledge a Letter of Credit in the amount of the agreed upon estimated cost of work will need to be provided before permit will be issued.
- 19. Acknowledge an approved SWPPP & NPDES Permit is approved and accepted by the Village of Tinley Park before permit will be issued.



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20. Acknowledge the following permits have been obtained and the following documentation provided:

<u>Agency</u>	<u>Permit #</u>	<u>Date Obtained</u>	<u>Expiration Date</u>
A. Army Corp of Engineers	_____	_____	_____
B. United States Fish & Wildlife	_____	_____	_____
C. Illinois Historic Preservation Agency	_____	_____	_____
D. IEPA-NPDS/Section 401	_____	_____	_____
E. IEPA-Sanitary	_____	_____	_____
F. IEPA-Water	_____	_____	_____
G. IDNR-Eco CAT/Floodway	_____	_____	_____
H. Metropolitan Water Reclamation District	_____	_____	_____
I. Cook County DOTH	_____	_____	_____
J. Will County DOTH	_____	_____	_____
K. IDOT	_____	_____	_____
L. Other required permits ( _____ )	_____	_____	_____

- 21. Any existing field tile on the property shall be protected from damage and that existing drainage through the property shall be maintained.
  - 22. Acknowledgement that the Army Corps of Engineers has jurisdiction over wetlands and it is the responsibility of the owner/developer to secure from the Army Corps of Engineers the necessary permits for work affecting any wetland.
  - 23. Acknowledgement that other agencies such as MWRD, NPDES, Will/South Cook Soil and Water Conservation District, IHPA, USFWS, IDNR, etc.... may have jurisdiction and it is the responsibility of the owner/developer to secure the necessary permits for this work.
  - 24. Acknowledge and agree that a copy of this signed permit will be visible on the project site at all times.
- I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all the above information is accurate. I understand that all grading, erosion control practices, sediment control practices and waterway crossings shall meet the design criteria set forth in the most recent version of the Illinois Urban Manual, all BMP's must be in place prior to the start of any grading operations, and to contact the Village a minimum of 24 hours prior to construction for inspection and verification of BMP placement. If I am an owner applying for an erosion control or construction permit, I have read and signed the attached cautionary statement. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: After erosion control measures are installed according to the approved plan, contact the Village of Tinley Park Public Work Department at (708) 444-5500 to schedule an inspection.**

\* Applications must be submitted to the Building Department between 8:30 a.m. – 5:00 p.m. Applications will not be accepted without payment of fee in the form of check or money order. Please make checks payable to: "Village of Tinley Park"

Dated Filed: _____	Application Received by: _____
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