



Village of Tinley Park - Building Department
Basement Remodel Requirements

16250 S. Oak Park Avenue
Tinley Park, Illinois 60477
(708) 444-5100 Fax (708) 444-5199
Email: Building@tinleypark.org
www.tinleypark.org

The following items are necessary to process your application. If anything is missing, your application will be considered incomplete and will not be processed.

- Date of Application
- Address of Project
- Cost of Project
- Project Description
- List all contractors that will be performing work or include completed property owner waiver.
- Sign and Date Permit Application

No bedrooms are allowed in basement areas unless the basement is a walk-out style.

Plans will need to contain the following information:

1. Provide floor plan
2. Verify door sizes throughout the entire area
3. Note electrical outlets and lighting, (if planning electrical service upgrade, see attached)
4. Note smoke detectors and carbon monoxide detectors
5. Provide list of materials (lumber, drywall, etc.)
6. Provide scope of work for all plumbing work and fixture details
7. Provide laundry/furnace room details

As all basement remodels are unique in design, additional information may be required after the initial plan review.

If you have any questions, please contact the Building Department at (708) 444-5100.



**Village of Tinley Park
Residential Permit Application
16250 Oak Park Avenue, Tinley Park, IL 60477
(708) 444-5100 Fax (708) 444-5199**

Date of Application _____ Permit # _____

Name(s) of Property Owner(s) _____ Phone _____

Email Address (required) _____

Address of Project: _____

Description of Project: (please provide all dimensions, materials: for example: wooden shed 10ft L x 10ft W x 15 H)

Total Cost of Project: _____

CONTRACTOR INFORMATION

(Please provide Name, Address, and Phone)

All contractors must be licensed and bonded with The Village of Tinley Park.

<p>General _____ Address: _____ City _____ State _____ Phone _____</p> <p>Carpentry _____ Address: _____ City _____ State _____ Phone _____</p> <p>Concrete _____ Address: _____ City _____ State _____ Phone _____</p> <p>Drywall _____ Address: _____ City _____ State _____ Phone _____</p> <p>Electric _____ Address: _____ City _____ State _____ Phone _____</p> <p>Excavator _____ Address: _____ City _____ State _____ Phone _____</p>	<p>HVAC _____ Address: _____ City _____ State _____ Phone _____</p> <p>Masonry _____ Address: _____ City _____ State _____ Phone _____</p> <p>Paving _____ Address: _____ City _____ State _____ Phone _____</p> <p>Plumbing _____ Address: _____ City _____ State _____ Phone _____</p> <p>Roofing _____ Address: _____ City _____ State _____ Phone _____</p> <p>Sewer _____ Address: _____ City _____ State _____ Phone _____</p>
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Signature of Applicant(s) _____
Please check if applicant is owner _____ or contractor _____