



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.