A permit is required for any new, replacement, widening driveway, sidewalk, or patio. The following information must be filled-out on the application in order to approve the permit:

- Date of Application
- Name of Owner of Property and Phone Number
- Project Address
- Description of Project
- Cost of Project
- All contractors's hired on the project: Name, Address, and Phone Number (Indicate "Homeowner" if a licensed contractor is not being used)
- Copy of written contract from all contractors hired to work on the project. For brick paver work, please provide the manufacturers installations specifications.
- If homeowner is doing the work, a scope of work letter containing materials list is required
- Sign and Date Permit Application

**PLAT OF SURVEY**

A Plat of Survey of the property must accompany the permit application. This will not be returned to the property owner; however, our office would be happy to make a copy. Draw the driveway, patio and/or sidewalks exact location with dimensions on the plat. Please draw the distance from the project to the side and rear lot lines.

**FEE**

The fee for a driveway, patio or sidewalk permit is $50.00. Payment is not required until the permit is picked-up at the Clerk’s Office.

**PERMIT ISSUANCE**

Permits take approximately **SEVEN TO TEN BUSINESS DAYS** to process. The Building Department will notify the property owner by telephone when the permit is ready. All permits are to be picked-up at the Village Clerk’s Office located in the Village Hall, NOT the Building Department.

**PERMIT EXPIRATION**

The life of a permit is six (6) months from the date of issue. A permit may be extended past the six (6) months by submitting a written request for extension, to be approved by the Building Commissioner. If work has not started within three (3) months of the date of issue, the permit will be void unless a written request is submitted for extension, and approved by the Building Commissioner.
Pre-formed expansion strips shall be installed at all joints between slabs and vertical surfaces (i.e.: walls piers concrete steps). Also install expansion strip in each 50 lineal feet of walk or drive and at intersections with other walks and slabs.

Finishing: Walks and steps shall be lightly troweled and broom finished. Score at five (5) foot maximum intervals. Finish edges.

Sealing: All sidewalks, patios, stoops, driveways and stairs shall be sealed with a liquid sealing compound per manufacturer’s specifications, no later than 30 days after pour is complete. Please refer to Subdivision regulations regarding curing/sealing of public sidewalks.

A copy of the concrete delivery ticket must be presented to the Village within one week of the concrete pour.

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**PATIOS**

Concrete patios or brick paver patios must be five (5) feet from the lot lines and cannot be placed in easements.

A copy of the concrete delivery ticket must be presented to the Village within one week of the concrete pour.

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**BRICK PAVERS**

All brick paver installations of patios, driveways, and service walks requirement the manufacturers specifications included with the permit submission because there are different brick thicknesses required for the different installations as well as the amount of compacted stone and sand used.

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**DRIVEWAY SIZE/PLACEMENT**

All residential driveways shall be a minimum width of ten (10) feet (Subdivision Regulations) and no driveway across public property (apron) shall exceed a width of thirty (30) feet.

Driveways cannot be placed in an easement. If no easement is present, the driveway shall remain no less than one foot from the property line.

Driveways shall not be sloped or pitched as to cause surface water to drain onto neighboring property.

Concrete driveways require a copy of the concrete delivery ticket must be presented to the Village within one week of the concrete pour.

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**ASPHALT DRIVEWAYS**

All materials, size of aggregates, compaction, and installation of same shall comply with the current edition of “Standard Specifications for Road and Bridge Construction” issued by the Illinois Department of Transportation (I.D.O.T.).

All black dirt, organic matter and loose fill shall be removed.

A six (6) inch base of compacted crushed stone shall be installed.

Over stone base install not less than a three (3) inch top course of compacted hot-mix asphalt material.
CONTRACTORS

All contractors doing work in the Village of Tinley Park must be licensed and bonded with the Village prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded. At any time during the permit approval process or during construction after permit is approved and issued a decision is made to change any contractor listed on the application, a Change of Contractor form must be completed and submitted to the Building Department. Verification of the new contractor's license and bond status as current must be confirmed by the Village before work on the project can resume.

PROPERTY OWNERS

The owner of the property where work is to be performed is responsible for filling out the permit application and obtaining the permit before any construction is performed. Property owners may give permission for a contractor or any other party to apply for the permit and obtain it, but is still responsible.

J.U.L.I.E.

Please call the Joint Utility Locating Information for Excavators (J.U.L.I.E.) at least 48 hours prior to any digging. Please call 1-800-892-0123.

PUBLIC PROPERTY

Public sidewalks curbs, gutters and aprons on public property, shall comply with the Village Ordinance regulating Public Improvements within the Village of Tinley Park.

Public sidewalks: All public sidewalks are to be five (5) inches of concrete in thickness, with four (4) inch thick base of compacted gravel, crushed stone or limestone or limestone screenings fill except sidewalks across driveways shall be a minimum seven (7) inches thick.

A copy of the concrete delivery ticket must be presented to the Village within one week of the concrete pour.

PRIVATE PROPERTY

Please be aware that the complete detail of requirements is stated in the Subdivision Regulations and Building Codes:

All vegetable matter and black dirt shall be removed.

Install four (4) inch thick base of compacted gravel, crushed stone or limestone or limestone screenings fill.

Wire mesh or fiber mesh reinforcing required in driveways, garage floors and aprons.

Private Service Walks and Patios: Concrete shall be six (6) bag mix, and a minimum of 3,500 psi air entrained cement. Four (4) inches minimum thickness is required.

Driveways: If a wire mesh or fiber-mesh reinforcing is used, a five (5) inch minimum thickness is acceptable. (All driveways shall be seven (7) inches in thickness when unreinforced.) All driveways shall be poured over a four (4) inch tamped stone base. (Public sidewalks across driveways shall be a minimum seven (7) inches thick.)
Roll with heavy machine roller to a smooth, dense surface.

**PARKING AREAS**

All parking areas which are required to be provided by the Village ordinances shall be paved with concrete or asphaltic paving.

Paving shall meet all the requirements for driveway paving.

All parking areas shall be pitched so as to drain all surface water. Install catch basins with heavy duty cat iron gratings and frames and connect same with clay tile or cement pipes to storm drainage system or to ditches if no storm drainage system is available.

When application for permit is made, drawings shall be submitted showing all areas to be paved, grade elevations, drains, catch basins, inverts of drain lines and all information required to determine run off of storm water. All drain lines and basins (and detention when applicable) shall comply with the requirements of the Metropolitan Sanitary District of Greater Chicago.

Drainage of parking areas and driveways shall not spill onto adjacent property.
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 __________________________

Address of Project ________________________________________________________________

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

______________________________________________________________________________

Total Cost of Project: $ __________________________

CONTRACTOR INFORMATION
PLEASE PROVIDE NAME, ADDRESS AND PHONE NUMBERS

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Signature of Applicant(s) __________________________________________________________

Please check if applicant is owner _________ or contractor ___________