



Village of Tinley Park - Community Development Department
Driveways-Patios-Sidewalks-Parking Lot Permit Requirements

16250 S. Oak Park Avenue
Tinley Park, Illinois, 60477
(708) 444-5100
building@tinleypark.org
www.tinleypark.org

The following must be submitted along with a fully completed Residential Permit Application

- Plat of Survey with detailed drawings and dimensions of work to be completed, including distances to building and all property lines
- Concrete - List of materials to be used including base, concrete info including bag mix / psi, and if fiber mesh or wire mesh will be used. Please note if fiber mesh is being used, the concrete ticket must be provided to the Village
- Asphalt – List of materials to be used including base, binder (if applicable), and surface course

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 all property lines.

PERMIT ISSUANCE

The Community Development Department will notify the property owner by E-mail when the permit is ready. All permits are to be picked-up at the Community Development Department and payment is taken at that time.

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 Official. 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 Official.

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 Community Development 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.**
- If fiber mesh is being used instead of wire mesh, a copy of the concrete delivery ticket must be presented to the Village prior to the final inspection.

PRIVATE PROPERTY

Please be aware that the complete detail of requirements is stated in the Comprehensive Building Code:

- 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.
- Concrete chairs are required in concrete with wire mesh greater than five (5) inches in thickness.
- Wood forms are required for all framing of concrete work.
- 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.)
- 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 prior to the final inspection.

BRICK PAVERS

All brick paver installations of patios, driveways, and service walks require the manufacturers specifications to be 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.

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 prior to the final inspection.

ASPHALT DRIVEWAYS

- All materials, size of aggregates, compaction, and installation of same shall comply with the current edition of AStandard 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.
- 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 cast 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.
- All parking areas and stalls are required to be visibly striped.
- All handicap parking must meet the minimum spaces required per the 2018 Illinois Accessibility Code Table 208.2 (Parking Spaces).
- All handicap parking must be striped and signed per the 2018 Illinois Accessibility Code Section 502.



**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 _____