



Village of Tinley Park - Building Department
New Single Family Home
Permit Requirements

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

The following information must be filled-out on the application in order to approve the permit.

- Date of Application
- Address of Structure
- Township (Bremen, Frankfort, Orland, Rich)
- Real Estate Tax ID Number (Found on Real Estate Tax Bill)
- Lot Number (Found on Plat of Survey)
- Subdivision Name
- Zoning Type (R1, R2, R3, R4)
- Estimated Cost of Structure (Not including land price)
- Building Size – **INSIDE** square foot of structure
- Number of Bedrooms
- Project Description – Single Family Home
- Owner's Name, Address and Phone Number (After project has been completed)
- General Contractor's Name, Address and Phone Number
(Indicate "Homeowner" if a license contractor is not being used)
- Architect Name, Address, Phone and Plan Number
- List All Contractors (Application will not be processed without complete listing)
- Sign and Date Permit Application

GENERAL REQUIREMENTS

Size of home is based on zoning and **inside** square foot minimum.

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.

PLANS

Submit two copies of the house plans, **stamped and signed by the architect**. Please provide two copies of the Plat of Survey showing the footprint of the house and measurements of the front, side and rear setbacks. A spot survey will be required after the foundation is poured and an as-built survey will be required at the time the final inspection is requested.

FEE

The cost of a permit depends upon the subdivision, and in the case of Frankfort Township, the number of bedrooms.

PERMIT ISSUANCE

Permit review can typically run three (3) to four (4) weeks. 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.

FIREWALL INSPECTIONS

In order to effectively inspect our garage to house firewall requirements of 5/8" fire code drywall on both sides up to the roof sheathing on all walls common to dwelling unit, we require that the ceiling to roof area of the firewall be dry walled and taped for the rough inspection. Although this causes an inconvenience for the builder, it is the only way we can insure that the firewall is constructed per code.

CONSTRUCTION NOISE

The Village of Tinley Park does have a Noise Ordinance (#99-0-076), which prohibits the start of construction noise before 7:00 a.m. and must end at 10:00 p.m.

STREET CLEANING

The permittee to whom the building permit has been issued shall be responsible for policing all streets adjoin the site of his operations, and he shall be liable for any fines or penalties relating to the project. All streets and alleys adjoining the construction site shall be kept clean and free of all mud, waste, and debris caused by construction operations. Such materials shall be removed from the public way immediately.

Streets and public ways shall not be used for storage of these materials and they shall be deposited away from the right-of-way a sufficient distance to prevent sliding, spilling, or washing onto public property.

No dumpsters or other containers for debris shall be placed on, or shall project into, any improved street or public right-of-way.

WATER METERS

Water meters cannot be placed in a crawl space area. Water meters will be placed in an accessible location with adequate space for installation and maintenance. This location will either be in the basement level or some suitable location within the structure other than the crawl space.

As of October 1998, the builder of the home will be responsible for installing the meter and the outside readout. The meter and readout will be issued upon presentation of the paid receipt for the building permit to the Public Works Department. The time of installation will be at the discretion of the builder as long as it is complete by the time of the Final Inspection.

The outside readout shall be installed near the gas meter and wired to the water meter with a minimum of 22 gauge, 3 strand communication cable (phone line). A grounding wire must also be installed on the water service across the gap of the meter. This must be a minimum of 8 gauge wire.

A minimum bill for construction water is included in the permit fee. A construction water meter will be issued. Please contact Public Works at (708) 444-5500 to arrange for this meter.

FINAL INSPECTIONS

Final Inspections are scheduled when an Application for Certificate of Occupancy is submitted to the Building Department. **TWO (2) BUSINESS DAYS NOTICE** is required, and finals are never scheduled for Fridays. It is suggested you schedule the final inspection well in advance of your closing date, in the event any corrections are required.

Final Grade must pass inspection by the Village Engineer before the Certificate of Occupancy can be released. (Exceptions are made during the winter months.)

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



Village of Tinley Park - Building Department
Final Inspection Checklist

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

TO INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

EXTERIOR

- Public Walk
- Private Walks
- Driveway and Apron
- Front Steps
- Handrails
- Gutters and Down Spouts
- Calking Windows and Doors
- Exterior Paint Complete
- Exterior Siding Complete
- Final Grade Approved by Village Engineer
- Address Number

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INTERIOR

- Floor Finishes Complete
- Tile
- Carpet
- Interior Paint Complete
- Settlement Cracks Repaired
- Nail Pops Repaired
- All Doors Hung and Operate Properly
- All Hardware Installed and Operate Properly
- Windows Open and Close Properly
- Access to Attic Space
- Access to Crawl Space
- Garage Firewall Door Self-Closing
- Kitchen Cabinets Installed
- Shelves and Poles in Closets
- All Heat Registers in Place and Operates Properly
- Stair Handrails Installed
- Proper Amount of Insulation in Attic
- Proper Amount of Insulation in Crawl Space
- Beam Pockets Cemented
- Window Wells Cleaned and Stoned
- Foundation Leaks Repaired
- Water in Basement Repaired
- Furnace Flue Installed Properly
- Furnace Operating Properly
- Furnace Filter Clean
- Water Heater Installed and Operating Properly
- Light Fixtures Hung
- Outlet Covers
- All Plumbing Fixtures in Place
- All Running Water Fixtures in Working Order
- Gas Shut-Off Valves for Gas Appliances

WAIVER FOR HOMEOWNER COMPLETED WORK

The Village of Tinley Park allows a homeowner to complete most work, duly permitted, at your home residence. This includes all permitted and non-permitted improvements as per the Village of Tinley Park Building Codes. By you indicating on your permit application that you are the contractor doing the improvements on your property, you also take responsibility to perform these duties in compliance of ALL current State and Local Codes and are responsible for any permitting and inspection fees required. You also assume all liabilities for faulty, incomplete, or incorrect work and agree to indemnify and save harmless The Village of Tinley Park from all accidents or damages caused by yourself or your charges.

If at any time during the process of completing this work you employ a contractor to complete or assist you, a Change of Contractor Form must be completed by you and the new contractor will have to provide the Village of Tinley Park with the required bonds, insurance, and licensing as required. Failure to do so may result in citations being issued to you and/or the contractor performing the work.

Property Address: _____

Work Performed: _____

Signed _____ Dated _____

Print Name: _____

Signed _____ Dated _____

Print Name: _____



**HOMEOWNER AS GENERAL CONTRACTOR
AFFIDAVIT**

The construction at the Single Family Home located at: _____,

Tinley Park, Illinois, will be performed by: _____,

by affixing his or her signature, he and/or she is swearing in this affidavit that he and/or she is the owner of this building and will occupy it for a minimum of six months after construction is complete and a all final inspections are approved.

Signature

Date

Signature

Date

Notary Public

Date of Application _____

Permit # _____

Village of Tinley Park
New Single Family/Multi-Family Permit Application
 16250 Oak Park Avenue, Tinley Park, IL 60477
 (708) 444-5100 Fax (708) 444-5199

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

Address of Project: _____

Real Estate Tax ID # _____ Subdivision: _____

Lot Number _____ Architectural Plan # _____ Square Footage _____

Number of Bedrooms _____ Total Cost of Project: \$ _____

Meter Size: _____ Water Tap Size: _____

CONTRACTOR INFORMATION
 PLEASE PROVIDE NAME, ADDRESS AND PHONE NUMBERS

General _____
 Address: _____
 City _____ State _____
 Phone _____

HVAC _____
 Address: _____
 City _____ State _____
 Phone _____

Carpentry _____
 Address: _____
 City _____ State _____
 Phone _____

Masonry _____
 Address: _____
 City _____ State _____
 Phone _____

Concrete _____
 Address: _____
 City _____ State _____
 Phone _____

Paving _____
 Address: _____
 City _____ State _____
 Phone _____

Drywall _____
 Address: _____
 City _____ State _____
 Phone _____

Plumbing _____
 Address: _____
 City _____ State _____
 Phone _____

Electric _____
 Address: _____
 City _____ State _____
 Phone _____

Roofing _____
 Address: _____
 City _____ State _____
 Phone _____

Excavator _____
 Address _____
 City _____ State _____
 Phone _____

Sewer _____
 Address: _____
 City _____ State _____
 Phone _____

Signature of Applicant _____

Please check if applicant is owner of property or contractor Owner ___ Contractor ___



EXHIBIT 1

NONDISCRIMINATION POLICY

It is the policy of the Village of Tinley Park ("the Village") to comply with Title VIII of the Civil Rights Act of 1968, as amended, (commonly known as the Fair Housing Act) by ensuring that its zoning and land use decisions do not discriminate against persons based on race, color, religion, national origin, disability, familial status or sex. This policy means that, among other things, the Village and all its officials, agents and employees will not discriminate in any aspect of housing based on these protected class characteristics, including by:

- (a) making unavailable or denying a dwelling to any person based on race or color;
- (b) discriminating against any person in the terms, conditions or privileges of a dwelling, or in the provision of services or facilities in connection therewith based on race or color;
- (c) Making, printing, or publishing, or causing to be made, printed, or published any notice, statement, or advertisement, with respect to a dwelling that indicates any preference, limitation, or discrimination based on race or color;
- (d) Representing to persons because of race or color that any dwelling is not available when such dwelling is in fact so available;
- (e) interfering with any person in the exercise or enjoyment of, or on account of his having exercised or enjoyed, or on account of his having aided or encouraged any other person in the exercise or enjoyment of, any right protected by the Fair Housing Act;
- (f) interfering with the funding, development, or construction of any affordable housing units because of race or color; and
- (g) discriminating on the basis of race or color in any aspect of the administration of its zoning, land use, or building ordinances, policies, practices, requirements, or processes relating to the use, construction, or occupancy of dwellings.

Any person who believes that any of the above policies have been violated by the Village may contact the Village's Fair Housing Compliance Officer, Terica Ketchum, at 708-444-5000. If any person feels that the Village has not or would not adequately address a complaint, that person may also contact the U.S. Department of Housing and Urban Development at 1-888-799-2085, or the U.S. Department of Justice at 1-800-896-7743 or 202-514-4713.