



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

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

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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
- Name of Owner of Property, Phone Number and E-Mail
- Project Address
- PIN #
- Subdivision/Lot #/Architectural Plan #/Square Footage/Elevation/Color
- Description of Project
- Zoning type
- Proposed engineering grading plan
- Cost of Project
- Number of bedrooms
- Propose area of the interior net areas of the single family
- Sign and date permit application.
- Meter size/# of Meters/Water Tap Size
- Contractors

**Single Family Dwelling construction requirements are as follows:**

1. Full set of electronic plans in PDF format.
2. U.S. Department of Energy RES Check submitted with plans or indicate prescriptive compliance on drawings.
3. Min. one-hour fire partition separating garage from dwelling building (attached garage), 20 min. fire rated door at opening to garage.
4. Min. 2 layer 5/8" gypsum board at ceiling of garage with habitable room above garage.
5. One-layer 1/2" type "x" gypsum board at walls separating garage from remaining first floor.
6. Heat detector interconnected with smoke detectors in garage.
7. Smoke detectors required in all sleeping rooms interconnected.
8. Min. 200-amp electrical service for dwelling units greater 2,200 sq. ft. including garage, 100-amp service required for dwelling units less than 2,200 sq. ft. Electrical panel schedule is required on the architect drawings indicating circuits and wattage proposed.
9. Min. 1 1/2" water service required for single family residences regardless of dwelling unit size.
10. Mailboxes have specific requirements, see Village website for guidelines.
11. Village follows the 2018 IECC prescriptive requirements.

**Building permit information**

1. Building permit applications have a time limitation of 180 days from the date of initial submittal. Building permit for single family, two family dwellings and accessory structures will expire 180 days from date of issuance.
2. A permit can be renewed / extended for a period of three months with approval of Building Official. Two extensions can be granted with justified cause. First extension free, second extension is 50% of total building permit cost.
3. Final grading shall be inspected and approved by Village Engineer before Certificate of Occupancy can be issued (Exceptions are made WITH APPROVAL, during the winter months).

**Construction Noise & Maintenance**

1. Village ordinance (#99-0-076) prohibits the start of construction before 7:00 a. m. and must end no later than 10:00 p.m.
2. Contractor or homeowner is required for maintenance of Right of Way (ROW), streets, public sidewalks. Dumpsters shall be kept on private property and not impede the street, sidewalks or block drainage under any circumstances. Right of Way (ROW), streets and public sidewalks shall be kept clean at all times.

3. Any damage to Right of Way (ROW), the contractor and/or owner shall be responsible for restoring back to original condition.
4. Construction storage of materials shall be kept on private properties and properly secured and covered.

#### **Water Meters**

1. Water meters are not allowed in crawl spaces and must be accessible for maintenance.
2. Builder or homeowner shall be responsible for the installation of meter and the remote read pad and associated piping / wiring.
3. Outside read out shall be installed near the gas meter and wired to the meter with a minimum of 22-gauge, 3 strand communication wire (phone cable).
4. A #8 AWG grounding wire must also be installed on the water service across the gap of the meter spread.
5. The permit fee includes the water fee for construction water only. A construction water meter will be issued. Contact Public Works at (708) 444-5500 to arrange for construction meter. An RPZ must also be installed on hydrant connections.

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

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: \_\_\_\_\_ # of Meters \_\_\_\_\_ 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





# Grading / Site Utilities Building Permit Application

Date of Application: \_\_\_\_\_ (This permit is valid for 12 months from the date of issuance)

Description of Work: \_\_\_\_\_

### Property Address Information

Owner's Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### Applicant Information

Check if Same as Property Owner  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
 Check to be copied on e-mail correspondence.

### General Contractor Information

Check if Same as Applicant  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Cost of Project: \_\_\_\_\_

### Earthwork Contractor

Check if Same as General  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### Temporary Fencing Contractor

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### Erosion Control Contractor

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### Permit Application Checklist (The Following Items are Required for a Complete Submission - Please Check Acknowledging Item has been addressed)

- 1. If at any time during the project you decide to hire or change contractors not listed above for work on this permit, I will communicate contractor's information with the Village of Tinley Park Building Division and confirm all contractors are Licensed with the Village of Tinley Park before contractor is to begin work. A list of licensed contractors updated monthly is available at [www.tinleypark.org](http://www.tinleypark.org).
- 2. Acknowledgement that before any digging occurs that Village of Public Works will be notified 48 hours in advance (708 444-5500), J.U.L.I.E. will be contacted and all utilities marked on the property.
- 3. Acknowledge all documentation should be submitted electronically in PDF format to [building@tinleypark.org](mailto:building@tinleypark.org).  
Items shall include:
  - Complete Plan Set signed and sealed by Professional Engineer (digital signatures and stamps are acceptable)
  - Project Specifications Booklet, if applicable
  - Engineer's Opinion of Probable Construction Cost prepared by Licensed Professional Engineer in Illinois (EOPCC)
  - General Contractor and all Subcontractors licensed and bonded with the Village
  - Certificate of Insurance for General Contractor and all Subcontractors
  - Letter of Credit / Security Bond
  - SWPPP & NPDES Permits
  - Other Permits (Listed Below)
- 4. Estimated Start of Work Date for this Permit: \_\_\_\_\_ Estimated Completion Date of Work for this Permit: \_\_\_\_\_
- 5. Indicate Total Land Area to be Disturbed: \_\_\_\_\_ (Acres) (Greater than 1 Acre is Class 2)
- 6. Indicate estimated amount of Grading/Stripping/Stockpiling proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Cubic Yards)
- 7. Indicate estimated amount of excavating proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Cubic Yards)
- 8. Indicate estimated amount of fill proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Cubic Yards)
- 9. Indicate estimated amount of trenching proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Lineal Feet)
- 10. Indicate if alteration of natural waterway/drainage (if applicable): \_\_\_\_\_ (Yes/No)
- 11. Indicate estimated amount of excavating proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Cubic Yards)
- 12. Indicate estimated amount of fill proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Cubic Yards)
- 13. Indicate estimated amount of trenching proposed (if applicable) (N/A if not applicable): \_\_\_\_\_ (Lineal Feet)
- 14. Indicate if alteration of natural waterway/drainage (if applicable): \_\_\_\_\_ (Yes/No)
- 15. Acknowledgement that the flood hazard boundary maps and other flood data used by the Village in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. Issuance of a site development permit shall not create liability on the part of the Village of Tinley Park in the event flooding or flood damage does occur.
- 16. Acknowledge and agree that all work performed under said permit will be in accordance with the Village of Tinley Park Erosion Control and Sediment Control Ordinances and the site/construction plan(s) which accompany this application. Erosion will be controlled by any and all means necessary during construction. Silt fence, temporary construction entrance and all other BMP's and soil erosion control measures shall be in place prior to starting work. Any and all dirt, debris and tracking shall be cleaned and removed from adjacent roadways at the end of each work day.
- 17. Estimate of Cost of Work under this permit Stamped by a Licensed Professional Engineer in Illinois is included in this application. This should match Cost of Work on Permit Application.
- 18. Acknowledge a Letter of Credit in the amount of the agreed upon estimated cost of work will need to be provided before permit will be issued.
- 19. Acknowledge an approved SWPPP & NPDES Permit is approved and accepted by the Village of Tinley Park before permit will be issued.



# Grading / Site Utilities Building Permit Application

20. Acknowledge the following permits have been obtained and the following documentation provided:

<u>Agency</u>	<u>Permit #</u>	<u>Date Obtained</u>	<u>Expiration Date</u>
A. Army Corp of Engineers	_____	_____	_____
B. United States Fish & Wildlife	_____	_____	_____
C. Illinois Historic Preservation Agency	_____	_____	_____
D. IEPA-NPDS/Section 401	_____	_____	_____
E. IEPA-Sanitary	_____	_____	_____
F. IEPA-Water	_____	_____	_____
G. IDNR-Eco CAT/Floodway	_____	_____	_____
H. Metropolitan Water Reclamation District	_____	_____	_____
I. Cook County DOTH	_____	_____	_____
J. Will County DOTH	_____	_____	_____
K. IDOT	_____	_____	_____
L. Other required permits ( _____ )	_____	_____	_____

- 21. Any existing field tile on the property shall be protected from damage and that existing drainage through the property shall be maintained.
- 22. Acknowledgement that the Army Corps of Engineers has jurisdiction over wetlands and it is the responsibility of the owner/developer to secure from the Army Corps of Engineers the necessary permits for work affecting any wetland.
- 23. Acknowledgement that other agencies such as MWRD, NPDES, Will/South Cook Soil and Water Conservation District, IHPA, USFWS, IDNR, etc.... may have jurisdiction and it is the responsibility of the owner/developer to secure the necessary permits for this work.
- 24. Acknowledge and agree that a copy of this signed permit will be visible on the project site at all times.

*I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all the above information is accurate. I understand that all grading, erosion control practices, sediment control practices and waterway crossings shall meet the design criteria set forth in the most recent version of the Illinois Urban Manual, all BMP's must be in place prior to the start of any grading operations, and to contact the Village a minimum of 24 hours prior to construction for inspection and verification of BMP placement. If I am an owner applying for an erosion control or construction permit, I have read and signed the attached cautionary statement. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: After erosion control measures are installed according to the approved plan, contact the Village of Tinley Park Public Work Department at (708) 444-5500 to schedule an inspection.**

\* Applications must be submitted to the Building Department between 8:30 a.m. – 5:00 p.m. Applications will not be accepted without payment of fee in the form of check or money order. Please make checks payable to: "Village of Tinley Park"

Dated Filed: _____	Application Received by: _____
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## **VILLAGE OF TINLEY PARK**

### **EROSION PREVENTION AND SEDIMENT CONTROL PLAN REQUIREMENTS**

Erosion prevention and sediment control is much more than silt fence. Prior to developing an Erosion Prevention and Sediment Control Plan (EPSCP), it is important to have minimized the areas of disturbed soils and the duration of exposure. It is also imperative to control water at up-slope site perimeters, control water on-site, control sediment on-site, and control sediment at the down slope site perimeters. A good erosion prevention and sediment control plan first minimizes the extent of disturbance by focusing on erosion control (minimizing disturbed areas, seeding, mulching, matting) by controlling the amount of soil that can run off and by stabilizing exposed soil. Sediment control measures (i.e. stabilized construction entrances) then focus on any sediment that has escaped your erosion control measures. Erosion prevention measures are far more effective than sediment control measures (such as silt fence) and should be the primary focus of any EPSCP.

The goal of the EPSCP Plan is to 1) eliminate excess erosion; 2) eliminate non-storm runoff; 3) eliminate sediment and other pollutants from exiting the construction site; and 4) ensuring construction materials are managed properly.

Erosion control is any source control measure that protects the soil surface and prevents soil particles from being detached by rainfall, flowing water or wind. Erosion control is also referred to as soil stabilization. Erosion control consists of preparing the soil surface and implementing one or more erosion control measures to disturbed soil areas.

Sediment control is any practice that traps soil particles after they have been detached and moved by rain, flowing water or wind. Sediment control measures are usually passive systems that rely on filtering or settling the particles out of the water or wind that is transporting them. Sediment control measures include those practices that intercept and slow or detain the flow of storm water to allow sediment to settle and be trapped.

For sites greater than one acre, the Owner is responsible for submitting the notice of intent (NOI) to the IEPA after the EPSCP is complete. The Contractors is responsible for ensuring that the NOI is postmarked at least 30 days before commencement of work on site. The Contractor is responsible for having the approved EPSCP on site at all times.

#### **Erosion Prevention and Sediment Control Plan Requirements**

- Location map.
- Site plan with north arrow, scale (1" = 100' or larger), elevation datum, property lines, existing and proposed structures and utilities, existing and proposed contour lines, location of nearby water bodies.
- Name, address and phone number of developers.
- Name and phone number of 24-hour local erosion and sediment control contact.
- Signature and seal of designer with revision date.
- Total and disturbed acreage of the project.
- Location of all stockpiles and erosion control measures to prevent soil loss.
- Detailed construction activity schedule:

- show anticipated starting and completion dates for each land disturbing activity, including stripping top soil, clearing, rough grading, utility installation, construction of infrastructure and buildings, and final grading and landscaping.
- Provide vegetation plan, noting all temporary and permanent vegetative practices and their location on the site. Include species, planting dates and seeding, fertilizer, lime and mulching rates. Vegetation plan shall be specific for appropriate time of year that seeding will take place and for the appropriate geographic region.
- Clearly note the following statements in bold letters:
  - "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities.
  - "Any disturbed areas left exposed for a period of greater than 14 days shall be stabilized with mulch or temporary seeding.'
  - "Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measure shall be implemented to control or treat the sediment sources.
  - The erosion control measures indicated on the plans are the minimum requirements. Additional measures may be required as directed by the Engineer or the Governing Agencies.'
  - The Contractor/Developer shall take the necessary steps to control waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality.
- Location of all structural erosion prevention and sediment control measures and details, including but not limited to:
  - Silt fence.
  - Storm drain inlets with a detail of how they will be protected from silt and debris from the site. Hay bale protection methods are not allowed. All storm structure frames and grates shall be marked with "Dump No Waste" and "Drains to Creek" or other acceptable lettering as approved by the Village.
  - The last catch basin prior to the outlet to a detention system or natural waterway shall be equipped with a trap such as the Snout or approved equal. The Contractor shall clean out all sumps of suspended solids and other pollutants on a regular basis until the Village accepts the improvements. iv. Storm water pathways.
  - Erosion control measures on slopes greater than 3:1.
  - Location of the stabilized construction entrance (detail required) and a narrative on how adjacent public and private roadways will be kept clean during construction.
  - If dewatering services are used, adjoining properties and discharge locations shall be protected from erosion. Discharges shall be routed through an effective sediment control measure (e.g. sediment trap, sediment basin, or other appropriate measure). All shall be shown on the EPSCP.
- Provide a chart showing the inspection and maintenance schedule of all erosion control measures. At a minimum inspection should be done weekly and after every measurable precipitation.
- Indicate on the plan the dust control measures that are to be used.
- Provide a stipulation that all temporary erosion control measures need to be removed 30 days after the site is stabilized or they are no longer needed

## Stormwater Construction Site Inspection Form

General Information					
Project Name:					
NPDES Tracking No. (if known):				Weather at time of inspection:	
Present Phase of Construction:		<input type="checkbox"/> Clearing & Grubbing/Site Preparation	<input type="checkbox"/> Building Construction/Fine Grading		
		<input type="checkbox"/> Mass Grading/Underground Utilities	<input type="checkbox"/> Final Stabilization		
Type of Inspection:					
<input type="checkbox"/> Regular (weekly)		<input type="checkbox"/> Pre-storm event	<input type="checkbox"/> During storm event	<input type="checkbox"/> Post-storm event	
Inspection Checklist					
	BMP/Activity	Adequate	Needs Maintenance	N/A	Comment(s)
<b>General Site Information</b>					
1	a. Dust control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Stabilized construction entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. SWPPP on site & updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Storm Water System Inlet Protection</b>					
2	a. Inlet protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Storm Water Discharge from Site</b>					
3	a. Rock outlet protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Silt fence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Temporary swale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Soil Stabilization / Landscaping</b>					
4	a. Land grading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b. Permanent vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Temporary seeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Certification statement:**

"I certify under penalty of law that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information."

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT MARK BELOW THIS LINE (OFFICE USE ONLY)**

Action Taken	Description	Y	No
Verbal Warning	Informed owner/builder of potential stormwater pollution violation and BMPs	<input type="checkbox"/>	<input type="checkbox"/>
Written Warning	Gave owner/builder copy of Inspection Form	<input type="checkbox"/>	<input type="checkbox"/>
Written Warning	Gave owner/builder stormwater pollution violation letter	<input type="checkbox"/>	<input type="checkbox"/>
Stop Work Notice	Issued a stop work notice to cease project until corrections are made	<input type="checkbox"/>	<input type="checkbox"/>