



Village Of Stickney

Building Department

6533 Pershing Rd.

Phone: 708-749-4400 Fax: 708-749-4451

Email: building@villageofstickney.com

Building Permit Information Packet

Revised January 2019

Building Codes:

- * International Residential Code 2009
- * International Building Code 2009
- * International Fire Code 2009
- * International Energy Conservation Code 2009
- * International Property Maintenance Code 2009
- * International Fuel Gas Code 2009
- * International Swimming Pool and Spa Code 2009
- * Current State of Illinois Plumbing Code
- * Chicago Electrical Code 2018 Edition/2017 National Electric Code

A copy of any local amendments to the adopted building codes can be provided upon request.

Hours of Construction:

Construction activity may not commence before 6:00 AM, Monday through Saturday, or 7:00 AM Sunday. Construction activity may not continue after 10:00 PM. Violators are subject to fine.

Permit Application Requirements:

A building permit application will not be processed until all necessary information is submitted and the application is complete. Necessary information includes:

1. **Application:** Fill out form completely.

2. **Plat of Survey:** Submitted along with all permits for new construction, additions, accessory structures, including replacing patios, decks, fences, and concrete work.

3. **Site Plan:** Required for new construction, additions, and accessory structures, drawn o scale with the building dimensions noted. The site plan can be shown on the plat of survey.

4. **Engineering/Grading Plan:** Required for new construction. Engineering/grading plans are reviewed by a consulting engineer for stormwater management compliance. All engineering review fees are to be paid by the building permit application.

5. **Building Plan:** Architect stamped plans for new construction, additions, and in some cases accessory structures are required.

- a. Single Family Residence: 3 sets of plans
- b. Multi Family Residence: 3 sets of plans
- c. Commercial, Office, Industrial: 3 Sets of plans

Key items to include on building plans:

Single family detached residential:

- Light and vent schedule
- Window sizes
- Water, waste, and vent piping details (including Radon)
- Attic access location, size
- Column and beam sizes
- Stair riser and tread dimensions
- Complete electrical detail
- House/garage construction details

Multi-family, commercial, and industrial

- Sprinkler details
- HVAC details, including mechanical ventilation schedule
- Electrical details, including exit signs, emergency lighting, fire alarm detail, etc.
- Wall types, including hourly rating, construction material of walls, U.L. Design numbers, etc.
- Handicap accessibility (elevator, parking, restrooms, etc.)
- Door schedule

6. **Business License:** For all new businesses locating in the Village of Stickney or existing businesses relocating within the Village of Stickney, a business license is required. Contact Village Hall regarding the requirements to obtain a business license, 708-749-4400.

7. **Contractor's License:**

a. **All Contractors** shall obtain a Village of Stickney contractor's license. This shall include all sub-contractors. The Village of Stickney contractor's license is valid from January 1st through December 31st. The annual fee is \$100.00.

i. **All contractors and sub-contractors**, shall submit proof of liability insurance and a \$10,000 bond to the Village of Stickney.

b. **Electrical Contractors** shall give evidence of of a license with any other City, county, or State jurisdiction in Illinois. It **must** be from a testing facility. Proof of liability insurance and a \$10,000 bond is also required.

c. **Plumbing Contractors** must be licensed with the State of Illinois. Contractors shall submit a copy of their State License. Plumbing contractors performing sewer work shall be required to obtain a Village of Stickney contractor's license.

d. **All other trades** that require a Professional or State License must submit a copy of that License along with the contractor license application.

Inspections:

1. Inspections are required on all work performed. The owner/contractor is responsible for obtaining all inspections. Licensed contractor performing the work must be present for **ALL** inspections. **FAILURE TO CALL FOR AN INSPECTION WILL RESULT IN FINES.**

TO SCHEDULE A BUILDING INSPECTION, CALL 708-749-4400 OR EMAIL building@villageofstickney.com (2:00 PM the day before inspection required for next day inspection).

2. **To cancel a scheduled building inspection, call the Village of Stickney Building Department prior to 2:00 PM the day before the scheduled inspection.** Scheduled building inspections canceled without prior notice as required and failed inspections will incur a re-inspection fee. The re-inspection fee schedule \$50.00. **Re-inspection fees must be paid at Village**

3. Single Family Homes: Generally, the following inspections are required:

- a. Footing: After footing excavation has been completed and formed, before concrete is poured.
- b. Spot Survey
- c. Backfill: After drain tile and 12" of gravel placed, walls have been damp proofed, and window wells have been installed, before backfill is placed.
- d. Under slab plumbing and electrical: after insulation, vapor barriers and/or wire mesh installed, before concrete is poured or anything is concealed.
- e. Plumbing and Electrical rough-in: After rough plumbing and electrical have been installed, before insulation, vapor barrier, or wall finish has been applied. Proper ladders or stairs required for access.
- f. Framing: After rough framing is complete, before any insulation, vapor barrier, or wall finish is applied.
- g. Fireplace: After fire box is constructed, before construction of chimney, fire stopping, and the fireplace is concealed for a pre-fab chimney.
- h. Insulation: After insulation and vapor barriers are installed, before wall finish is applied.
- i. Plumbing and Electrical final.
- j. Final: After all work is completed, final grading survey submitted, approval by the Village of Stickney Public Works Department, before any use, occupancy, or furnishings are moved into the structure.

4. Commercial, Office, and Industrial: In addition to the above, the following inspections are required.

- a. Water Final, Village of Stickney Public Works Department
- b. Fire alarm or sprinkler alarm final, Village of Stickney Fire Inspector.
- c. Cook County Department of Public Health, if applicable.

General Information

1. The following **additional permits** may be required depending on the type of work being done, including new construction, additions, or remodels, for residential, commercial, office, or industrial.

a. **Cook County:** a demolition permit must be obtained before any demolition may begin within the Village of Stickney.

b. **Public Sanitary Sewer and/or Stormwater Permit:** Call the Metropolitan Water Reclamation District to determine if a permit will be required from them, 708-588-4079. Please provide the Village with a copy of the receipt showing that the fee has been paid. *** ALL NEW COMMERCIAL ALTERATION OR ADDITION MUST CONTACT THE COUNTY TO DETERMINE IF A PERMIT IS REQUIRED.**

Additionally, any remodel, reconstruction of any dwelling unit, commercial, or industrial building which results in the increased sewage flow may require additional permit from the Metropolitan Water Reclamation District.

c. **Cook County Department of Public Health**

d. **Third Party, Fire District Plan Review and Inspections:** For all commercial projects. Plans will be sent to a third party and fees will be paid directly to them.

2. Construction Driveway: Either an existing hard surface or a stone driveway is required within 5 days after the foundation has been placed for new construction. No other inspections will be scheduled until the stone is in place.

3. Erosion Control: Erosion control devices, such as a silt fence or hay bales, shall be maintained around the perimeter of the site of any property under construction, at all times. **Erosion control devices are to be placed prior to construction.**

4. A portable restroom must be on site for all new construction.

5. "As-Built," Final Grading Survey: A copy of the final grading survey or "As-Built" drawing, are required at least 4 days prior to the request for a final occupancy permit. **SOD OR SEED IS NOT TO BE PLANTED UNTIL THE "AS-BUILTS" OR FINAL GRADING HAS BEEN APPROVED BY THE VILLAGE.**

6. Final Occupancy: A final occupancy permit will not be issued until the sod or seed has been planted, sidewalk, driveway, and public, and private landscaping installed.

7. Revisions: If, during the course of the permit review or construction, changes are to be made to either the building plans or the site developmental plan, a revised architectural stamped plan and/or a revised site plan, including grading plan, is required. Additional review fees may be incurred.

8. Permit Expiration: A building permit becomes null and void if a request for a building inspection has not been received. Permits become null and void after 1 year from the date of issuance, unless an extension is granted by the Village at the request of the permit holder.

9. One Permit Limit: No more than one building permit shall be issued unless it involves the same project or unless construction required under prior permit continues at a reasonable pace.

10. Permit Fees: Building permit fees are based on several factors, including the type of work being done. Value of the proposed construction, building plan review fees, and engineering review fees for site grade related construction activity.

Plat of Survey/Grading Plan Requirements:

For all new construction, 3 copies of a plat of survey/grading plan are required to be submitted. **A re-submittal fee of \$100.00 may be imposed if all of the required information is not provided and/or if revisions are required.** The following revisions are required to be shown:

1. Legal Description of property.
2. Lot lines, including easements.

3. Proposed building foundation location, with all the dimensions and setbacks from lot lines noted.
4. Proposed location of driveway, including width at the lot line. Driveways are not permitted within easements and cannot exceed a slope of 8%.
5. Proposed foundation elevations, with all steps noted, if applicable.
6. Proposed garage floor elevation.
7. Show proposed deck/patio location, including dimensions of such structures and distance from lot lines.
8. Existing curb flow line elevation of all homes/buildings on adjacent properties.
9. Top of foundation elevation of all homes/buildings on adjacent properties.
10. Existing and proposed elevations of the lot at all corners of the lot.
11. Proposed elevations of the lot at all critical drainage points within the lot.
12. Arrows indicating direction of drainage flow.
13. Sump pump discharge location from building indicated.
14. A professional engineer or land survey must seal the plat of survey grading plan.

Final Grading (As-Built) Survey Requirements:

For all new construction, a copy of the final grading survey, or "as-built" drawing is required to be submitted **before any seed or sod is installed. A re-submittal fee of \$100.00 may be imposed if all of the required information is**

1. Legal Description
2. Building foundation location, including dimensions and setbacks from all lot lines.

3. Foundation elevations, with all steps noted.
4. Garage floor elevation, if applicable.
5. Curb flow elevation at the driveway.
6. Driveway location, dimensions, and slope.
7. Show deck patio location, dimensions and distance from lot lines.
8. Top of foundation elevation of all homes/buildings on adjacent properties.
9. Show all easements.
10. Elevation of all critical drainage points within the lot.
11. Arrows indicating direction of drainage.
12. Sump pump discharge locations from house.
13. Show all public improvements, such as public sidewalk, inlets and manholes. Manhole rim and invert elevations are to be noted.
14. The final grading survey is to be sealed by a professional engineer or land surveyor.