



VILLAGE OF ORLAND HILLS

New Business Requirements Permit Application Requirements For existing and new construction

1. All new businesses are required to obtain a business license and building permit.
2. A deposit of \$500.00 is required with the permit application for renovations. A deposit of \$2,000.00 is required for all new construction. The deposit amount is applied toward permit and review fees.
3. Permit fees start at around \$1,500.00 at the low end and increase according to amount of proposed work to be completed.
4. Business licenses start at around \$140.00 and increase according to the fee schedule on the application.
5. Plans/blueprints are required for all new businesses.
6. Stamped plans by an architect are not required for basic interior work such as painting, carpeting, tile, counters and displays.
7. Architectural plans, stamped by a licensed architect and or engineer are required for major interior renovations such as adding or deleting walls, adding or deleting plumbing, electric, HVAC equipment, cutting or opening existing walls or floors, etc.
8. For all plans, provide four full sets of plans showing details on Demolition, Existing and Proposed Walls, Doors, Ceilings, Plumbing, Electric, HVAC, Cabinets, Counters, Equipment, Carpet, Tile, Emergency Lighting, Smoke Detectors, Fire Extinguishers, Sprinklers (if required), etc.
9. Provide equipment specs, cut and/or data sheets.
10. All contractors and subcontractors must be licensed and bonded in the Village of Orland Hills before a permit is released.
11. A separate sign permit is required from the sign company.
12. If applicable, a copy of your Sanitation Certificate from the Illinois Dept. of Public Health. (Food Service Manager Certification).
13. If applicable, a copy of any state or county license that is required to operate the business.
14. Construction must comply with the following Village of Orland Hills codes.
15. 2003 International Building Code.
16. 2005 National Electrical Code.
17. 2003 International Mechanical Code.
18. 2003 International Fire Code.
19. 2004 Illinois Plumbing Code.
20. 2003 International Conservation Energy Code.
21. 1997 Illinois Accessibility Code & ADA.
22. Elevator permit may be required. Contact Thompson Elevator @ 847.296.8211
23. If site work is proposed additional permits may be required from IL. EPA, Cook County Highway Dept., IDOT, Sewer & Water contact Illinois American Water Company & MWRD, Army Corp of Engineers.
24. Exit signs, smoke detectors, sprinklers (if required), fire extinguishers, emergency lighting, fire alarm upgrade, pull stations, strobes, etc. are all required. Call Orland Fire District, @ 708.349.0074.

Any questions or if I can be of any service please call Joseph D. Ennesser @ 708.349.4887

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