



Village of Orland Hills
Room Addition Building Permit Application
16033 S. 94th Avenue, Orland Hills, IL. 60487-4623

(PRINT or TYPE to complete this form only)

Construction Address: _____ { Construction Cost _____ }

Owner's Name: _____ Phone: _____

Applicant: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Lot. _____ Blk. _____ Subd. _____ Twp. _____ P.I.N.# _____

Contractor: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Type of Building: Single Family: _____ Townhouse: _____ Commercial: _____ Other: _____

Building: New: _____ Addition: _____ Alteration: _____ Total sq. ft: _____

Garage: Attached: _____ sq. ft. Detached: _____ sq. ft.

Total Rms: _____ Bathrms: _____ Bedrms: _____ Bsmt: _____ Crawl: _____
 Slab: _____ Stories: _____ Height: _____ Width: _____ Length: _____

~ SUBMIT WITH APPLICATION ~

1. Four (4) sets of survey / plot plan showing location of all structures, i.e. house, garage, accessory buildings, decks, pool, fencing, etc., from all lot lines & also showing proposed final grading, foundation elevation and lot drainage.
2. Four (4) sets of plans & specifications showing details of **all** construction.
3. **Completed** "Contractors, Trades, & Subcontractors List" form. ***NOTE* All trades & subcontractors must be licensed by the village and bonded by their insurance company.**

I hereby declare that all statements are true to the best of my knowledge and belief. It is my understanding that no error or omission in either the specifications, plans, survey or application, whether said plans or application has been permitted, shall permit or relieve the applicant, from having all work completed in any other manner than that allowed by the Village of Orland Hills Codes and Ordinances and the statutes of the State of Illinois.

Signature of Applicant: _____ Date: _____

I hereby authorize the applicant and those listed on the contractors list, to perform any / all work necessary to complete the requirements of this permit.

Property Owner's Signature _____ Date: _____

Date Rec: _____ App By: _____ Date: _____ Permit # _____
 Fees: _____ Date Paid: _____ Cash/Check: _____ Permit Expire _____

Phone:
708/349-4887

REQUEST INSPECTIONS
AS INDICATED ON INSPECTION LIST

Fax:
708/349-1358



VILLAGE OF ORLAND HILLS

December 1, 2007

To: Registered/Licensed Contractors with the Village of Orland Hills

Re: CODE UPDATE – Ordinance No. 2005-011

On June 15, 2005 the Village Board of Trustees adopted Ordinance #2005-011 amending the Code of Ordinances of the Village of Orland Hills. Included in this Ordinance is the adoption of the following codes:

- 2003 International Residential Code
- 2005 National Electrical Code
- 2003 International Mechanical Code
- 2003 International Fire Code
- 2004 Illinois Plumbing Code
- 2003 International Conservation Energy Code
- 2003 International Property Maintenance Code
- 2003 International Existing Building Code
- 1997 Illinois Accessibility Code & ADA

The above Building Codes will take effect on all permits submitted starting on June 15, 2005. This should be ample time for your staff to make adjustments. We will work with you and your employees to make this a smooth transition. A copy of this ordinance will be made available to you upon request.

Feel free to call me if you have any questions.

Sincerely,

Joseph D. Ennesser
Building Commissioner



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



VILLAGE OF ORLAND HILLS

Requirements For Grading Plans

When the construction of a structure is proposed on an individual lot or in a subdivision, the information listed below will be required. The following items must be included on all site-grading plans:

1. \$2000.00 deposit is required before any reviews or discussions take place and will be applied toward your permit and/or engineering fees.
2. Location of existing and proposed utility, drainage or other easements.
3. Proposed drainage swales and easements must be clearly delineated.
4. Proposed water retention/detention if required with calculations as required.
5. North arrow and scale.
6. Benchmark, plainly labeled and within 300 feet of the proposed developed lot.
7. Location and size of the proposed building on the lot, with dimensions to the front, rear and both side property lines clearly indicated.
8. Elevations for top of foundation and four property corners.
9. Elevations for the top of existing foundations in the adjacent properties and distances from side lot lines to adjacent structures.
10. A plan showing existing topography/elevations within the lot.
11. Proposed driveway and sidewalk locations and details.
12. Proposed sanitary sewer and water, gas, electric and all utility service locations.
13. Signature and seal of an Illinois registered Land Surveyor or Professional Engineer.
14. Compliance with NPDES Phase II Storm Water Pollution Prevention plan including silt fence location and erosion control methods.
15. Property address, lot number and lot size (all dimensions).
16. Additional information may be required as deemed necessary by Village Staff.

ADDITIONAL INFORMATION

- Four (4) Site and Grading plans must be submitted.
- No street openings will be allowed. Auguring or directional boring methods must be utilized.
- Installation of water and sanitary services shall be done in accordance with IEPA, MWRD, Illinois American Water Company and Village requirements.
- A spotted survey is required when the foundation is installed. No further construction will be performed on that structure until a spotted survey has been submitted and accepted by the Village authorities.
- A final survey (Topo) will be required which includes final grade elevations at the foundation, culvert and inverts (if present), four property corners, all drainage swales, all public utility & drainage easements, sidewalk, driveway, parking lot and all adjacent property structures and elevations between the property corners & the foundation.



VILLAGE OF ORLAND HILLS

Demolition Requirements

1. A Cook County Demolition Permit is required.
2. A Village of Orland Hills Demolition permit is required.
3. All contractors and sub-contractors must be licensed and bonded in the Village of Orland Hills.
4. Provide a site plan with permit application of all existing utilities marked on the plan including all structures, paved areas, utilities, gas, electric, phone, cable, water lines, wells, sanitary lines, pipelines, septic fields, septic lines and tanks.
5. Strictly follow the conditions of the Cook County permit requirements.
6. Strictly follow the provisions of the Cook County Environmental Control Ordinance.
7. Contractor is required to notify local authorities the day before starting work as follows. Orland Hills Building Dept. 708.349.4887. Orland Hills police Dept. 708.349.4434. Orland Fire Protection, 708.349.0074.
8. A silt fence will need to be in place and inspected before any work begins.
9. A J.U.L.I.E. locate is required before the silt fence inspection.
10. All septic fields, tanks and lines need to be removed and filled with compacted stone. Inspections are required before stone is placed.
11. All utilities are required to be capped off and marked according to code.
12. When demolition is complete, provide an as built site plan within three business days referencing locations of all existing and removed utilities listed in #4 and the method of termination and removal.

Failure to follow the above requirements will result in the issuance of one or more citations. Once a citation is issued, a fine of not less than \$25.00 per day and not more than \$500.00 per day will be imposed. Each day or portion of a day thereof shall be deemed a separate offense.



Village of Orland Hills

Contractors, Trades, & Subcontractors List

Construction Address: _____ Permit No: _____

Owner: _____ Phone: (____) _____

Owner's Address: _____ City: _____ Zip: _____

Architect or Engineer: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

General Contractor: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Contractors~~Trades~~Subcontractors

Acoustical Tile: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Blacktop or Paving: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Carpenter: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Communications: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Concrete *Wall or Floor*: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Concrete *Curb or Sidewalk*: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Dampproofing: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Demolition: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Contractors~~Trades~~Subcontractors

Drywall or Plastering: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Electrical: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Excavating: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Fencing: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Fire / Burglar Alarm: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Fireplace: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Floor / Wall Ceramic Tile: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Floor Finishing *Wood*: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Garage Door: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Glazing: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

HVAC: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Insulation: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Landscape: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Mason: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Contractors~~Trades~~Subcontractors

Painting: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Plumbing: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Roofing: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Sheet Metal: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Sewer: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Siding: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Signs: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Sprinkler * Fire *: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Sprinkler * Lawn *: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Structural Steel: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Water: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

PLEASE USE REVERSE SIDE TO ADD CONTRACTORS NOT LISTED

Applicant hereby agrees that all contractors, trades and subcontractors listed above shall perform said improvements and if any changes will notify the Building Department in writing. Said contractors, trades, and subcontractors shall conform to the regulations set forth in the Village of Orland Hills' Ordinances. If any changes occur in the plans, specifications, or plot plan; the applicant hereby agrees to notify the Building Department for approval before continuing any and all work.

Signature of Applicant and/or Responsible Party

Date

(Printed Name of Applicant and/or Responsible Party)



VILLAGE OF ORLAND HILLS

CODE CERTIFICATION

This is to certify that the undersigned is familiar with the Building Ordinance of the Village of Orland Hills, Illinois, said ordinances being – International Residential Code – 2003, National Electric Code – 2005, International Mechanical Code – 2003, Illinois Plumbing Code – 2004, International Fire Code – 2003, International Conservation Energy Code – 2003, International Property Maintenance Code – 2003, International Existing Building Code – 2003, and Illinois Accessibility Code & ADA – 1997.

It is understood the “approval of plans submitted to the Building Department for review is a conditional approval only and construction shall be subject to all provisions of the aforementioned ordinances.”

It is further understood that, in the event of conflict between the approved plans and provisions of the ordinances, the Ordinance shall be the final authority.

Specifications may be submitted to the Building Department, but they shall not become a part of the approved plans, and data contained therein shall not be included in the conditional approval.

Complete all that apply.

Signature _____
Property Owner

Signature _____
Structural Engineer

Signature _____
Property Owner

Signature _____
Civil Engineer

Signature _____
Architect

Signature _____
Mechanical Engineer

If Corporation or partnership, President and Secretary or all parties must sign

Corporation Affix Seal

Signature _____
General Contractor