



City of Evanston **COMMERCIAL PROJECT INFORMATION**

The Community Development Department's Building Division issues construction permits for remodeling, repairing, demolition and all new construction projects. The Building Division issues all building permits and inspects projects to make sure that they are constructed to the standards of our adopted building codes. We are a part of a team of City departments that is working to ensure that our citizens' health, safety and welfare are maintained.

Our offices are located at: ***The Civic Center- 3rd floor north end
2100 Ridge Avenue, Evanston
phone: (847) 866-2932
fax: (847) 448-8020.***

Our office hours are: ***8:30 am – 5:00 pm Monday – Friday
(closed for lunch 12:30 to 1:30)***

The following document will provide you with a general overview of the materials needed to apply for and obtain a permit, and the necessary inspections required to complete your project. Once you have obtained a permit you can schedule an inspection by calling our office a minimum of 48 hours in advance. To schedule an inspection, you will need your permit number, job address, and a phone number where you can be reached.

The allowable construction hours are:
***7:00 am – 6:00 pm Monday - Friday
8:00 am – 5:00 pm on Saturdays
Work not allowed on Sundays***

City of Evanston CODES:

- International Building Code (IBC), 2003 Edition
- International Residential Code for One and Two Family Dwellings (IRC), 2003 Edition
- National Electrical Code (NEC), 2005 Edition
- International Plumbing Code, 2003 Edition
- International Mechanical code, 2003 Edition
- International Fuel Gas Code, 2003 Edition
- International Fire Code, 2003 Edition
- NFPA Life Safety Code 101, 2003 Edition
- International Energy Conservation Code, 2003 Edition (beginning May 1, 2006)

State of Illinois CODES (enforced within the City of Evanston):

- The State of Illinois Plumbing Code, latest Edition
- Illinois Accessibility Code, latest Edition
- The State of Illinois Energy Conservation Code (beginning April 8, 2006)

BUILDING PERMITS:

General. Many permits require the review and approval of multiple city departments and the length of time of the permit process can range from one day to several weeks.

The permit and inspection process is not a uniform process. Each project has its own slightly different requirements for different types of projects and the different stages of construction. We are always available to answer specific questions. If the type of work you wish to perform upon your property is not listed here, please do not assume that a permit is not required. This is just a general list and does not necessarily contain all of the work that requires a permit. Please call us to discuss the scope of your project.

No work is to begin without obtaining a permit.

Site Plan and Appearance Review Committee. All commercial or multi-unit residential projects that include exterior work must be reviewed by the Site Plan and Appearance Review Committee. Projects may appear before the committee prior to submitting for permit, which is encouraged for a larger projects or significant changes to a property. Contact the Zoning Division to schedule this review at (847)866-2930.

Zoning Division review is required for all projects that have exterior work, (i.e. new construction, additions, porches, decks, fences, stairs, etc). They review projects for proper setbacks from lot lines, use(s) of the property, parking requirements, impervious surface calculations and general conformance with the currently adopted zoning ordinance.

Preservation review is required for properties that are proposing exterior work that are either landmarks or located within an historic district. Application submittals must be reviewed by the Preservation Coordinator- Carlos Ruiz. He can be reached at (847) 866-2928.

Permits Are Required For The Following General Maintenance Projects:

- Rewiring or changing electrical outlets, upgrade or repair of electrical services
- Replacing an existing water heater, boiler, furnace or a/c unit

- Changing/replacing plumbing fixtures
- Replacing windows or doors, changing windows to doors; all sizes must be indicated
- Roofing repairs and re-roofing
- Siding and Tuck-pointing
- Sewer and water service repairs
- All Signage
- New water service, sewer connection, fire alarm and fire suppression require separate applications

Most of the above permits can be obtained at the permit desk with little wait as long as the proper forms are completely filled out.

To apply for the above maintenance permits the following must be submitted:

- ❑ A completed permit application (both sides)
- ❑ Sub-contractor worksheets; electrical, plumbing and mechanical.
- ❑ All contractors must be licensed in the City of Evanston- requirements vary by contractor type. (*Please see Contractor License Requirement handout*).
- ❑ A full description of the scope of work

To Apply For A Permit For Work Other Than General Maintenance Projects The Following Must Be Submitted:

- ❑ A completed permit application (both sides)
- ❑ Completed Zoning Analysis form
- ❑ 4 sets* of *detailed* architecturally signed and sealed construction drawings that show the proposed work, including a site plan if any new building or an addition is being constructed. The site plan must show and dimension all buildings/ structures and show and dimension all impervious areas (walks, drives, patios, etc.) on the site. Show the elevation of existing grade at the front property line (if grade varies provide sufficient elevations to compute an average grade) and show the elevation of the highest building elements (given to the same datum).

NOTE: We do not accept drawings larger than 30" x 42".

*****Half-size drawings are preferred.*****

- ❑ 2 sets of Specifications and/or structural calculations, if applicable.
- ❑ Completed U.S. Department Of Energy "COMcheck" form, or other approved demonstration of compliance with the *2003 Energy Conservation Code*.
- ❑ 3 copies of the Plat of Survey, if any new construction or an addition is being constructed. These copies must be of full size and show the property features as they are today, and cannot be taped, glued or stapled together.
- ❑ A topographic survey indicating existing grades of the property, if any new construction or an addition is being constructed.

**5 sets are required for restaurants*

At any time during the review process the following items may be submitted:

- Sub-contractor worksheets; electrical, plumbing and mechanical.
(Please see *Contractor License Requirement handout*)
- General Contractor's information- Name, address, license #.
(Please see *Contractor License Requirement handout*)
- Work Valuation of the whole job- including material, labor, fixtures and equipment.
Please note: if any subsidiary permits were issued (“Foundation Only”, “Super-structure Only”, etc) prior to the FULL building permit, please submit a written breakdown of these Work Valuations and Permit Fees.
- Temporary Construction fence permit. This is required for all New Construction, additions, building demolitions , and some remodeling. A fence must be permitted, installed & inspected prior to full building permit being issued for any building demolition, new building or major addition.

Separate Permits:

The following building systems/elements require separate permits and are not part of the general building permit:

- Water and sewer connection to the City systems (apply at Building Dept)
- Elevators and lifts (apply at Building Dept)
- Automatic sprinkler systems (apply at Fire Administration)
- Fire alarm and detection systems (apply at Fire Administration)
- Exhaust hood fire suppression systems (apply at Fire Administration)
- Exterior signs and awnings (apply at Building Dept)
- Temporary Construction Fences (apply at Building Dept)
- Any work on the City right-of-way (apply at City Engineering Dept)

A General Contractor licensed in Evanston will be required on all projects. Properly licensed sub-contractors are also required. The sub-contractors are required to complete worksheets provided by the City, prior to the issuance of any permits.

Contractor Information:

To obtain a permit in the City of Evanston the contractor and all sub-contractors must be properly licensed. Below are the contractor license requirements:

- ❑ General Contractor is required and must be licensed by the City of Evanston.
- ❑ Plumber must be licensed by the State of Illinois.
- ❑ Electrician must be licensed from a municipality that has an electrical commission.
- ❑ Mechanical contractor must be licensed by the City of Evanston.
- ❑ Roofers must have a State License

Examinations for licensure for the General Contractors and Mechanical Contractors licenses are given in the Building Division, on the third floor of the Civic Center, at 2100 Ridge Ave. You will need to allow 3 hours to take the exam. The test is offered between 8:30am-12:00 noon Monday through Friday. You do not need an appointment to take the exam. This is an open-book test, and you must bring in your own code book. WE DO NOT PROVIDE CODE BOOKS. Code books may be purchased in the City Clerk's office 847-866-2925.

Restaurants:

Restaurants and food establishments require the approval of several City departments including: Zoning, Fire Prevention Bureau, Business License and the Health Department. A "Statement of Restaurant Use" must accompany the permit application. This is available from the Zoning Division. Some restaurants are required to obtain Metropolitan Water Reclamation District approval prior to permit issuance.

Contact the Health Department (847) 866-2304 for the food service application process submittal requirements and fees therefor.

Permit Issuance:

Once all departmental reviews are completed, the applicant will be notified to finalize the permit process by bringing in any of the following items that are missing (These items may be submitted at any time during the review process, but must be submitted prior to permit issuance.)

- ❑ Sub-contractor worksheets; electrical, plumbing and mechanical.
(Please see *Contractor License Requirement* handout)
- ❑ General Contractor's information (Name, address, license #).
(Please see *Contractor License Requirement* handout)
- ❑ Work Valuation of the whole job- including material, labor, fixtures and equipment. Please note: if any partial permits were issued (Foundation Only, Super-structure Only, etc) prior to the FULL building permit, please submit a written breakdown of these Work Valuations and Permit Fees.

Permit Fees and Forms:

The permit fees are based upon the type and scope of work you are proposing. The Building Department publishes its fees in a document called the *Fee Ordinance*. There is a basic charge on the work value, plus plan review (if needed), mechanical, electrical and plumbing fees. Please consult the Fee Ordinance. ***You may also be required to submit the final cost of construction prior to the issuance of any Certificates of Occupancy.*** The permit forms and copies of the *Fee Ordinance* are available at the Building Division's permit desk, and on the City Web Page: www.cityofevanston.org The office phone hours are from 8:30am – 5:00 p.m., Monday – Friday The phone number is (847)866-2932., with phones on voice mail only between 12:30 – 1:30 when the permit desk is closed for lunch.

Preservation Ordinance:

A Certificate of Appropriateness is required for a permit to be issued for any alteration, construction, or relocation of a landmark property or a property located within a Historical District.

A detailed process explanation for obtaining a Certificate of Appropriateness can be obtained from the Preservation Coordinator, Carlos Ruiz at (847)866-2928. Minor alterations of properties, such as a fence or new roof, may be approved by the Preservation Coordinator the same day. For more detailed projects, the Preservation Commission must review the application and vote to issue or deny the Certificate of Appropriateness within 45 days of submission of a completed application. Under the Ordinance, notice of the meeting to review the application is provided to the applicant and owner(s) of record only. If the Commission votes to disapprove the application, the applicant has the opportunity to amend the application to address the concerns of the Commission.

Administrative approvals for minor work involving a building permit for replacement of doors and windows of the landmark/historic property, structure or object in a district will be available upon review of the Preservation Coordinator.

Metropolitan Water Reclamation District of Greater Chicago:

For any new building, changes in building use, or a new parking area, a permit will be required from the *Metropolitan Water Reclamation District of Greater Chicago*. Please contact the Public Works / City Engineer at (847) 866-2924. For projects that require an MWRD permit, *no building permit will be issued until the MWRD permit is obtained.*

Penalty For Work Without A Permit:

There is a significant penalty for doing work without a permit. If coverings are placed over work that has not been inspected these coverings must be removed. Because it is possible that the project may not meet City Codes or Ordinances work must stop; a permit must be obtained; and construction brought into compliance. **A penalty fee is assessed in addition to regular permit fees.**

INSPECTIONS:

Almost all projects require rough and final inspections. Contractors must be present at the job site during the requested inspections to answer questions. You may schedule inspections by calling a minimum of 2 business days in advance at (847) 866-2932, before calling **YOU MUST** have permit number. You can schedule any inspection with any staff member who answers the office phone. You cannot schedule the inspection with the Inspector. Inspections are granted upon a first-come first-serve basis with a daily limit per Inspector. One set of approved permit drawings must be at the job site for reference at all times.

Inspections are made for either morning (8:30am-12:00pm), or afternoon (1:00pm-3:00pm) time slots. To coordinate approximate times, you can call the inspector directly the morning of the inspection (between 7:30am-8:30am). This is at the inspector's discretion. *See below:*

Henry Sonn	Coordinating Structural Inspector-Commercial	448-8015
Dean Mosca	Structural Inspector-Residential	448-8016
Edgardo Julian	Structural Inspector-Residential/Commercial	448-8014
Jeff Zich	Chief Electrical Inspector-Commercial	448-8017
Claude Garesché	Electrical Inspector-Residential	448-8018
John Engel	Plumbing / HVAC Inspector-Commercial	448-8025
Stanley DeCaluwe	Plumbing Inspector-Residential	448-8012

Inspection Types:

STRUCTURAL ROUGH (CONCRETE):

Prior to the pouring of any concrete footings, piers or foundations, the inspector needs to see that the proper depth, width and location are maintained. They also verify that the reinforcing is as indicated on the approved permit drawings.

FRAMING ROUGH:

An inspection is required after the structure is framed, but before the insulation or gypsum wall-board is applied. This includes any ceiling enclosure.

STRUCTURAL FINAL:

At the completion of the general work, when all wall and ceiling coverings have been finished, all stairs: handrails and guardrails have been installed and all life safety and accessibility issues have been completed.

ELECTRICAL ROUGH:

Prior to the application of any wall or ceiling coverings. The inspector needs to check all electrical revisions, re-wiring or piping work. The electrician **must** be present on site at the time of inspection.

ELECTRICAL FINAL:

At the completion of the electrical work, all devices must be installed, protected with required cover plates, etc. and in proper working order.

PLUMBING ROUGH:

The inspector needs to inspect all piping prior to any wall, ceiling, floor or fixture coverings are applied and for the use of properly designated equipment. The licensed plumber must be on site at the time of rough inspection.

PLUMBING FINAL:

At the completion of all plumbing work all fixtures must be in place. If testing is required, than the results must be witnessed and approved.

HVAC ROUGH:

The inspector needs to see the installation of all equipment, piping and duct work prior to any wall, floor or ceiling coverings.

HVAC FINAL:

At the completion of all connections and HVAC work. Occasionally, a test and balance report will be required prior to occupancy of the space or building.

FIRE PREVENTION

The Fire Prevention Bureau must be contacted separately for all inspections of exit signs and lighting, fire suppression systems testing, and fire alarm system testing. Please call the Fire Prevention Bureau to schedule these inspections at (847) 866-5928.