RESIDENTIAL PROJECT INFORMATION

The Community Department’s Building and Inspection Services Division issues construction permits for remodeling, repairing, and all new construction projects. This Division issues building permits and inspects projects for compliance with approved plans that meet 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 Lorraine H. Morton Civic Center- 3rd floor
2100 Ridge Avenue, Evanston
phone: (847) 448-4311
fax: (847) 448-8020

Our office hours are: 8:00 am – 5:00 pm, Monday – Friday.

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 24 hours in advance, although 48 hours is recommended. To schedule an inspection, you will need your permit number, job address, and a phone number where you can be reached. Effective, March 16, 2015, same day cancellation, missed inspection or failed inspection will result in a $45 re-inspection fee for each inspection.

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

*Note: Truck staging with engines idling is not allowed before 7:00am.

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. Please plan accordingly.

Zoning review is required for all projects that have exterior work, (i.e. garages, additions, porches, decks, fences, stairs, etc). They review projects for proper setbacks from lot lines, use(s) of the property, parking requirements 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 a historical landmark district. Application submittals must be reviewed by the Preservation Coordinator-Carlos Ruiz. He is in the Planning Division at (847) 448-8687.

ADDITIONS, NEW CONSTRUCTION AND REMODELING CHECKLIST:

To apply, the following shall be submitted by the applicant*:

- A completed permit application (both sides)
- A completed Zoning Analysis* form
- 3 sets of architecturally signed and sealed plans
- 3 copies of the ‘Plat of Survey’ for the property that reflects the current and accurate site conditions. Copies must be complete from top to bottom and no taped, glued or stapled copies will be accepted.
- A survey indicating the existing grades and a site plan indicating the proposed grades of the property.
- Additions that increase the footprint by more than 100 feet needs topography at the time of submission.

After all departmental reviews are completed, the applicant will be notified. The following documents shall be completed by the applicant before 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.

*Note: Partial applications will not be accepted.

INTERIOR ONLY REMODELING:
The following projects require permits:

- Kitchen remodeling (see Single Family Kitchen checklist)
- Bathroom remodeling (see Single Family Bathroom checklist)
- Changes to wall material (plaster to drywall or vice versa)
- Changes to entrances or exits
- New window openings, change of windows to doors, and new skylights
- New or replacement boilers, furnaces, air conditioning units, or water heaters
To apply for interior only remodel permits, the construction documents shall include:

- A completed permit application (both sides)
- 3 sets of detailed plans showing the proposed work, including before and after floor plans.

After all departmental reviews are completed, the applicant will be notified. The following documents shall be completed by the applicant before 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.

**Typical Exterior Projects and Repairs**:  
The following common projects require permits:

- Decks, Porches, Stairs, Patios, including structural repairs to existing
- Window Replacement
- Driveways***
- Fences
- Garages
- Balconies
- Parking (paved)
- Lawn Irrigation Systems**

*Note: This is not a complete list of all types of work that requires a permit. Please contact a customer service representative for questions about your proposed work.

To apply for exterior project and repair permits, the construction documents shall include:

- A completed permit application (both sides)
- 3 sets of detailed plan/sketches that show the existing conditions and proposed work *(this sketch must be detailed)*
- 3 copies of the ‘Plat of Survey’ for the property that reflects the current and accurate site conditions. Copies must be complete from top to bottom and no taped, glued or stapled copies will be accepted.
- All applicable worksheets (i.e. a fence, garage)

**Homeowners insurance, waiver form, and the use of a licensed plumber**
Several City Departments have jurisdiction over these matters and before a permit can be issued they must approve these projects.

**GENERAL REPAIRS - PERMITS ARE REQUIRED FOR THE FOLLOWING:**
The following projects require permits:

- Rewiring*
- Replacing and existing water heater, boiler, furnace, or A/C unit*
- Roofing repairs and re-roofing*
- Upgrade or repair of electrical services*
- Sewer and water service repairs*

To apply for these permits, the construction documents shall include:

- A completed permit application (both sides)- including full description of the scope of the work.
- Sub-contractor worksheets; electrical, plumbing and mechanical. (*Please see Contractor License Requirement handout*)
- Work Valuation of the whole job- including material, labor, fixtures and equipment.

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

**CONTRACTOR LICENSES**

To obtain a permit in the City of Evanston, all sub-contractors must be properly licensed. (*Please see Contractor License Requirement handout*)

- **General Contractors** must be licensed by the City of Evanston
- **Plumbers/Sewer Contractors** company must be State licensed.
- **Electricians** must be licensed from a municipality that has an electrical commission.
- **Mechanical (HVAC) Contractors** must be licensed in the City of Evanston
- **Architects** must be licensed by the State of Illinois.

Examinations for the General Contractors and Mechanical (HVAC) Contractors licenses are given in the Building Division, on the third floor of the Civic Center, at 2100 Ridge Ave. Please 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. The exam is open-book. Code books can be borrowed from the Building Permit Desk for test taking purposes only.
PERMIT FEES:

Established permit fees are posed on the City of Evanston’s website and are available at the Building and Inspection Services Division Permit Desk. If you have any questions, please consult with a customer service representative at the Building and Inspection Services’ Permit Desk.

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 8:00am – 5:00 p.m., Monday – Friday and the phone number is (847) 448-4311.

WORK SHALL NOT START BEFORE PERMIT ISSUANCE

INSPECTIONS:

PLEASE ALLOW 24 HOUR MINIMUM NOTICE. INSPECTIONS ARE SCHEDULED BASED ON AVAILABILITY.

PLEASE HAVE YOUR PERMIT NUMBER AVAILABLE.
CALL 847-448-4311 during business hours (8:00-5:00 M-F)

REQUIRED INSPECTION TYPES:

STRUCTURAL ROUGH:
Prior to placement of concrete footings, piers or foundations, our inspector shall observe and approve all work.

FRAMING ROUGH:
Garages, porches, stairs and balconies, shall be inspected after the structure is framed, but before a wall covering is applied.

ELECTRICAL ROUGH:
The electrical inspector shall approve the installation of all electrical systems, including service panels, circuits, generators, prior to the installation of wall, floor, or ceiling coverings.

HVAC ROUGH:
The inspector shall approve the installation of all mechanical equipment, pipe and duct work prior to the installation of wall, floor or ceiling coverings.

PLUMBING ROUGH:
All plumbing work must be accessible and visible for pressure testing and inspection.

**FINAL INSPECTIONS:**
Final inspections are required for all building trades prior to occupancy.

**INSPECTION SCHEDULING**

Upon issuance of a building permit, it is the permit holder's responsibility to contact the building division at 847-448-4311 for scheduling all required inspections. We recommend 2 business days in advance. Inspections are scheduled on a first-come, first-serve basis.

Inspections are scheduled for either morning (8:30am-12:00pm), or afternoon (1:00pm-3:00pm) time slots.

**PRESERVATION COMMISSION ORDINANCE:**

A Certificate of Appropriateness is required for any alteration, construction, or relocation of a landmark or a property within a historic district requiring a permit; any alteration, construction, or relocation involving the replacement or addition of windows or doors and storm windows or doors; and any demolition or land altering activity requiring a building permit either on a landmark or on properties within the historic districts.

A detailed process for obtaining a Certificate of Appropriateness can be obtained from the Preservation Coordinator. The Commission must review the application and vote to issue or deny the Certificate of Appropriateness within 45 days of submission of a completed application. 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 or replacement of doors and windows of the landmark or property, structure or object in a district will be available upon review of the Preservation Coordinator.

**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, those coverings must be removed. Due to the possibility 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.

**CITY OF EVANSTON ADOPTED MODEL CODES**:  
- International Building Code (IBC), 2012 Edition  
- International Residential Code for One and Two Family Dwellings (IRC), 2012 Edition  
- National Electrical Code (NEC), 2011 Edition  
- International Plumbing Code, 2012 Edition  
- International Mechanical Code, 2012 Edition  
- International Fire Code, 2012 Edition  

*Note: Model codes have amendments adopted by the City of Evanston. The amendments are available online at [www.cityofevanston.org](http://www.cityofevanston.org) and are available at the Building and Inspection Services Division Permit Desk.*

**STATE CODES:**  
- The State of Illinois Plumbing Code, latest Edition  
- Illinois Accessibility Code, latest Edition