

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.

ADDITIONS, NEW CONSTRUCTION AND REMODELING:

The following projects require a permit:

- All new construction
- Additions
- Dormers
- Conversions of space or the creation/deconversion of additional dwelling units; including going from 2-flat to a single family dwelling unit or creating a mixed-use (commercial/business within a residence).
- **(New water service and sewer connection require separate permit applications)**

To apply for these permits, the following must be submitted:

- ❑ A completed permit application (both sides)
- ❑ A completed Zoning Analysis* form
- ❑ 3 sets of architecturally signed and sealed plans
- ❑ Completed U.S. Department of Energy "REScheck" form, or other approved demonstration of compliance with the *2003 International Energy Conservation Code*.
- ❑ 3 copies of the 'Plat of Survey' for the property that reflects the current 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.

Once all departmental reviews are completed, the applicant will be notified to finalize the permit process by bringing in the following items:

- ❑ 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.

*If a project does not meet the current Zoning Ordinance the applicant can file for relief (a Variance) from the Zoning Department (847) 866-2930.

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 these types of permits the following must be submitted:

- ❑ A completed permit application (both sides)
- ❑ 3 sets of detailed plans/sketched showing the proposed work

Once all departmental reviews are completed, the applicant will be notified to finalize the permit process by bringing in the following items:

- ❑ 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.

EXTERIOR REPAIRS, REPLACEMENTS OR NEW CONSTRUCTION:

The following projects require permits:

- Decks, Porches, Stairs, Patios (*See Single Family Porch/Deck checklist*)
- Driveways- *see the Engineering Department- (847)866-2924*
- Fences
- Garages
- Balconies
- Replacement of windows (same size & location) only ***if landmark or in the Historic District.***
- Parking (paved)
- Lawn Sprinklers*

To apply for these types of permits, the following must be submitted:

- ❑ A completed permit application (both sides)
- ❑ 3 sets of detailed plan/sketches that show the property as it exists and what is proposed (**this sketch must be detailed**)
- ❑ 3 copies of the 'Plat of Survey' for the property that reflects the current 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 (more than 25% of the roof area) and re-roofing*
- Upgrade or repair of electrical services*
- Sewer and water service repairs*

To apply for these permits, the following must be submitted:

- ❑ A completed permit application (both sides)- including full description of all work to be done at the job site.
- ❑ 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.

PERMIT FEES:

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* and on each of the individual sub-contractor work sheets. Unfortunately, not every instance can be covered upon these materials. If a person wishes to find out, approximately, what their permit will cost, they can call the Building Division, with a detailed description of the project, and request an approximation of the permit fees.

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 and the phone number is (847)866-2932.

NO WORK IS TO BEGIN WITHOUT A PERMIT

INSPECTIONS:

PLEASE ALLOW 48 HOUR MINIMUM NOTICE. INSPECTIONS ARE SCHEDULED BASED ON AVAILBLITY.

PERMIT NUMBER IS REQUIRED.

CALL 847-866-2932 during business hours (8:30-5:00 M-F)

REQUIRED INSPECTION TYPES:

STRUCTURAL ROUGH:

Prior to the pouring of any concrete footing, pier or foundation. The Inspector needs to see that the proper depth, width, reinforcing bars and location are maintained.

FRAMING ROUGH:

For garages, porches, stairs and balconies, and inspection are required after the structure is framed, but before the final wall covering is applied.

ELECTRICAL ROUGH:

Prior to the application of any wall or ceiling coverings. The inspector needs to inspect all electrical revisions, re-wiring or piping work.

HVAC ROUGH:

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

PLUMBING ROUGH:

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

FINAL INSPECTIONS:

The inspectors need to inspect the final product for all applicable codes. Many times the final product is different than what was inspected at the rough due to unforeseen changes.

INSPECTION SCHEDULING

If you have obtained a permit and wish to schedule an inspection please call the building department 847-866-2932. We recommend 2 business days in advance. Inspections are granted upon a first-come first-serve basis with a daily limit per Inspector. You **cannot** schedule the inspection with the Inspector. You can schedule any inspection with any staff member who answers the office phone.

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 the morning of the inspection between 7:30am-8:30am). This is at the inspector’s discretion. See below:

Henry Sonn	Coordinating Structural Inspector	448-8015
Dean Mosca	Structural Inspector	448-8016
Claude Garesche	Electrical Inspector	448-8018
Chris Booker	Plumbing / HVAC Inspector	448-8017
Howard Rudny	Plumbing/HVAC Inspector	448-8025

PRESERVATION COMMISSION ORDINANCE:

A Certificate of Appropriateness is required for any alteration, construction, or relocation (of a landmark property) requiring a permit; any alteration, construction, or relocation involving the replacement 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. 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 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. 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.

CITY CODES:

- International Building Code (IBC), 2003 Edition
- International Residential Code for One and Two Family Dwellings (IRC), 2003 Edition
- International 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, 2009 Edition

STATE CODES:

- The State of Illinois Plumbing Code, latest Edition
- Illinois Accessibility Code, latest Edition