



Flatwork Permit Checklist

Required Documents

Required for All Projects:

- Plat of Survey**
 - Clearly legible
 - Recent enough to show all existing site improvements at the property
- Site Plan** (*this may be drawn on a copy of the plat of survey*)
 - Show which areas are proposed to be repaired, replaced, or constructed.
 - Include property/lot lines (show lengths), adjacent streets and alleys, and existing improvements.
 - Indicate existing improvements to be removed, if applicable, including square footage of the area(s) to be removed.
 - Include new flatwork along with existing work to remain.
 - Include dimensions of the project areas.
 - Include square footage calculations of the project areas.
 - Include a total calculation of what is impervious on the site (building footprint + covered patios + decks + pavement / lot size)
 - Indicate the locations of all public and private trees.
 - Include those located within 25 feet of the project area, including access and material storage areas, measured from the tree trunk or a critical root zone.
 - Required for private trees 6" DBH (diameter at breast height) or greater.
 - Private = located on subject property and/or adjacent properties
 - Required for public trees 2" DBH or greater.
 - Public = located in the public right-of-way
 - Clearly identify construction activity areas and tree protection areas.
 - Include detailed specifications for tree protection fencing.
 - Include detailed specifications for maintenance and protection of "protected trees" during construction activity, such as, but not limited to: installation/retaining of high visibility fencing at critical root zones, canopy pruning, root pruning, augering of utility lines, hand digging or air spading, and compaction prevention (i.e. plywood and mulch)
 - Indicate the location of all proposed trees to be planted/replanted on or near the subject property as part of the tree replacement plan.



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Required for Certain Projects:

- Right-of-Way Permit Application**
 - Site-Specific Traffic Control Plan
 - Indicate appropriate traffic warning signage and cones/barricades located in compliance with IDOT standards.
 - Certificate of Insurance listing the City of Evanston as an additional insured and not expiring prior to completion of work.
 - Bond for private developments and larger projects (if applicable)
 - Notification letter (if applicable)
 - IDOT Permit (IDOT ROW only)
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Helpful Information

- **Inspections**
 - New flatwork projects must be inspected (rough and final)
 - “Remove and replace” permits do not require inspections. However, photos must be submitted at the completion of the project.
 - Required photos: project overview, measurements from property lines, dimensions of walkways and stairs.
 - Submit photos to: davidwilson@cityofevanston.org
- **References**
 - [Building Permit Information](#)
 - [Tree Preservation Permit Information](#)
 - [ROW Permit Information](#)
- **Contact Info**

Please contact the Permit Services team with general questions regarding the permitting process and permit status.

 - **Permit Services**
 - permitdesk@cityofevanston.org
 - (847) 448-8207 (to schedule inspections, choose Option 5)
 - **Zoning**
 - Michael Griffith
mgriffith@cityofevanston.org
 - **Tree Preservation**
 - Angela Levernier
alevernier@cityofevanston.org
 - **Civil Engineering**
 - Ingrid Eckersberg
ieckersberg@cityofevanston.org
 - **ROW**
 - Jason Krohn
jkrohn@cityofevanston.org