



Community Development
Building and Inspection Services
2100 Ridge Avenue
Evanston, Illinois 60201-2798
T 847.448.4311
permitdesk@cityofevanston.org
www.cityofevanston.org

RESIDENTIAL PROJECT INFORMATION

The Community Development Department's Building and Inspection Services Division issues construction permits for remodeling, repairing, and all new construction projects. This Division issues all 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.

This 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.

- Office location:** *The Lorraine H. Morton Civic Center
2100 Ridge Avenue, Evanston
phone: (847) 448-4311
permitdesk@cityofevanston.org*
- Office hours:** *Monday – Friday
8:30 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m.*
- In-Person Permit Desk
First Floor's Main Lobby:** *Walk-in – First Come, First Served
Daily 9:00 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m.*
- Virtual Appointments:** *Use the [Schedule Appointment](#) link on the
Building & Inspection Services website page.*
- Allowable construction hours:** *7:00 a.m. – 7:00 p.m. Monday - Friday
8:00 a.m. – 5:00 p.m. on Saturdays
Work not allowed on Sundays*

**Work on Sunday or outside permitted hours requires City Manager approval. Request can be submitted to Building & Inspection Services Division Manager at least 5 days prior to requested date. Permission would be based on demonstrated hardship and impact to surrounding properties.*

BUILDING PERMITS:

General: Many permits require the review and approval of multiple city departments and the length of time of the permit process will depend on the scope of the project. This guide does not provide a comprehensive list of projects that require a building permit. Please contact the Building Division to discuss the scope of your project if you have a question on whether a permit is required.

All applications and documents shall be submitted online using the Citizens Portal for Express Permits or the Building Permit Application for projects that need plan review. Paper application and documents are no longer accepted.

**Work shall not begin without obtaining a permit.
For any permit, partial application packets will not be accepted.**

Zoning Review is required for all projects that have exterior work (i.e. garages, additions, porches, decks, fences, stairs, etc.). Zoning reviews projects for proper setbacks from lot lines, lot coverage, permitted use of the property, parking requirements and general conformance with the currently adopted zoning ordinance.

Preservation Review: The Historic Preservation Ordinance of the City Code establishes the preservation review process to assist in shaping change that maintains and enhances the uniqueness of a historic district's assets and the integrity of a landmark, whether located within or outside of such a district. Any alteration where there is change in the exterior design, materials, or general appearance, addition or new construction, demolition or relocation of any landmark structure or of a property, structure, or site or object within a historic district receives a review by the Preservation Commission. A Certificate of Appropriateness is issued indicating review and authorization of the plans for the proposed project by the Commission. Routine types of work where there is no change in general appearance, materiality, or design, may be reviewed administratively by the City's Preservation Planner. Certificates of Appropriateness are required for exterior projects that can be seen from the public way (city street, alley, or public sidewalk). The Preservation Commission has no purview over interior projects except where the work may affect the exterior of the building.

Building permits are not issued unless a Certificate of Appropriateness is approved by the Commission in a formal review, or by the Preservation Planner by administrative review. If a proposed project involves applications for a planned development, major zoning variances, and special uses that affect the exterior of designated landmarks structures and structures in historic districts visible from the public way, the Preservation Commission reviews and makes recommendations to the Land Use Commission and/or City Council. For more information on this process and how approval is obtained, please contact preservation@cityofevanston.org or visit the Commissions website www.cityofevanston.org/preservation for current applications and additional resources related to Certificate of Appropriateness standards, procedures, and a schedule of meeting dates and submission deadlines.

ROW/Tree Preservation Review and Permits are required for projects that have installation in or impact to public sidewalk, parkway or street. Information on ROW and Tree Preservation permits can be found at the permit counter desk or on city website.

Expedited Review is not currently available.

SEPARATE PERMITS

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

- Demolition (apply to Building Division)

For demolition of a dwelling or garage, see the Demolition Permit Instruction guide.

Demolitions require a Cook County Department of Environment and Sustainability demolition permit, separate utility disconnect permits (dwelling) and are subject to the Residential Affordable Housing Demolition Tax (dwelling).

- Water and sewer connection to the City systems (apply to Building Division)

- Elevators and lifts (apply to Building Division)

- Automatic sprinkler systems (apply to Fire Administration)

- Fire alarm and detection systems (apply to Fire Administration)

- Exhaust hood fire suppression systems (apply to Fire Administration)

- Exterior signs/awnings; new, replacement or temporary (apply to Building Division)

- Temporary construction fence (apply to Building Division)

A temporary construction fence required for all new construction, additions, building demolitions, and some renovation projects dependent upon site conditions. The construction fence must be permitted, installed & inspected prior to building permit issuance. See the Construction Fence Worksheet

- Any work on the City Right-of-Way: Review and issuance of ROW permits are done by appointment. Contact 311 to schedule an appointment with the ROW Engineer.

PROJECTS NEEDING PLAN REVIEW

For projects that require plan review, use the [Building Permit Application](#) link on the Building & Inspection Services website page. The following project lists are not inclusive. Please contact the permit desk with permitting questions about your proposed work.

NEW CONSTRUCTION, ADDITIONS and MAJOR RENOVATIONS:

Documents required:

- ❑ Completed permit application
- ❑ Completed Zoning Analysis
- ❑ Architecturally signed and sealed construction documents
- ❑ Completed U.S. Department of Energy "REScheck" form or other approved demonstration of compliance with the *2018 Illinois Energy Conservation Code* (new construction).
- ❑ Plat of Survey for the property that reflects the current and accurate site conditions and proposed improvements. Copy must be to scale (new construction and additions).
- ❑ Topographical survey indicating the existing grades and proposed post-construction grades (new construction and additions).
- ❑ Public sidewalks shall be installed where none exist or substandard sidewalk squares shall be replaced where sidewalks exist whenever new construction is erected. The Civil Plan Reviewer will determine substandard squares prior to permit issuance

- For projects where the basement floor will be lowered below the existing basement floor and renovation projects where the basement floor is being lowered, a soils investigation shall be completed to determine water content, water table and groundwater conditions and a report submitted.
- Automatic Fire Sprinkler System is required on new residential construction. Contact the Fire Department for permit requirements.

INTERIOR ONLY RENOVATION:

The following projects require permits:

- Interior and/or Basement Renovation
- Kitchen Remodel (*see Single Family Kitchen checklist*)
- Bathroom Remodel (*see Single Family Bathroom checklist*)

Documents required:

- Completed permit application.
- Detailed plans showing the proposed work. Architecturally prepared plans are required for projects where the construction cost exceeds \$25,000 or if structural work is being performed. CAD or similar design is acceptable for projects with a construction cost of \$25,000 or less or where no structural work is being performed.

EXTERIOR PROJECTS AND REPAIRS:

The following projects require permits:

- Decks/Porches/Stairs including structural repairs to existing structures
- Alteration of exterior windows and doors
- Garages/Sheds
- New or expanded Driveway/Hardscape installations**
- Lawn Irrigation Systems**

*** Several City Departments have jurisdiction over these projects and must approve before a permit can be issued.*

Documents required:

- Completed permit application.
- Detailed plans that show existing conditions and proposed work. CAD or similar design is acceptable most of these projects. Multiple-story projects (decks, garages, stairs, etc.) will require architecturally prepared plans.
- Plat of Survey for the property that reflects the current and accurate site conditions and proposed improvements. Copy must be to scale.
- All applicable worksheets (garage, electric (if included), etc.)

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

- Mechanical (HVAC), Electric and Plumbing worksheets
- Contractor List and General and Trade Contractor Registrations (see below).
- Copy of the project contract that shows the construction valuation/project cost. Construction Valuation shall include material, labor, fixtures and equipment.
- Emergency Contact information

EXPRESS PERMITS THAT DO NOT REQUIRE PLAN REVIEW

- Roof/Roofing repairs
- Siding/Fascia/Soffit/Gutter
- Tuck-pointing/Masonry
- Window Replacement
- Fence (requires Zoning Review)/Construction Fence
 - Requires submittal of a Plat of Survey showing proposed fence location
- Electrical/Electrical service/Temporary Electric (excluding Solar, Generators or EV Chargers)
- Plumbing fixtures
- Water Heater/Boiler/Furnace (new or replacement)
- Air Conditioning Unit (replacement in existing location)
- Sewer/Water service repairs; Interior/Exterior Drain tile (private property only; repairs impacting public right of way will require ROW and Tree Preservation permits)
- CCCD (excluding CCCD for fire sprinkler systems)

To apply for these permits, the following shall be required:

- A completed permit application using the [Citizens Portal](#) link on the Building & Inspection Services website page. A user account must be established prior to submitting a permit application.
- Trade contractor and project worksheets (electrical, plumbing, mechanical, roof, window, etc.)
- Copy of the project contract that shows the construction valuation/project cost. Construction Valuation shall include material, labor, fixtures and equipment.
- Emergency Contact information
- All contractors must be registered with the City of Evanston - requirements vary by contractor type. (See below).

CONTRACTOR REGISTRATION

To obtain a building permit, the general contractor and all trade contractors working under the permit must be registered with the City. Contractor application, copy of certificate of insurance, trade license (if required) and payment (GC \$125/Trade \$100) are required for registration. Please visit the Contractor Registration page of the city website for information and application.

- **All Building Contractors** must be registered with the City of Evanston
- **Plumbing Contractors** must provide State license
- **Electrical Contractors** must provide license from a testing municipality
- **Landscape Contractors** must provide sustainability management plan/vehicle list
- **Cross Connection Control (C3) Contractors** must provide City C3 license
- **Architects** must be licensed by the State of Illinois (no city registration required)

Contractors are required to provide the City with an original certificate of insurance or policy declaration documenting that the contractor carries general liability insurance with a minimum of three hundred thousand dollars (\$300,000.00) per occurrence, bodily

injury insurance with a minimum of one hundred thousand dollars (\$100,000.00) per occurrence, property damage insurance with a minimum of one hundred thousand dollars (\$100,000.00) per occurrence and workers' compensation insurance at the statutory minimum amounts.

PERMIT FEES:

Permit fees are based on construction valuation, plan review and mechanical, electrical and plumbing worksheets. Permit Fee Schedule is posted on the city website: www.cityofevanston.org.

PENALTY FOR WORK WITHOUT A PERMIT:

There is a significant penalty for doing work without a permit. A stop work will be posted on the property until the building permit is obtained. If coverings have been placed over installations that have not been inspected, the coverings must be removed for rough inspections. The greater of 75% of the permit fee or \$250 will be added to the permit fee for work done without permit.

INSPECTIONS

Almost all projects require rough and final inspections. Contractors must be present at the job site for inspections.

One set of approved permit drawings must be at the job site for reference at all times.

REQUIRED INSPECTION TYPES:

STRUCTURAL ROUGH:

Prior to the pouring of any concrete footing, pier or foundation, the city inspector shall observe and approve all work.

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.

FRAMING ROUGH:

All framing – new residential, addition, remodel, garages, porches, stairs and balconies, shall be inspected after the structure is framed, but before a wall covering is applied. **Plumbing, electric and HVAC rough inspections shall be completed and approved prior to the framing inspection.**

INSULATION INSPECTION

After approval of plumbing, electrical, HVAC and framing rough inspections.

HOUSEWRAP INSPECTION

Prior to cover. Can be done at framing rough provided housewrap is visible.

FINAL INSPECTIONS:

Final inspections are required for all building trades prior to occupancy.

FIRE DEPARTMENT

For New Residential Construction, Rough and Final Fire Department inspections are required; please call 311 to contact the Fire Department for questions and to schedule.

INSPECTION SCHEDULING

Upon issuance of a building permit, it is the permit holders responsibility to contact 311 (847-448-4311 if outside Evanston) for scheduling all required inspections. Inspections are scheduled for either morning (8:30am-12:00pm), or afternoon (1:00pm-3:00pm) time slots. Same day cancellation, missed inspection or failed inspection will result in a \$45 re-inspection fee for each inspection.

PLEASE SCHEDULE AT LEAST 48 HOUR IN ADVANCE AS INSPECTIONS ARE SCHEDULED BASED ON AVAILABILITY
PLEASE HAVE YOUR PERMIT NUMBER, JOBSITE ADDRESS and CONTACT INFORMATION AVAILABLE

CALL 311 (847-448-4311 if outside Evanston)
8:30 a.m. - 5:00 p.m. Monday - Friday

A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL ALL FINAL INSPECTIONS ARE APPROVED AND CONDITIONS OF OCCUPANCY ARE MET.

CITY OF EVANSTON ADOPTED BUILDING CODES

ICC/NEC CODES:

- International Building Code (IBC), 2021 Edition
- International Residential Code for One and Two Family Dwellings (IRC), 2021 Edition
- NFPA National Electrical Code (NEC), 2020 Edition
- International Mechanical Code (IMC), 2021 Edition
- International Fuel Gas Code (IFGC), 2021 Edition
- International Fire Code (IFC), 2021 Edition

STATE CODES:

- Illinois Plumbing Code, 2014 Edition
 - Illinois Accessibility Code, 2018 Edition
 - Illinois Energy Conservation Code (IECC), 2018 Edition*
- *2021 edition will be enforced once state review/approval is completed

Note: Amendments to the ICC/NEC and State Codes can be viewed on the Building & Inspection Services Division and City Code pages of the city website:

www.cityofevanston.org

Amendments should be reviewed prior to application and construction document submittals.

HELPFUL SITES & EMAILS:

www.cityofevanston.org/government/departments/community-development/building-inspection-services - Building & Inspection Services Division website with permit, inspection and contractor information plus application links

permitdesk@cityofevanston.org – General Inquiries

permitrevisions@cityofevanston.org – Submit revisions to reviewed plans

certofoccupancy@cityofevanston.org – Submit Temporary (TCO) or Final (FCO) Certificate Occupancy requests