COMMERCIAL PROJECT INFORMATION

The Community Development Department’s Building and Inspection Services Division issues construction permits for remodeling, repairing, demolition and all new construction projects. This 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 office hours are: 8:30 a.m. – 5:00 p.m. 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 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. 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 a.m. – 7:00 p.m. Monday - Friday
8:00 a.m. – 5:00 p.m. on Saturdays
Work not allowed on Sundays*

*Except with City Manager’s permission in advance, call 847-448-4311 for more information.

City of Evanston CODES (with amendments):

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

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. 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 contain all of the work that requires a permit. Please contact us to discuss the scope of your project.

Work shall not begin without obtaining a permit.

Design and Project Review Committee: All commercial or multi-unit residential projects that include exterior work must be reviewed by the Design and Project 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 Zoning to schedule this review at (847) 448-4311.

Zoning: 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 at (847) 448-4311.

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
- Replacing doors
- Alterations to exterior windows or doors
- 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 registered with the City of Evanston- requirements vary by contractor type. *(Please see Contractor Registration 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 (5 sets for restaurants) that show the proposed work, including a site plan if any new building or an addition is being constructed. The site plan must show the dimensions of all buildings/structures and show the dimensions of all impervious areas (walks, drives, patios, etc.) on the site. Indicate 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.
- 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 current and accurate property features, 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.

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

- Sub-contractor worksheets; electrical, plumbing and mechanical. *(Please see Contractor Registration Requirement handout)*
- Contractor's information- Name, address, registration #. *(Please see Contractor Registration 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 permit issuance 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 Division)
- Elevators and lifts (apply at Building Division)
- 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 Division)
- Any work on the City right-of-way (apply at City Engineering Division)

**CONTRACTOR INFORMATION**

To obtain a permit in the City of Evanston, all sub-contractors must be registered with the City. Below are the contractor registration requirements:

- **All Building Contractors** must be registered with the City of Evanston
- **Plumbers/Sewer Contractors** company must be State licensed.
- **Electricians** must be licensed from a municipality that has an electrical commission.
- **Architects** must be licensed by the State of Illinois.

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.

**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) 448-4311 for the food service application process, submittal requirements, and fees.

**Permit Issuance:**
After staff review and approval, applicants will be required to submit the completed documents: (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 Registration Requirement handout)

General Contractor's information (Name, address, registration #).
(Please see Contractor Registration 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:
Permit fees are based on the type and scope of work you proposed. Building fees are established by City Council and published in the Fee Ordinance. The document can be viewed on the City’s website or at the Permit Desk. 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 office hours are from 8:30am – 5:00 p.m., Monday – Friday and the phone number is (847) 448-4311.

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 at (847) 448-4311. 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 the 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) 448-4311. 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 847-448-4311.

Before calling **YOU MUST** have permit number. 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 may be scheduled Monday – Friday in the morning or afternoon. To request approximate times, you can call the inspector the morning of the inspection (between 7:30am- 8:30am). Effective, March 16, 2015, same day cancellation, missed inspection or failed inspection will result in a $45 re-inspection fee for each inspection.

**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) 448-4311.

**A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL ALL WORK INCLUDING PUNCH LIST ITEMS IS COMPLETE.**