



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.

Our offices are located at: ***The Lorraine H. Morton Civic Center- 3rd floor***
2100 Ridge Avenue, Evanston
phone: (847) 448-4311
permitdesk@cityofevanston.org

Our office hours are: ***Monday - Friday***
8:30 a.m. – 12:00 p.m.
1:00 p.m. – 5:00 p.m.

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

**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.*

Note: Truck staging within City limits is not allowed. Trucks arriving at project site may not idle for longer than 5 minutes in a 60 minute period. Police and Parking Officers will enforce.

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.

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

Expedited Review is available for qualifying residential and commercial projects. This service provides applicants with plan review comments within 5 business days. See Expedited Review worksheet for qualifying project types and cost.

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, use 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 including exterior wall modifications, window replacement and roofing that are either landmarks or located within a historical landmark district. Application submittals must be reviewed by the Preservation Coordinator-Carlos Ruiz at (847) 448-4311.

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 permit counter desk or on city website.

ADDITIONS, NEW CONSTRUCTION AND REMODELING:

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 (**4 sets for new construction**)
- ❑ 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 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.
- ❑ For new residential construction, a soils test shall be submitted to determine soil characteristics including water table level.

After all departmental reviews are completed, 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.
(*Please see Contractor Registration Application*)
- ❑ Construction Valuation to include material, labor, fixtures and equipment and copy of contract to verify construction valuation.
- ❑ Emergency Contact information.

SPOT SURVEY REQUIRED

New Residential Construction, Residential Additions and Accessory Structures require a Spot Survey showing location of the foundation be submitted to the Zoning Division for approval within 5 days of installation. Survey should include setbacks and dimensions. Rough inspections will not be performed without approved Spot Survey on site.

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

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

- Applicable Mechanical (HVAC), Electric and Plumbing worksheets
- Contractor List and General and Trade Contractor Registrations.
(*Please see Contractor Registration Application*)
- Construction Valuation to include material, labor, fixtures and equipment and copy of contract to verify construction valuation.
- Emergency Contact information.

TYPICAL EXTERIOR PROJECTS AND REPAIRS:

The following projects require permits:

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

Note: The above list is not inclusive. Please contact a customer service representative with permitting questions about your proposed work.

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

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
- ❑ 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)

GENERAL REPAIRS- PERMITS ARE REQUIRED FOR THE FOLLOWING:

The following projects require permits:

- Rewiring*
- Replacing an 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* (private property only; repairs impacting public right of way will require ROW and Tree Preservation permits)

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 Registration Requirement handout*)
- ❑ Work Valuation of the whole job- including material, labor, fixtures and equipment.

**Most of these permits can be obtained over the counter with minimal wait provided submittal packet is complete and contractor registration(s) are current.*

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.

- **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
- **Architects** must be licensed by the State of Illinois (no 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. 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.

INSPECTIONS

Almost all projects require rough and final inspections. Contractors must be present at the job site during the requested inspections to answer questions.

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 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.**

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.

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 Mechanical Code, 2012 Edition
- International Fuel Gas Code, 2012 Edition
- International Fire Code, 2012 Edition
- NFPA Life Safety Code 101, 2012 Edition
- International Energy Conservation Code, 2015 Edition

*Note: Model codes have amendments adopted by the City of Evanston. The amendments are available on the Building Division page of the city website: www.cityofevanston.org

STATE CODES:

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