



Community Development
Building and Inspection Services
2100 Ridge Avenue
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www.cityofevanston.org

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.

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.

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). Zoning reviews 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 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.

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".
11"x17" or 24"x36" drawings preferred

- ❑ 2 sets of Specifications and/or structural calculations, if applicable.
- ❑ Completed U.S. Department Of Energy "*COMcheck*" form, or other approved demonstration of compliance with the *2015 Energy Conservation Code*.
- ❑ 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.

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.
- ❑ 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 building permit issuance. See Construction Fence Worksheet.

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 Division)
- Temporary Construction Fences (apply at Building Division)
- 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.

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.

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 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.

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.*

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

The Fire Department must be contacted separately for all inspections of exits signs/lighting, fire alarm, exhaust hood and fire suppression systems. .

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.**

City of Evanston Adopted 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
- The State of Illinois Plumbing Code, latest Edition
- Illinois Accessibility Code, latest Edition

Amendments to the adopted codes can be found on the Building Division page of the city website: www.cityofevanston.org