MORTON GROVE

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Village of Morton Grove

Building Department

6101 Capulina Ave

847/470-5214

Village of Morton Grove

Building Department

6101 Capulina Ave

847/470-5214

BUILDING DEPARTMENT
RULES, REGULATIONS, AND INTERPRETATIONS

DATE: October 30,2012

RULE: 04-01

SUBJECT:

"REQUIREMENTS PRIOR TO PERMIT ISSUANCE
RESIDENTIAL NEW CONSTRUCTION AND ADDITIONS"

There is hereby promulgated in the interest of public health, safety, and general welfare the following rules for demolition and construction sites within the Village. This rule is established pursuant to Sections R104.1 of the 2003 *International Residential Code* as adopted by the Village.

The following requirements shall be completed and approved prior to issuance of a building permit.

PLANS REQUIRED: 6 sets of plans sealed, as appropriate, by an Illinois licensed architect, structural engineer, civil engineer, or land surveyor shall be submitted to the Department of Building and Inspectional Services along with a completed permit application. Required plans shall include, but not be limited to:

- Site Plan
- Current Plat of Survey
- Building Data including F.A.R., heat loss, and light/ventilation calculations
- Floor Plans, including size and location of escape windows or rescue openings
- Elevations
- Wall Sections
- Proof of compliance with chapter 11, "Energy Efficiency"
- Structural plans, including design load tables or calculations
- Electrical, HVAC, and Plumbing plans including one-line water and drain plans
- Civil Engineering Plan (Site & Utility Plan) including topography and proposed top of foundation. See "Public Works Right-of-Way Permit" below
- Landscaping Plan
- Existing tree and landscaping inventory, including a registered arborist's method of protecting "existing landscaping to remain"
- Completed Residential Design Workbook

PUBLIC WORKS RIGHT-OF-WAY PERMIT: necessary permits shall be obtained from the Public Works Department, 7840 Nagle Ave.; 847-470-5235. Public Works permits are required for, but not limited to, the following

- Silt fencing and stone overflow structures
- Protection and preservation of trees in public right-of-way
- Water service
- Sanitary and storm sewer installations
- Televising existing sanitary or storm sewer stubs
- Driveway aprons and approaches
- Public sidewalks

All plans and specifications shall conform to the latest edition of the *Morton Grove Construction Standards, Right-of-Way Permit Contractors Check List,* and other applicable standards.

CONTRACTOR LICENSING: Contractors shall have a valid Morton Grove Contractors Business license, including necessary insurance and bonds. Homeowners declaring "work by owner" must actually complete the work. Contractors Business Licenses must be issued and current prior to requesting inspections.

In addition, any contractor working in the public right-of-way must provide proof of general liability insurance in the amount of $1,000,000 combined single limit for bodily injury and property damage ($2,000,000 general aggregate). The Village must be named as an additional insured using ISO form CG2010 or CG2026.

COOK COUNTY ENVIRONMENTAL DEMOLITION PERMIT: Demolition of any building, detached garage, or structural element of a building (i.e. removal of a roof or bearing wall) requires a Cook County Environmental Demolition permit. Forms are available at the village Department of Building and Inspectional Services.

MWRDGC PERMIT AND IDOT PERMIT: Where required, MWRDGC and IDOT permits must be issued and on file at Pubic Works Engineering office prior to issuance of the village building permit.

TREE PRESERVATION:

Private Property. The plan submittals require an inventory of existing trees and landscaping on private property. Any trees determined by the Village to be heritage trees or trees of significant size or value to the Village and neighborhood must be protected from construction damage. A registered arborist will be required to inspect existing trees to determine the best method of protecting the trees during construction. If it is impossible to save existing trees due to the extent or new construction, the property owner or builder will be required to make payment to the Village, consistent with the value of the tree(s) removed, with the payment placed in the Village tree replacement

fund. The arborist written report is required as part of the required plan submittal prior to permit approval.

Public Right-of-way. Municipal Code section 7-2-2 requires a Public Works permit prior to any trimming or removal of a tree in the public right-of-way. Protection of right- of-way trees, or requests to remove a right-of-way tree, will be reviewed as part of the Public Works engineering review.

FENCING: All demolition sites and construction sites for new buildings, building additions, and second floor additions shall be completely enclosed by a six-foot (6') high chain link construction fencing.

TOILET FACILITIES FOR WORKERS: Toilet facilities shall be provided on site for construction workers and such facilities shall be maintained in a sanitary condition. Nonsewered facilities ("port-a-potty) shall meet the standards of ANSI Z4.3, *"Minimum Requirements for Nonsewered Waste-Disposal Systems."*

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ZONING ORDINANCE

SINGLE FAMILY RESIDENTIAL LOT REQUIREMENTS

YARDS	R-1	R-2	R-3
FRONT	25'*	25'*	25'*
	* The average setback of adjacent buildings within 100' in each direction		
REAR	30'	30'	30'
SIDE	14' FT. TOTAL No less then 6ft on either side.	5'	5'
SUBDIVIDED PRIOR TO 8/4/59:			
LOT AREA (SQ FT)	6785	5000	5000
LOT WIDTH	55'	45'	45'
SUBDIVIDED AFTER 8/4/59			
LOT AREA	7500	5900	5900
LOT WIDTH	60'	50'	50'
F.A.R.	0.6	0.6	0.6

F.A.R. is the sum ofthe area of all floors measured from the exterior face ofwalls, including basements with more than half (Y2)of the room height above grade; attic space with a headroom of7 (seven) feet and3 (three) inches or more; interior balconies and mezzanines; enclosed porches; attached and detached garages; yard sheds divided by lot area.

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Department of Community & Economic Development

6101 Capulina Avenue
Morton Grove, Illinois 60053
commdev@mortongroveil.org
847-663-3063

Design Workbook

The workbook was developed to assist with you redevelopment project and to help you design your home in a manner which takes into account the context which you are building, and adheres to principles which will enhance the overall appearance of your home and the neighborhood. New residential redevelopment should fit into the context in which it is being built. The context includes the **neighborhood**, the **block**, the **adjacent homes**, and the **site**.

Some of the questions may be more easily answered with the assistance of a design professional, such as an architect, developer, or landscape architect. We encourage you to seek assistance if necessary.

Upon review of the workbook by Village staff, you may be required to appear before the Appearance Commission. If this is the case, we will notify you as soon as possible, and direct you as to the next steps.

Please answer all of the questions in the workbook to the best of your ability.

INTRODUCTION

The Village of Morton Grove is continually concerned with the appearance of the Village and maintaining a high quality of life for its residents. Through the enactment of the Appearance Code, the Village strives to promote greater interest in the appearance, development, and redevelopment of all properties as they relate to their surroundings and the community. The use of this workbook will give developers, builders, and homeowners planning on improving their property a viable tool to use to create quality design solutions for their proposed projects.

The purpose of this workbook is to assist developers, builders, and homeowners with the permit approval process and:

1. To ensure that the overall quality of new residential redevelopment or expansion projects will complement the existing homes and surrounding neighborhood.
2. To provide guidelines related to the aesthetic quality of residential redevelopment and expansion projects in the Village of Morton Grove.
3. To identify which projects may be recommended for further review by the Appearance Commission.
4. To provide the Zoning Board of Appeals with additional information for applicants who are applying for a zoning variation.

APPLICATION

Address of Project		**Project Type**	☐ Complete new construction
Zoning District			☐ Addition of > 50% square footage of home
Subdivision			☐ Addition of < 50% square footage of home
Applicant Name		**Zoning Variation**	☐ Requested ☐ Not Requested
Applicant Address		**Variation Request**	
Applicant Phone			
Applicant Email		**Applicant Signature**	

STAFF USE ONLY

Commission Review	☐ Required ☐ Not Required	**Staff Approval**	

YOUR BLOCK

Please submit photographs of your block (both sides), identifying your property and the adjacent homes, and answer the following questions.

How many floors do most of the houses have on your block? (Check all that apply.)

- ☐ 1 Story
- ☐ 1.5 Story
- ☐ 2 Story
- ☐ 2.5 Story
- ☐ 3 Story
- ☐ 3+ Story

What are the colors of the facades of the homes on your block? (Check all that apply.)

- ☐ Beige
- ☐ Red
- ☐ Blue
- ☐ White
- ☐ Brown
- ☐ Black
- ☐ Grey
- ☐ Yellow
- ☐ Other

What are the facade materials facing the street of the homes on your block? (Check all that apply.)

- ☐ Brick
- ☐ Stucco
- ☐ Siding
- ☐ Stone
- ☐ Drivet
- ☐ Wood

Other materials and colors not listed:

What are the predominant roof types of the homes on your block? (Check all that apply.)

- ☐ Gable
- ☐ Gambrel
- ☐ Saltbox
- ☐ Flat
- ☐ Hip
- ☐ Combination

Are the garages on your block attached or detached?

- ☐ Attached
- ☐ Both
- ☐ Detached
- ☐ Neither

Is there an alley?

- ☐ Yes
- ☐ No

What are the architectural styles of the homes on your block? (Check all that apply.)

- ☐ Ranch
- ☐ Tudor
- ☐ Raised Ranch
- ☐ Victorian
- ☐ Other:
- ☐ Bi-Level
- ☐ Georgian
- ☐ Tri-Level
- ☐ Contemporary
- ☐ Bungalow
- ☐ Prairie
- ☐ Colonial
- ☐ Mediterranean

What are the architectural details of the surrounding homes? (Check all that apply.)

- ☐ Porches
- ☐ Columns
- ☐ Bay Windows
- ☐ Frieze Boards
- ☐ Other:
- ☐ Shutters
- ☐ Decorative Windows
- ☐ Arched Windows
- ☐ Balusters
- ☐ Archways
- ☐ Decorative Trim
- ☐ Ironwork

What are the common landscape features of your block? (Check all that apply.)

- ☐ Parkway Trees
- ☐ Baskets
- ☐ Hedges
- ☐ Sculptures
- ☐ Other:
- ☐ Yard Trees
- ☐ Foundation Plantings
- ☐ Bushes
- ☐ Native Plantings
- ☐ Flower Beds
- ☐ Yard Furniture
- ☐ Rain Gardens

What is your block like? Are there a lot of additions or new houses? (Check all that apply.)

- ☐ Original Home
- ☐ Rear Addition
- ☐ New Facade
- ☐ Vacant Property
- ☐ 2nd Floor Addition
- ☐ Side Addition
- ☐ New Construction
- ☐ Other:
- ☐ Front Addition

YOUR SITE

Front Yard Setback

Side Yard Setbacks

Rear Yard Setback

Floor Area Ratio

Are there any site conditions that affect your project's height, setbacks, garage placement, or landscaping? If yes, please list.

What is the best location for your garage and driveway, taking into account the surrounding homes?

Are there any existing trees? Will any trees be removed? Will any be replaced? If not, please explain why.

How will your new home, expansion or addition incorporate common characteristics of the existing homes on your block and neighborhood? Use the answers to the previous questions and the design guidelines in the following section to accomplish this task. My proposed residential redevelopment will consist of the following:

Number of Stories		Architectural Style	
Facade Materials		Colors	
Roof Type		Architectural Details	
Landscape Features		Garage Type (Attached/Detached)	

DESIGN GUIDELINES

INTRODUCTION

This section of the workbook is a compilation of design principles and ideas that will assist you in improving the overall aesthetic quality of your project. Specific suggestions are provided to assist you in designing your project within the context of its surroundings.

Building Design

To provide proper scale and proportion with existing homes, you may consider the following:

- Combine roof lines with varying height
- Step back a portion of the home to break up the mass of a facade.
- Use materials and windows that are compatible with surrounding homes.
- Porches and horizontal detail can add interest, scale, and provide outdoor living space.
- Dormers, bay windows, shutters, or other exterior design features break up large wall masses and add interest and dimension.

Building Height

If the surrounding homes are shorter than what you are proposing, the following guidelines will help reduce the appearance of height:

- Extra height is avoided by keeping the home level to the ground and not elevating the foundation.
- Sloping roof lines and pitch can minimize impact on adjacent homes and create an impression of greater space between buildings.
- Hipped roofs can diminish the appearance of height.
- Dormers add interest and can break up a large roof surface.
- Incorporating an eave or horizontal trim band can break up the mass.
- Combination roof lines with varying heights and pitches create interest and soften the impact on adjacent homes.
- Consider an appropriate style home for your neighborhood.
- Landscaping can minimize the impact of height and break up mass.

Landscaping

Appropriate landscaping softens the appearance of bulk, unifies the home with the existing neighborhood, and compliments the home. A qualified landscape architect or landscape designer should be consulted for preparation of a landscape plan or appropriate design recommendations. A minimum landscaping plan should consider the following:

- Preserve existing trees where possible. Trees increase property values, reduce heating and cooling costs, and help reduce stormwater runoff.
- Use plantings around the foundation of the residence and at the entryway to highlight the architecture of the home.
- A mid-size tree (15-20 feet at maturity) planted at a corner of a house can help soften the appearance of bulk and bring the mass down to human scale.
- Landscape elements not over three feet in height buffer the impact of pavement on neighboring property.
- Layering your landscape with various height and texture softens the scale of a home.
- Certain species of trees and shrubs are more desirable than others from an appearance and maintenance standpoint. Some species are also more suitable than others for soil type and planting location.

Design Guidelines

Introduction:

This section of the vvorkbook is a co1npilation of design principles and ideas that \vill assist you in unproving the overall aesthetic quality of your project. Specific suggestions are provided to assist you in designing your project \Vithin the context of its sulrou1idings. Sa1nple photographs ofMorton Grove ho1nes vvhich are either new constn1.ction or additions are provided as exmnples, den1onstrating hovv the design guidelines can be applied.

Building Design-

Ideas to provide proper scale and proportion with existing homes

- Combine roof lines 1vith varying roofheight.
- Stepping back a portion of the home breaks up the mass in the front" as well as long flat walls on the side.
- U<>e nmterials and windm\'S that are compatible with surrounding homes.

Building Design Cont.

- Porches and horizontal detail can add interest, scale and provide outdoor living space.
- Dormers, bay \Vindows, shutters, and other exterior design features break up large wall masses and add interer.t and dimension.

Building Design

Combined rooflines

Srepped front face of building

- Use compatible materials & windows

Building Design

- Dormers add interest & dimension
- Horizontal details/trim break up mass
- Compatible windows

Buildin!! De.siqn

- Stepped front face of the building
- Porches and horizontal detail for interest/scale

Btulding Design

Cotnbined l'ooflines

- Porches and horizontal detail for interest/scale

Stepped front fac.e of building

Building Design

•Combine roof lines and step back portion of home

•Porches and horizontal detail for interest/scale

•Exterior design features break up mass

Building Height-

Ifthe surrounding homes are shorter than what you are proposing. here are some guidelines to reduce the height. or appearance of height

- By keeping the home levd to the grouud, and uot elevating the foundatiou, eh."tra height is uot added.
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- Hipped roofs can diminish the appearance of height
- Dormers add interest and can break up a large roof surface.

Building Height Cont.

- Incorporating an eave or horizontal trim band can break up the mass.
- Combination rooflines with varymg heights and pitches create interest and soften the impact on adjacent homes.
- Consider an appropriate style home for your neighborhood.
- Landscaping can lllinimize the impact of height and break up mass.

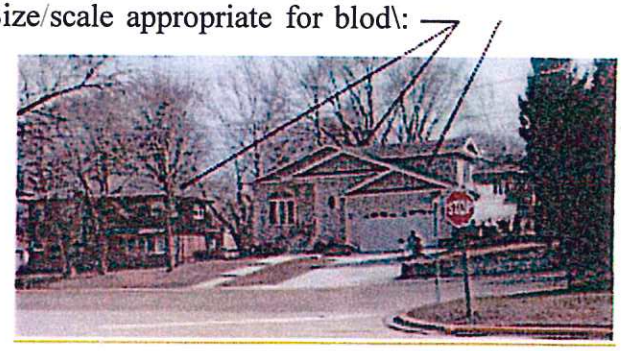
Building Height

- Hipped roof minimizes height
- No elevated fotmdation
- Varying rooflines/horizoutal details minimize appearance of height

Building Height

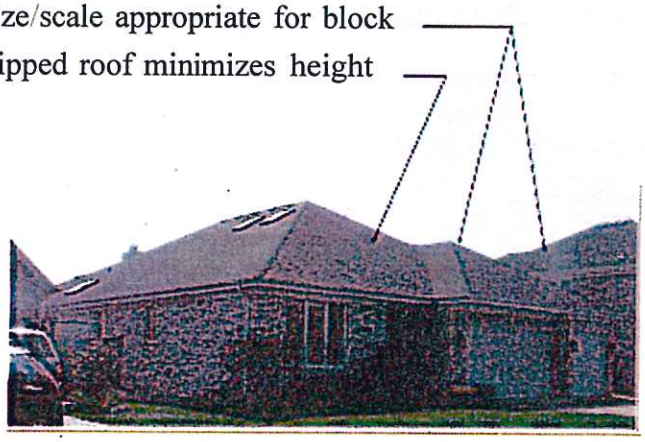
Varying rooflil1es min.inuze appearance of height ----------r

- Size/scale appropriate for blod\:



Building Height

- Size/scale appropriate for block
- Hipped roof minimizes height



Building Height

- Hipped roof minimizes height
- Varying rooflines minimize appearance of height
- No elevated foundation

Building Height

- Sloping rooflines and pitch minimize impact on adjacent homes
- Incorporating horizontal trim can break up mass
- Landscaping can minimize impact of height

Landscaping-

Appropriate: lanclscapllig softens tlle appearance of bulk, unifies the home into the existing neighborhood and complimems the :10me. A qualified landscape architect or landscape de:igner should be consul"ed for preparation of a l<mclscape plan or appropriate design recommendations. At a minimum bndscaying should consider the following:

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Landscaping Cont.

Landscape elements not over three feet in height, buffer the impact of pavement on the neighboring home.

- Layering your landscape \Vith various height and texture softem the scale of a home.
- Certain species of trees and sbmbs are more desirable than others, both from tul appearrul ce and 1u.aintentul ce standpoint. The following is a list of suggested species:

.t\ppropriate Street Trees

- Acet tnmcatum (Shangtung }..-laple)
- Acer tatruictun (Tatariap 'laple)
- Betula platyphylla (\Vhitespire Sr. Asian \:Vhite Birch)
- Corylus columa (Turkish Filbert)
- Fraxinus nigra (Fallgold Black Ash)
- 'lalus (Golden Raindrops Crabapple)
- Que-rcus mbra (Red Oak)
- Syringa reticulata (Ivory Silk Japanese Lilac)
- Pyrus callery·ana (BradtorcVCleveland Pear}

.A.ppropriate *Site* Trees

- Alnus glutinosa (European Alder)
- Betula nigra (River Birch)
- Cercis canadensis (Red Bud)
- l'vfalus (FlO\:vering Crabs)
- Pyrus calle-ryana (Bradford Pear)
- SyTinga reticulata (Japanese Tree Lilac)
- Amelanchier caadellSis (Senricebeny)

- Oilier appropriate species subject to approval by the Building Depru1ment

.i\.ppropriate Shrnbs/Foundation Plants

Aronia melanocmtpa (Black Chokeben·y)
- Aronia bril:liantissima (Red Chokebeny)

Berberis thunbergil (Green Barbell'Y)
- Berberis thuubergil Atropupurea (Red Leaf Berbeny)

Chaenomeles japonica (Flmvering Quince)
- Comus baileyi (Red Dog1vood)
- Conms lutea (Yellow Dog\vood)
- Comus services kelseyi (Kelsey Dogwood)

.i\.ppropriate Shrubs/Founclation Plants Cont.

Cotoneaster acutifolia (Peking Cotoneaster)

Cotoneaster divruicata (Spreading Cotoneaster)

Cotoneaster apicu]ata (Crm1beny Cotoneaster)
- Deutzia gracilis rosea (Slender Deutzia)
- Euonymus alatus (Bunting Bush)
- Euonymus alatus compactus (DwmfBtml.ing Bush)

Forsythia {Arnold DwrufForsytll.ia)

Forsythia (Spring Gl01y Forsyihia)

Forsythia brOIL""Censis (Bro1L1{ DwarfForsy.:trua)

Appropri 1te Shrubs./Forndation Plant5 Cont.

Hydrange arborescens :andiflora annabelle (Annabelle Hydrangea)

- Ligustnun amurense (Amur River Privet)
- Ligustrum vul2:are Cheyenne (Cheyenne Privet'f
- Ligustrum regelianum (Reger s Pri-;.<et)
- Lonicera xylosteum Claveyi (Claveyi Honeysuckle)
- Philandelphus coronarius (Sweet]1..-fockorange)

Potentilla jadanani (Jackme:u:ri Potentilla)

- Rhamnus fi·agula Columnaris (Tallhedge Buckthom)

Appropriate Shtl1bs./··Foundation Plants Cont.

- Rhus aromatica (Frangrant Sumac)
- Rhus glabra (Smooth Sumac)

Thus typhina (Staghom Sumac)

- Ribes alpinum (Alplllne Cm1·ent)
- Spirea bumalda anthony \Vaterer (Spirea Anthony \Vat)
- Spirea bumalda tl'oebeli (Froebel Spirea)
- Spirea bumalda goldflame (Gold Flame Spi1·ea)
- Syringa chinensis (Chine5e Lilac)
- Syringa patula (Miss Kim Dwarf Lilac.)

[Appropriate Shrnbs/,..Fonnchtion P aLts Cont.

- Vibumum dentatum (AtTO\V-\\'ood)
- Vibunmm lantana *(V*layfaring Tree)
- \liburnum opulus (Euq)oean Highbush)
- \tibumum trilobtun (American Cranbell}')
- Vibunmm opnlus compacta (Compact Euro Highbnsh)
- Viburmun trilobum compacta (Compact Amell· Cranberrv)
- \Ve-igela vaniceki (Red \Veigela}
- Juniperus pfitzer (Pfitzer Juniper)

(t\ppropriate Shtl_lbs..lFoundation Plants Cont.

- Junipems horizontalis (Anclon·a Juniper)
  Tax.us media (Intermediate Yew)
- Ta..xus cu.spidata (Spreading Yei."\)
- Tlmja occiclentalis woochvardii (Globe Arbo\:itae}

Landsca p.ing

- Foundation plantings highlight architecture----------,
  ?\Iid-size tree and layers. of lc.cndscaping reduce bulk —

Landscaping

- Preserved existit1z trees ---------,
- Perimeter landscape reduces building. mass. highlizhts entJ.v -----,

L1ndscaping

Foundation plantings highlight archite-chlre — — — — — -_____,

- 1 1id-size tree and layers of landscaping reduce bulk ——

Landscaping

- •Prese1ve existing rr<>P------""""""
- •:Nfid size tree reduces bulk

La ndscar)ing-

- Foundation pfantings highlight architecntre------,
- Layering landscaping softens the scale of the
- Mid size tree reduces bulk

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Village of Morton Grove

Department of Building and Inspectional Services
6101 Capulina Ave., Morton Grove, IL 60053
Direct Telephone 847/ 470-5214 Direct Fax 847/ 663-6185

CONTRACTORS BUSINESS LICENSE APPLICATION

FOR OFFICE USE

LICENSE #_____

DATE ISSUED ___/___/___

FEE $100.00

PLEASE CIRCLE ONE:

ELECTRICAL
FIRE ALARM
FIRE SPRINKLER
GENERAL
HVAC
LANDSCAPE
MASONRY
PLUMBING
SIGNS
ROOFER
OTHER_____

INSTRUCTIONS:

Please type or print clearly and complete all portions of the application

Business Name_____

Address_____ Unit #_ _____
No P.O. Box

City_____ State____Zip_____

Business Phone _____ Fax No. _____

Business Email_____

OWNERSHIP AND CONTACT INFORMATION:
(Physical Address must be used. P.O. Box is not acceptable.)

- President's / Chief Financial Officer **Business Tax ID #**_____.

First Name_____M.I. _____ Last Name:_____

ACKNOWLEDGEMENT

I have read and understand the following statement: ☐ Yes ☐ No

BY ACCEPTING A PERMIT FROM THE BUILDING DEPARTMENT, YOU ARE ENTERING INTO A CONTRACT WITH THE VILLAGE OF MORTON GROVE THAT REQUIRES YOU TO FOLLOW THE CONSTRUCTION SITE MAINTENANCE GUIDELINES AND FOLLOW OUR TREE PROTECTION PLAN. THE VILLAGE CODE CAN BE ACCESSED ON LINE AT WWW.MORTONGROVEIL.ORG.

I DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION HAS BEEN FURNISHED BY ME AND TO THE BEST OF MY KNOWLEDGE IS CORRECT. I UNDERSTAND THAT ANY UNTRUE, INCONSISTENT OR MISLEADING INFORMATION SHALL BE CAUSE FOR THE REFUSAL TO GRANT OR THE REVOCATION OF ANY CERTIFICATE GRANTED PURSUANT TO THIS APPLICATION. I FURTHER CERTIFY THAT BY APPLYING IN WRITING FOR A CERTIFICATE TO OPERATE IN THE VILLAGE OF MORTON GROVE I HAVE READ AND UNDERSTAND MY OBLIGATIONS UNDER APPPROPRIATE VILLAGE ORDINANCES RESPECTIVE TO THE CERTIFICATE(S) FOR WHICH I AM APPLYING. I FURTHER CERTIFY THAT IF ANY OF THE FORGOING INFORMATION, INCLUDING THE STATUS OF THE STATE LICENSE, CHANGES DURING THE COURSE OF THE CERTIFICATE YEAR I WILL NOTIFY THE VILLAGE, IN WRITING, WITHIN SEVEN (7) DAYS OF SUCH CHANGE.

_____ _____
Signature **Printed Name**

_____ _____
Title **Date**

VILLAGE OF MORTON GROVE
CONTRACTOR LICENSE
REQUIREMENTS

ALL BONDS MUST STATE THE FOLLOWING:

".... shall indemnify and save harmless the Village of Morton Grove, Illinois, and all public utility companies providing service within the limits of the Village of Morton Grove, from all accidents and damages...."

The bond face must have a street address, city, state, and zip code. You may not use a post office box. All bonds must be numbered. The original bond must be given to the Department of Building.

1) **General Contractors, Excavators, Demolition Contractors, Concrete Contractors, Masonry, Sewer Contractors and Misc.** must provide the following:
   - $10,000 Bond including the information listed above;
   - $1,000,000 Certificate of Insurance naming the Village of Morton Grove as additional insured as well as listing the Village as Certificate Holder; and
   - An annual license with the Village of Morton Grove ($100.00).

2) **Plumbing Contractors, Sewer Contractors,** must provide the following:
   - State of Illinois Permit, Certification, or Registration issued by the Department of Public Health, as well as a copy of the Plumber's License with a picture I.D.

3) **Electrical Contractors** must provide the following:
   - $10,000 Bond including the information listed above;
   - $1,000,000 Certificate of Insurance naming the Village of Morton Grove as additional insured as well as listing the Village as Certificate Holder; and
   - A copy of the electrical license; and
   - An annual license with the Village of Morton Grove ($100.00).

4) **HVAC Contractors** must provide the following:
   - $10,000 Bond including the information listed above; and
   - $1,000,000 Certificate of Insurance naming the Village of Morton Grove as additional insured as well as listing the Village as Certificate Holder; and
   - An annual license with the Village of Morton Grove($100.00).

5) **Roofing Contractors** must provide the following:
   - $10,000 Bond including the information listed above;
   - $1,000,000 Certificate of Insurance naming the Village of Morton Grove as additional insured as well as listing the Village as Certificate Holder; and
   - A copy of the **STATE ROOFING LICENSE**;
   - An annual license with the Village of Morton Grove.

6) **Landscaping Contractors** must provide the following:
   - $1,000,000 Certificate of Insurance naming the Village of Morton Grove as additional insured as well as listing the Village as Certificate Holder; and
   - $10,000 Bond including the information listed above, and
   - An annual license with the Village of Morton Grove ($100.00).

7) **Fire Alarm Contractors, Fire Sprinkler Contractors** must provide the following:
   - State of Illinois, Certification, or Registration issued by the Office of the State Fire Marshal Division
     Of Fire Prevention.

**** All contractors must include a copy of the SIGNED job proposal with the scope of work****

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Village of Morton Grove
Department of Buildings
6101 Capulina, Morton Grove, IL 60053
Phone: 847 / 470-5214 Fax: 847 / 663-6185

Application

Office Use Only

Permit#: _____

Date Issued: _____

All information below must be filled in prior to submission (Please Print):

Date Filed: __/__/__

Project Address: _____ Unit#_____

Lot#: _____ Block:_____ Tax Index #: __-__-____-____

Subdivision:---------- Value ofWork: _____

Area (Sq. ft.): _____ Project Description:_____

(Please Circle One)

Single Family Residential	Multi-Family Residential	Industrial	Commercial	Other Nonresidential	Other
01- New Const.	18- New Construction	22- New Const.	20- New Const	24- New Const.	28- Fire Alarm
01- Addition	18- Addition	22- Addition	20- Addition	25- Remodeling	27- Fire Suppression
02- Remodeling	19- Remodeling	23- Remodeling	21- Remodeling		26- Storage Tanks

	Name	*Address/City/State/Zip* (NO P.O. BOX)	*Phone/Fax*	*Oflice Use Only*	
Project Manager				*C/L*	*Regjst.*
Property Owner			Phone#: Fax#:		
Email					
Tenant			Phone#		
General Contractor					
Excavating					
Concrete					
HVAC					
Roofing					
Electrical					
Plumbing					
Carpenter					
Mason					

Requirements for Residential:

Required Submissions - This application must be accompanied by the following:

- o Plat of Survey (4)
- o Plot Plan (4)
- o Construction Plans (4 sets)

Required Approvals - Before a Permit is granted, approval is required for the following:

- o Building
- o Electrical
- o Plumbing
- o Public Works
- o Engineering

Required Inspections - When this permit is approved, the following inspections will be made. The applicant is required to request these inspections at least (24) twenty four hours in advance, and their Authorized agent must be present.

- o Footings
- o Foundation Drain Tile
- o Sewer
- o Water Service
- o Grade Elevations

Rough Framing, Electrical, Plumbing
Insulation
Garage Floor
Driveway
Final Building, Electrical, Plumbing, Mechanical

- Final Engineering (RFI -MSD)

Requirements for Multifamily:

Required Submissions- This application must be accompanied by the following:

- o Plat of Survey (4)
- o Plot Plan (4)
- o Construction Plans (4 sets)

Required Approvals- Before a Permit is granted, approval is required for the following:

- o Building
- o Electrical
- o Plumbing
- o Health
- o Public Works
- o Appearance
- o Community Development
- o Engineering
- o Sanitary District Permit
- o Police- Crime Prev.
- o Fire Prev.

Appearance Code- Any deviations from the issued APPEARANCE CERTIFICATE must be approved by the Appearance Commission. This includes changes in material, style, design, and color.

Required Inspections- When this permit is approved, the following inspections will be made. The applicant is required to request these inspections at least (24) twenty four hours in advance, and their authorized agent must be present.

- o Footings
- o Foundation Drain Tile
- o Grade Elevations
- o Sewer
- o Water Service
- o Rough Framing, Electrical, Plumbing
- o Electric Service
- o Insulation
- o Garage Floor
- o Concrete Pre-Pour
- o Parking Lot

Landscaping /Appearance
Final Building, Electrical, Plumbing
Final Fire Prevention
Elevator
Final Engineering (RFI- MSD)
Final Rlectrical, P-lumbing, Mechanical, Eire..Ere:v.fEach Unit)'

Certificate of Occupancy (Each Unit)
Finalize Permit

Requirements for Commercial / Industrial / Other Nonresidential:

Required Submissions – This application must be accompanied by the following:

- o Plat of Survey (4)
- o Plot Plan (4)
- o Construction Plans (4 / 5 sets)

Required Approvals- Before a Permit is granted, approval is required for the following:

- o Building o
  Electrical
- o Plumbing
- o Health
- o Public Works
- o Appearance
- o Community Development
- o Engineering
- o Sanitary District Permit
- o Police-Crime Prev.
- o Fire Prev.

Appearance Code- Any deviations from the issued APPEARANCE CERTIFICATE must be approved by the Appearance Commission. This includes changes in material, style, design, and color.

Required Inspections – When this permit is approved, the following inspections will be made. The applicant is required to request these inspections at least (24) twenty four hours in advance, and their authorized agent must be present.

- o Footings
- o Foundation Drain Tile
- o Grade Elevations
- o Sewer
- o Water Service
- o Rough Framing, Electrical, Plumbing
- o HVAC
- o Electric Service
- o Insulation
- o Garage Floor
- o Parking Lot

Landscaping /Appearance
Final Building, Electrical, Plumbing
Final Fire Prevention
Elevator
Final Engineering (RFI-MSD)
Final Electrical, Plumbing, HVAC, Fire Pre. (Each Unit)
Certificate Of Occupancy (Each Unit)
Finalize Permit

Concrete Pre-Pour

Other: *Fire Sprinklers, Fire Alarm Systems, Storage Tanks* –

Required Approvals- Before a permit is granted, approval is required for the following: Public Works, Electrical, Fire Prevention

Schedule Inspections-The applicant is required to schedule Fire Prevention Bureau inspections at least 48 hours in advance, and their authorized agent must be present. Inspections may be scheduled by calling the FPB at 847-470-5226.

PROCEDURAL CONTROL

The Procedural Control regulation establishes a 14 calendar day review period for departments and commissions to submit comments or approvals. The review period begins upon written notification to departments that a valid building permit application has been received. Time extensions may be granted to accommodate review by full commissions and to departments due to extenuating circumstances. Time extensions may also be granted if applicant has failed to provide requested documents.

J.U.L.I.E.

Arrangements shall be made for adequate protection against interference with underground utilities by calling J.U.L.I.E. 1-800-892-0123 and MORTON GROVE PUBLIC WORKS 847/470-5235 AT LEAST 48 HOURS BEFORE EXCAVATING OR DIGGING.

REQUIRED FEES

When this permit is granted, the following fees must be paid. The amount of the fees will be calculated based on the plans submitted.

BUILDING	$ _____
STRUCTURAL ENGINEERING	$ _____
ELECTRICAL	$ _____
PLUMBING	$ _____
ELEVATOR	$ _____
CERTIFICATE OF OCCUPANCY	$ _____
WATER FOR CONSTRUCTION	$ _____
STREET / CURB OPENING	$ _____
PARKWAY OPENING / PAVING	$ _____
WATERMAINTAP	$ _____
SANITARY SEWER TAP	$ _____
STORM SEWER TAP	$ _____
WATERMETER	$ _____
STREET OPENING DEPOSIT REFUNDABLE	$ _____
PLAN REVIEW FEE	$ _____
SUBTOTAL-CIVIL ENGINEERING FEE	$ _____
SUBTOTAL- WATER FUND FEES	$ _____
SUBTOTAL-FIRE PREVENTION FEES	$ _____
SUBTOTAL-BUILDING FEES	$ _____
TOTALFEES	$ _____

The undersigned hereby makes application for a permit to erect a building / structure, etc.
In the Village Of Morton Grove and in accordance with the ordinances of the Village of Morton Grove
And in accordance with the plans and specifications herewith submitted and filed in consideration
Of the issuance of this permit, and other good and valuable considerations the receipt of which is hereby acknowledged, well do hereby agree and covenant to forever hold harmless the Village of Morton Grove,
Its agents and employees, and to save them from all costs, claims, suits, demands, and actions arising
From or through or because of or in any way connected with any work performed or being done in the excavation, construction, building, or finishing of the premises for which this permit is issued.

Date: / / General Contractor:_____

Date: / / Owner: _____

Date:___/___/___ Building Commissioner:_____

Village of Morton Grove
Public Works Department
Engineering Division
7840 Nagle Ave, Morton Grove, IL 60053
Ph. 847-470-5235 Fax.

MORTON GROVE
Incredibly Close ✦ Amazingly Open

Site Address

Permit Number

RIGHT-OF-WAY PERMIT APPLICATION

Property Owner or Utility Name and Representative - Please Print	**Contractor Company Name** - Please Print
Address	**Address (No P.O. Boxes)**
Phone **E-mail**	**Phone** **E-mail**
Expected Start Date **Expected Completion Date**	**Project Manager/Emergency Contact and Phone Number**

Description of Work - Replace Driveway Apron and Curb, Install Sanitary/Water Service, Etc.

Site development plans showing all proposed work in the right-of-way must be attached to this permit application for reference. For information concerning submittal requirements please refer to Village Code - 7-9-4 (c.)

Circle all items that apply to proposed improvements within the right-of-way:

Utilities	Storm Sewer	Sanitary Sewer	Water Service	Irrigation/Sprinkler System	
Surfaces	Driveway Apron	Sidewalk	Asphalt Street Patch	Concrete Street Patch	Curb & Gutter
Other	Electrical/Cable/Telephone/Fiber	Landscaping/Grading			

SIGNATURES

I hereby certify that I have read and agree to all of the terms and conditions contained within this right-of-way permit, contractor's check list, and in the Municipal Code Section 7-9, Utility Facilities in the Public Rights-of-Way, which is incorperated herein by reference. I agree to complete the project in accordance with the approved plans, Village standards, codes, laws, regulations, and generally accepted engineering and development practices. In the event that work within the right-of-way is not completed accordingly, I agree to reimburse the Village for any damages or additional costs incurred by the Village from the funds on deposit first and other funds as necessary. The Village reserves the right to seek reimbursement for any damage or additional costs from the contractor, utility and/or property owner at the Village's discretion.

Property/Utility Owner Signature	**Date**	**Contractor Signature**	**Date**
Print Name		**Print Name**	

VILLAGE STAFF USE ONLY

APPROVED BY	**APPROVED DATE**	**EXPIRES**

MORTON GROVE

Incredibly Close ✻ Amazingly Open

VILLAGE OF MORTON GROVE DEPARTMENT OF PUBLIC WORKS
RIGHT-OF-WAY (ROW) PERMIT APPLICATION REQUIREMENTS

For general information concerning submittal requirements, please refer to Village Code – 7-9-4 (c.). Permit Application submittals with excavations in the Right-of-Way (ROW) or changes in impervious coverage require the following information in order to ensure a timely review:

1. A detailed plan showing both the existing conditions and proposed improvements, including but not limited to:
    a. Lot dimensions, lot address, existing parkway trees, scale, and North arrow
    b. Location of existing and proposed buildings, pavement surfaces, sidewalk, fences, and utilities
    c. Location, dimensions, and material type for all proposed utility connections
    d. Description, location, and approximate dimensions for all restoration to be made to the street, sidewalk, curb, alley, parkway grass areas, etc.
    e. Existing and proposed drainage/grading plan, including the location of downspouts, discharge direction of downspouts
2. If Public Works determines that the proposed improvements will require a lane closure or detour, a detailed traffic control plan indicating current Illinois MUTCD approved signage and IDOT approved details will be required for review and approval prior to issuance of ROW permit. Traffic control plan must be implemented prior to commencing the proposed work within the ROW.
3. This information must be submitted with a completed ROW Permit application to:

Village of Morton Grove
Building Department
6101 Capulina Avenue
Morton Grove, IL 60053
Hours: Monday-Friday 8:30am-5:00pm

For questions e-mail: Bldg-Permits@mortongroveil.org

A. **Commercial Projects and Utility Company Work**

1. Print and fill out the ROW Permit Application Form
2. Bring the following to the Building Department:
    a. Completed ROW Permit Application
    b. Detailed Site Plan including
        - Location of existing and proposed utility mains and services
        - Location, length, pipe slope, and material type for all proposed utility connections and repairs
        - Full scope of work including references to all associated projects. Small cell requires information regarding electrical supply, wireless signaling system, and backhaul system
        - Location, approximate dimensions, and materials for all restoration associated with any excavations, potholing, etc. All affected concrete must be replaced joint-to-joint unless otherwise approved by Village
    c. Insurance certificate
    d. Check or cash for permit fees and performance guarantee
3. Contractor must coordinate with the Village to determine restoration limits.
4. As ROW work progresses, call the at least 24-hours in advance to schedule inspections as required. All inspections are scheduled through the Building Department. Be aware that work in the ROW requires inspection approval from the Engineering Department separate to private property inspection approval from the Building Department.
    a. Inspections are required for all excavations in the ROW. This includes, but is not limited to any concrete work, roadway patches, utility connections/disconnections
        - Preliminary inspection is required to verify type, size, and location of utility work
        - Preliminary inspection of the base material and/or pre-pour inspections for concrete and asphalt pavement
        - Final inspection is required after all work and restoration is complete
5. Once the final inspection is approved, performance guarantee money will be released. If the final inspection does not meet the Village's requirements, the Permittee will be notified of all deficiencies that require repair

B. **New House / Major House Remodeling**

1. Print and fill out the ROW Permit Application Form
2. Bring the following to the Building Department:
    a. Completed ROW Permit Application
    b. Detailed Site Plan including
        - Lot dimensions, lot address, existing parkway trees, scale, and North arrow
        - Location of existing and proposed buildings, pavement surfaces, sidewalk, fences, and utilities
        - Location, dimensions, and material type for all proposed utility connections
        - Description, location, and approximate dimensions for all restoration to be made to the street, sidewalk, curb, parkway grass areas, etc.
        - Existing and proposed drainage/grading plan, including the location of downspouts, discharge direction of downspouts
    c. Insurance certificate
    d. Check or cash for permit fees and performance guarantee
3. Engineering comments will be provided in approximately 10 business days
    a. Incomplete submittals may be returned without review
    b. Re-submittals must include a disposition of comments
4. As ROW work progresses, call the at least 24-hours in advance to schedule inspections as required. All inspections are scheduled through the Building Department. Be aware that work in the ROW requires inspection approval from the Engineering Department separate to private property inspection approval from the Building Department.
    a. Inspections are required for all excavations in the ROW. This includes, but is not limited to any concrete work, roadway patches, utility connections/disconnections
        - Preliminary inspection is required to verify type, size, and location of utility work
        - Preliminary inspection of the base material and/or pre-pour inspections for concrete and asphalt pavement
        - Final inspection is required after all work and restoration is complete
    b. Engineering Inspection comments will be provided to the Building Department
    c. All correspondence between the Village and the homeowner's representative will be handled through the Building Department
    d. Re-inspections to address deficiencies must be scheduled through the Building Department 24-hours in advance and may be subject to a re-inspection fee
5. If changes were made in the field, As-Built plans must be submitted for final approval
6. Once the final inspection is approved, performance guarantee money will be released. If the final inspection does not meet the Village's requirements, the Permittee will be notified of all deficiencies that require repair

C. **Water Service, Sewer Service Taps and Repairs**

1. Print and fill out the ROW Permit Application Form
2. Bring the following to the Building Department:
    a. Completed ROW Permit Application
    b. Site Plan, aerial image, or plat of survey including the following information
        - Location of existing and proposed utility mains and services
        - Location, length, pipe slope, and material type for all proposed utility connections and repairs
        - Description, location, and approximate dimensions for all restoration to be made to the street, sidewalk, curb, parkway grass areas, etc.
    c. Insurance certificate
    d. Check or cash for permit fees and performance guarantee
3. Engineering comments will be provided in approximately 10 business days
    a. Re-submittals must include a disposition of comments
4. As ROW work progresses, call the at least 24-hours in advance to schedule inspections as required. All inspections are scheduled through the Building Department. Be aware that work in the ROW requires inspection approval from the Engineering Department separate to private property inspection approval from the Building Department.
    a. Inspections are required for all excavations in the ROW
        - Preliminary inspection is required to verify type, size, and location of utility work
        - Preliminary inspection of the base material and/or pre-pour inspections for concrete and asphalt pavement
        - Final inspection after work is completed to verify work and restoration meet Village's standards
    b. Engineering Comments will be provided to the Building Department
    c. All correspondence between the Village and the homeowner's representative will be handled through the Building Department
    d. Re-inspections to address deficiencies must be scheduled through the Building Department 24-hours in advance and may be subject to a re-inspection fee
5. Once the final inspection is approved, performance guarantee money will be released. If the final inspection does not meet the Village's requirements, the Permittee will be notified of all deficiencies that require repair

D. **Sidewalk, Curb, and Driveway Apron Work**

1. Print and fill out the ROW Permit Application Form
2. Bring the following to the Building Department:
    a. Completed ROW Permit Application
    b. Completed Driveway Apron form or a Site Plan, aerial image, or plat of survey including the following information
        - Location, dimensions, and material type of all existing and proposed improvements
        - Cross-slope of the existing sidewalk where it meets the driveway
        - Existing depressed curb width
    c. Insurance certificate
    d. Check or cash for permit fees and performance guarantee
3. Engineering comments will be provided in approximately 10 business days
    a. Re-submittals must include a disposition of comments
4. As ROW work progresses, call the at least 24-hours in advance to schedule inspections as required. All inspections are scheduled through the Building Department. Be aware that work in the ROW requires inspection approval from the Engineering Department separate to private property inspection approval from the Building Department.
    a. Inspections are required for all sidewalk, curb, and driveway apron work
        - Preliminary inspection is required to verify type, size, and location of utility work
        - Preliminary inspection of the base material and/or pre-pour inspections for concrete and asphalt pavement
        - Final inspection after work is completed to verify work and restoration meet Village's standards
    b. Engineering Comments will be provided to the Building Department
    c. All correspondence between the Village and the homeowner's representative will be handled through the Building Department
    d. Re-inspections to address deficiencies must be scheduled through the Building Department 24-hours in advance and may be subject to a re-inspection fee
5. Once the final inspection is approved, performance guarantee money will be released. If the final inspection does not meet the Village's requirements, the Permittee will be notified of all deficiencies that require repair

E. **Detached Garage in an Alley**

1. Print and fill out the ROW Permit Application Form
2. Bring the following to the Building Department:
    a. Completed ROW Permit Application
    b. Site plan, aerial image, or plat of survey including the following information
        - Property line
        - Location, dimensions, and material type of the proposed garage and garage apron
        - Location, approximate dimensions, and material type of any alley patching or other restoration associated with the work. An asphalt patch will be necessary for all garages adjacent to an asphalt alley.
    c. Insurance certificate
    d. Check or cash for permit fees and performance guarantee
6. Engineering comments will be provided in approximately 10 business days
    a. Re-submittals must include a disposition of comments
7. As ROW work progresses, call the at least 24-hours in advance to schedule inspections as required. All inspections are scheduled through the Building Department. Be aware that work in the ROW requires inspection approval from the Engineering Department separate to private property inspection approval from the Building Department.
    a. Inspections are required for all sidewalk, curb, and driveway apron work
        - Preliminary inspection is required to verify type, size, and location of utility work
        - Preliminary inspection of the base material and/or pre-pour inspections for concrete and asphalt pavement
        - Final inspection after work is completed to verify work and restoration meet Village's standards
    b. Engineering Comments will be provided to the Building Department
    c. All correspondence between the Village and the homeowner's representative will be handled through the Building Department
    d. Re-inspections to address deficiencies must be scheduled through the Building Department 24-hours in advance and may be subject to a re-inspection fee
8. Once the final inspection is approved, performance guarantee money will be released. If the final inspection does not meet the Village's requirements, the Permittee will be notified of all deficiencies that require repair

XHIBIT A

CG 20 10 03 97

ADDJTIDN.A.L INSURED ..:. owNERS, LESSEES OR .
C9NTRACTDRS :-SCHEDULE PE SON 0.R ORGANIZATION

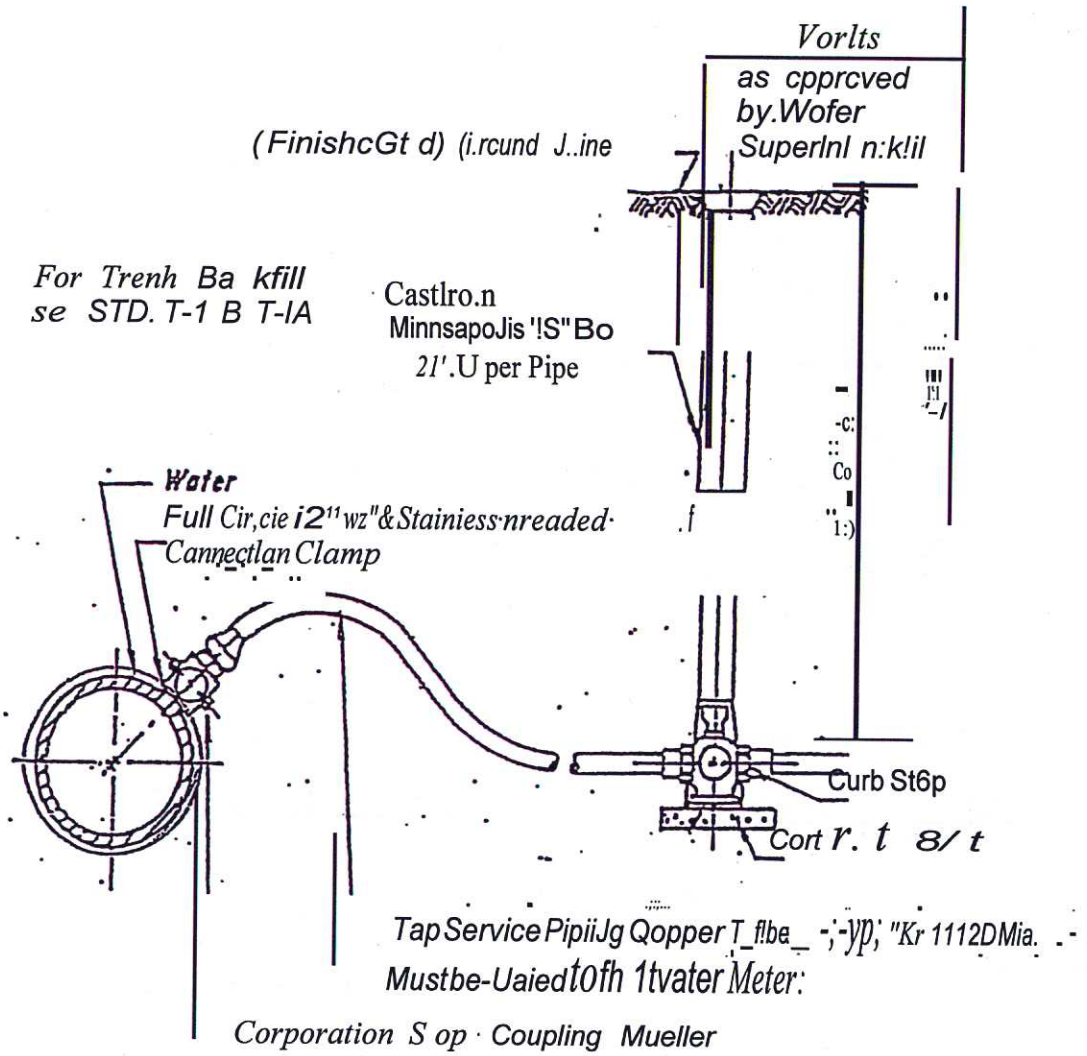
This endors.ement modifies insur.ane pro':'ided under the following:

COMMERCIAL GENERAL LIABILITY CDV!;RAGE PART

. SCHEDULE

..(If no entry appear above; informatin required t0 complete this emdorsemeJ:jt will be.shown in.
.thDecl rations as applicable to this end r erryent.)

. Who Is An Insured (Section H)" is amef)ded t.o include es an ins.LJred the person or o;g ni ation
. shown in the Scheduie, but only with respect to liability arisiriout of your ongoing operations
performed !Pr that ins.ured:



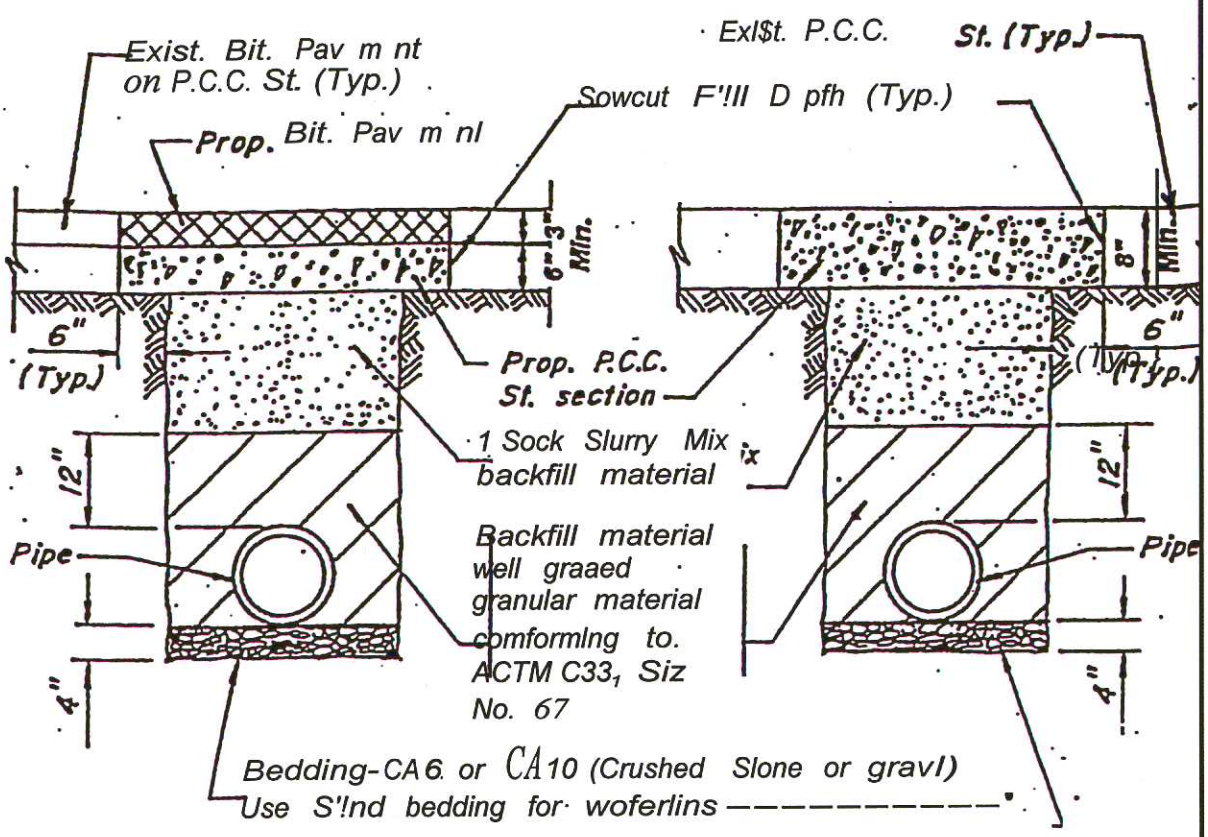
Notes:

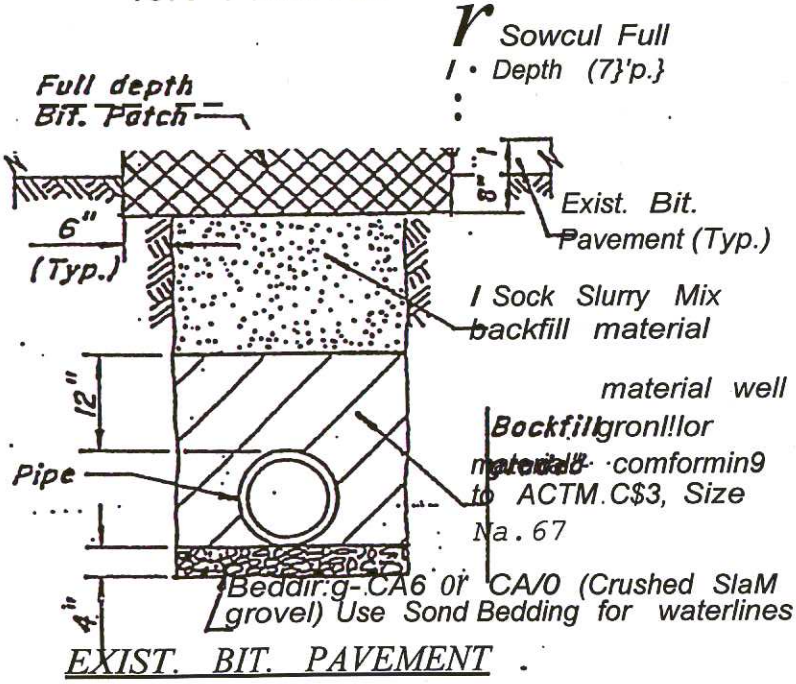
1. *Not:!.fy* the Water *Super.intencie:I?t·7:1 1iours pri:or* to *co1111111.encing wor_k.*
2. *)J.J.l :material and workmanship shzl). con:f.orm* to *'f;;he StlUldard Speci:ficat;:ions for Water* and *sever Ka.in Construction* in *11!no:is1* latest edition.
3. *}l..ll taps v:ill b"e done by* a *CJUe.l.:i:f:ied* contra.ct:.or *approved by the Vl.J..lege* VJa *are to be .inspected by the Village* 0Z *Korton Grove Water Department, both during and e.:ft.et pp:ing.*
4. *Domesti.i: d :U.re services·may be. common. i".he domestic and t.i.e s rv:I.c s-znust* be *metered sep r!_tely..*

WATER SERVICE· !ReVDSeiDJ 4/12/04·-:.

Village of c)\{orton Q-r ve

'rXT – A





NOT£

1. For maximum trench width ·and Gen rol Noles see Sid. T-IA
2. .Instead of a Slurry backfill Ihcontractor may · at · nis option comply with /lem •6 of STO –IA.
3. Ahy E'.rcaviJtion in · · · · · Ptutwoy oreos silo// IJe·/? stored Ia original condition and to flu! satisftrcllon of the . Vllage Englneu·

.TRENCH :s CKFILL

..Village of c:?!.!!1@x_: v..

·. CONSTRUCTION STANDARDS · ·T-1

MAXIMUM TRENCH WIDTH AT TOP OF CONDUIT OR PIPE
3'-z"
3'-2"
3'-6"
.c'-e"
4-'-11"
5'-3"
6'-0"
6'-ar"
7'-6"
9'-Z"
9'-9"
10'-4"
10'-11"
II'-6"
12'-1"
12'-e ..
13'-3"
13'-•o

lfotes:

1. *Definition or one (l) Sack Slurry Bix on.e (l) sack cement to one (l) cubic yard sand to be transit mixed and delivered•*

2. *Contractor is to remove and dispose of al excavated material orr - site.*

3. *Contr ctor shall sawcut six (-6•) inches* **each** *side of* **the** *trench for remova.l. All sawcuts shall be rull 18ngth.*

4. *renches.shall not exceed rive (5') feet in depth without proper·shoring and permission. OSHA notification will be. required.*

5. *rench is to be excavated to firm, undisturbed soil. If over excavation is; required to reach a firm trench bottom, the contractor shall fill the void with CA6 and compact to obtain proper density and grade.*

6. *Instead of slurry bacXfi.ll,..the contractor at the Village's option, utilize rench Backfill* **a** *specified i.n the IDO •standard Specifications for Road and Bridge Construction, la.test edition.• Compaction tests shall* **be** *required in locations approved by the Village and these tests shall be paid for by the contractor. Backfill and compaction wi.l be performed on every .Other lift. All tests shall have 95\ compaction* **or** *better. he·contractor shall also furnish the Village with·a copy or the final compactio_n report*

7. *Albituminous and pprtland cement concrete pavement shall meet the requirements ofd* **be** *constructed in accordance with the Standard Specifications for· oad and Bridge Construction, latest editio .*

B. *Binimum thickness of pavement based on type of street.*

TRENCH BACKFILL

Village of Pleasant Prairie

CONSTRUCTION STANDARDS

T-1A

10-1._ TEMPORARY SILT FENCE

· Temporary. silt fence shall be furnished, installed, maintained, and biter removed at the locations shown on the appr<;wed Storm Water Pollution Prevention Plan in conformance viith . "Water Pollutio.Control" of these special provisions, and in confotinance with details shown on · the plaris and these special pro:visions.

Attention is directed to "Water Pollution Control" of these.special provisions.

Temporary silt fence·.sl:!all bone of the water pollution control practics for sediment control. ·The StoWater·Pollution Prevention Pl?Jl shall. includthe use of temporary silt. fence.

MATERIALS

At the Gontractor's option, temporary·silt fence shall e prefabricated or constiucjed with silt fence fabric, posts,·an4 fast ners.

Silt Fen:ce Fabric

Silt fence fabric shall be geotextile manufactured froli!- woven polYPropylene or polymer material. Silt Fence Fabric·may be virgin or recycled, or a combination qf virgin and recycled polymer materials. No·virgin or recycled polymer materials·shall contain·biodegradable :fi.J)er materials that can degrade the phys cal or·cheinical characteristics of :the finished fabnc.· The· Engineer may order tests to confirm the absence of biodegradable filler materials in conformance to the .requirements in . ASTM: . Designation: E 204 . (Fourier ..Transforined In:frar. .Spectroscopy-FTIR).

Silt fence fabric shall c nform to e following require ents:

Specification	Requirements·
Width, mm {inches}, min.	900 {36}
Gni.b tensile strengtli (25-mm grip);kilonewtons, min. in each direction ASTM Designation: D 4632*	*0.55*
Elongation, percen minimum in eah.cJ$rection ASTM Designation: D 4632*	*15*
Permittivity, 1/sec.,min.· ASTM Desi tion: D 4491	0.05
Flqw rate, liters per min-D;te per square meter, II$.. ASTM Desi tion: D 4491	400
·Ultraviolet stability, percent tensile strength re ed after 500-hours, min. ASTM Designation: D 4S.55 (xenon-arc lamand water spray weathering method)	70

* or appropriate test methpd for spe?ific polymer.

Po ts

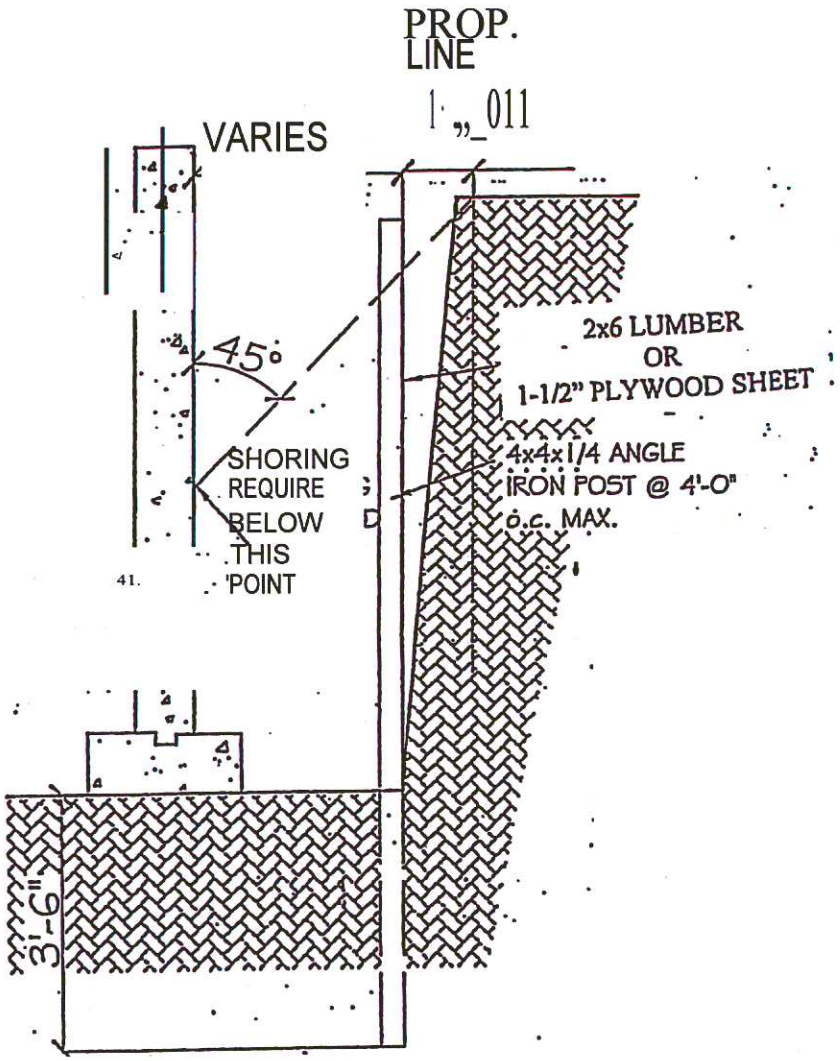
Posts for temporary silt fence s4ill be one of the foilo g:

A. Posts shall be untrea,ted fir or pine, minirriilm,.34 inm x O·{1.25 inches .x ī .S inches} in size, and 1.2 m {A f et} in l ngtp., One end pf the posf hall Q.e poip.ted.

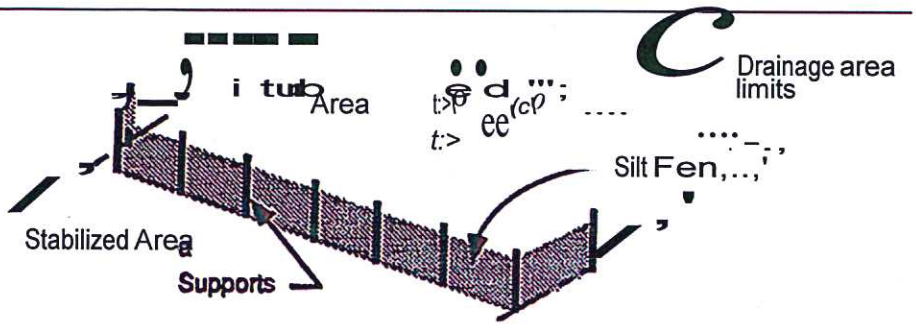
-B. Posts shall be steel and ha,ve a 'U',·'T', "I/ or other cross sectional shape that can resist faJlure by lateral loads. The·.steel posts shall have a minimUD;l mass· per length .of 1.1 kg/m {0.8-pound per foot} and a minimum lengtli of 1.2 m {4 feet} One end of the · l;lteel posts S be pointed·arid the other end shall be capped with ail orange. or red plastic safety cap which fits·s ugly to the steel post. The Contractor shall s bmit to the Engineer for approval.a sample of the capped steel post prior to installatim:i.

Temporary silt fence shall be repaired or replaced on the same day when the damage occtrrs; Damage to the temporarysilt fence resulting from the Contractor's vehicles, equipment, or operations shall be repaired at the Contractor's expense.

SHO.RING. STANDARDS



Silt Fence



Applications

- Perimeter Control
- Slope Protection
- Sediment Trapping
- Channel Protection
- Temporary Stabilization
- Permanent Stabilization
- Waste Management
- Housekeeping Practices

DESCRIPTION

A silt fence consists of geotextile fabric supported by wire mesh netting or other backing stretched between either wooden or metal posts with the lower edge of the fabric securely embedded six-inches in the soil. The fence is typically located downstream of disturbed areas to intercept runoff in the form of sheet flow. A silt fence provides both filtration and time for sediment settling by reducing the velocity of the runoff.

PRIMARY USE

Silt fence is normally used as perimeter control located downstream of disturbed areas. It is only feasible for non-concentrated, sheet flow conditions. If it becomes necessary to place a silt fence where concentrated flows may be experienced (e.g. where two silt fences join at an angle, or across minor channels or gullies), it will be necessary to reinforce the silt fence at that area by a rock berm or sand bag berm, or other structural measures that will support the silt fence.

APPLICATIONS

Silt fence is an economical means to treat overland, non-concentrated flows for all types of projects. Silt fences are used as perimeter control devices for both site developers and linear (roadway) type projects. They are most effective with coarse to silty soil types. Due to the potential of clogging and limited effectiveness, silt fences should be used with caution in areas that have predominantly clay soil types. In this latter instance a soils engineer or soil scientist should confirm the suitability of silt fence for that application

DESIGN CRITERIA

- D Fences are to be constructed along a line of constant elevation (along a contour line) where possible.
- D Maximum drainage area shall be 0.25 acre per 100 linear feet of silt fence.
- D Maximum flow to any 20 foot section of silt fence shall be 1 CFS.
- D Maximum distance of flow to silt fence shall be 200 feet or less. If the slope exceeds 10 percent the flow distance shall be less than 50 feet.
- D Maximum slope adjacent to the fence shall be 2:1.
- O If 50% or less soil, by weight, passes the U.S. Standard sieve No. 200; select the apparent opening size (A.O.S.) to retain 85% of the soil.
- D If 85% or more of soil by weight, passes the U.S. Standard sieve No. 200, silt fences shall not be used unless the soil mass is evaluated and deemed suitable by a soil scientist or geotechnical engineer concerning the erodiblity of the soil mass, dispersive characteristics, and the potential grain-size characteristics of the material that is likely to be eroded.

Targeted Constituents

- ● Sediment
- O Nutrients Toxic Materials
- O Oil & Grease
- Q Floatable Materials
- O Other Construction Wastes

Implementation Requirements

- Q qapital Costs
- ● Maintenance
- O Training
- Q Suitability for Slopes > 5%

Legend

- ● Significant Impact
- Q Medium Impact
- O Low Impact
- ? Unknown or Questionable Imoact

Fe=0.75

S-1

North CentralTexas Council of Governments

Silt Fence

- D Stone overflow structures or other outlet control devices shall be installed at all low points along the fence or spaced at approximately 300 feet if there is no apparent low point.
- D Filter stone for overflow structure shall be 1-1/2" washed stone containing no fines. Angular shaped stone is preferable to rounded shapes.
- D Silt fence fabric must meet the following minimum criteria:
  - o Tensile Strength, ASTM 04632 Test Method for Grab Breaking Load and Elongation of Geotextiles, 90-lbs.
  - o Puncture Rating, ASTM 04833 Test Method for Index Puncture Resistance of Geotextiles, Geomembranes, and Related Products, 60-lbs.
  - o Mullen Burst Rating, ASTM 03786 Standard Test Method for Hydraulic Bursting Strength of Textile Fabrics-Diaphragm Bursting Strength Tester Method, 280-psi.
  - o Apparent Opening Size, ASTM 04751 Test Method for Determining Apparent Opening Size of a Geotextile, U.S. Sieve No. 70 {max) to No. 100 {min)
  - o Ultraviolet Resistance, ASTM 04355. Minimum 70 percent.
- D Fence posts shall be galvanized steel and may beT-section or L-section, 1.3 pounds per linear foot minimum, and 4 feet in length minimum. Wood Posts may be used depending on anticipated length of service and provided they are 4 feet in length minimum and have a nominal cross section of 2 inches by 4 inches for pine or 2 inches by 2 inches for hardwoods.
- D Silt fence shall be supported by galvanized steel wire fence fabric as follows:
  - o 4" x 4" mesh size, W1.4/1.4, minimum 14-gauge wire fence fabric;
  - o Hog wire, 12 gauge wire, small openings installed at bottom of silt fence;
  - o Standard 2" x 2" chain link fence fabric; or
  - o Other welded or woven steel fabrics consisting of equal or smaller spacing as that listed herein and appropriate gauge wire to provide support.
- D A 6-inch wide trench is to be cut 6 inches deep at the toe of the fence to allow the fabric to be laid below the surface and backfilled with compacted earth or gravel to prevent bypass of runoff under the fence. Fabric shall overlap at abutting ends a minimum of 3 feet and shall be joined such that no leakage or bypass occurs.
- D Sufficient room for the operation of sediment removal equipment shall be provided between the silt fence and other obstructions in order to properly maintain the fence.
- D The ends of the fence shall be turned upstream to prevent bypass of storm water.

LIMITATIONS

Minor pending will likely occur at the upstream side of the silt fence, which could result in minor localized flooding. Silt fences are not intended for use as check dams in swales or low areas subject to concentrated flow. Silt fences shall not be used where soil conditions prevent a minimum toe-in depth of 6 inches or installation of support posts to a depth of 12 inches.

Silt fence can interfere with construction operations; therefore planning of access routes onto the site is critical. Silt fence can fail structurally under heavy storm flows, creating maintenance problems and reducing the effectiveness of the system.

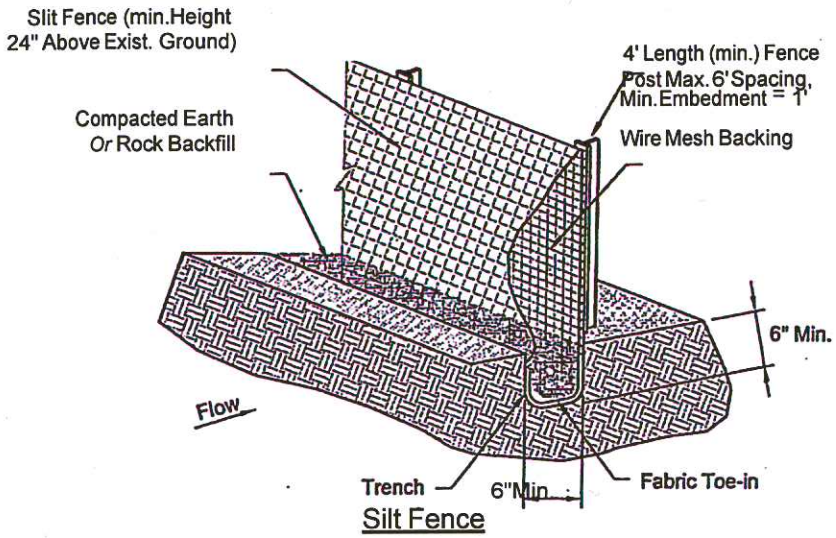
MAINTENANCE REQUIREMENTS

Silt fence should be inspected regularly {at least as often as required by the TPDES Construction General Permit, Appendix A} for buildup of excess sediment, undercutting, sags, and other failures. Sediment should be removed when it reaches approximately one-half the height of the fence. In addition, determine the source of excess sediment and implement appropriate BMPs to control the erosion. If the fabric becomes damaged or clogged, it should be repaired or replaced as necessary.

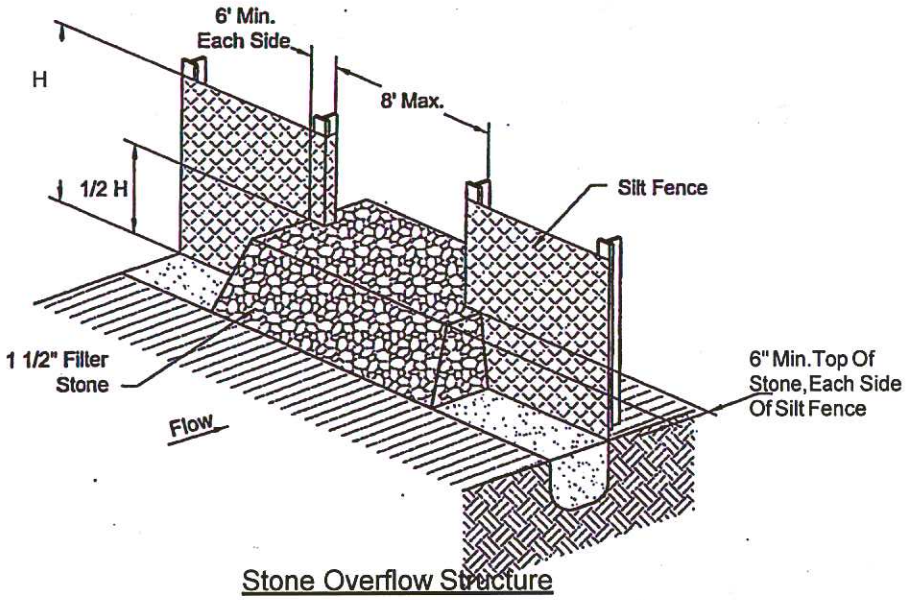
SPECIFICATION

Specifications for construction of this item may be found in the Standard Specifications for Public Works Construction- North Central Texas Council of Governments, Section 201.5 Silt Fence.

Silt Fence & Stone Overflow Structure

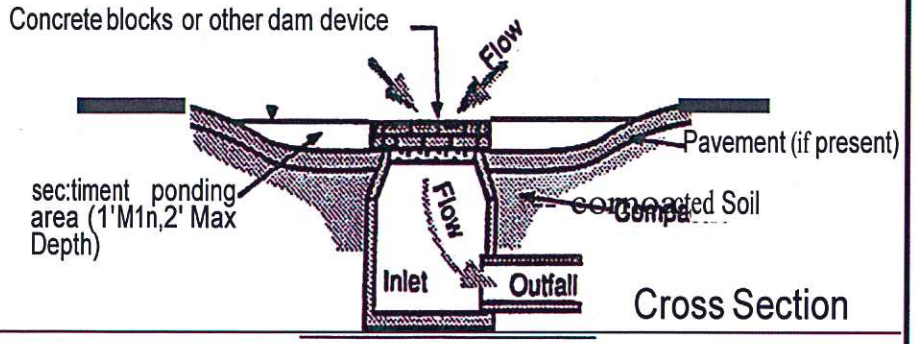


Silt Fence



Stone Overflow Structure

Inlet Protection



Cross Section

DESCRIPTION
Inlet protection consists of a variety of methods of intercepting sediment at low point inlets through the use of stone, filter fabric, inlet inserts, and other materials. This is normally located at the inlet, providing either detention or filtration to reduce sediment and floatable materials in storm water.

PRIMARY USE
Inlet protection should be considered a secondary defense in site erosion control due to the limited effectiveness and applicability of the technique. It is normally used in new developments that include new inlets or roads with new curb inlets or during major repairs to existing roadways.

Inlet protection has limited use in developed areas due to the potential for flooding, traffic safety, pedestrian safety, and maintenance problems. Inlet protection can reduce sediment in storm sewer systems by serving as a back up system to onsite controls or by reducing sediment loads from controls with limited effectiveness.

APPLICATIONS
Different inlet protection variations are used for different conditions as follows:

- O Filter barrier protection {similar to a silt fence barrier around the inlet) is appropriate when the drainage area is less than one acre and the basin slope is less than five {5) percent. This type of protection is not applicable in paved areas.

- O Block and gravel {crushed stone, recycled concrete is also appropriate) protection is used when flows exceed 0.5 c.f.s. and it is necessary to allow for overtopping to prevent flooding.

- O Excavated impoundment protection around a drop inlet may be used for protection against sediment entering a storm drain system. With this method, it is necessary to install weep holes to allow the impoundment to drain completely. The impoundment shall be sized such that the volume of excavation shall be equal to 1800 to 3600 cubic feet per acre of disturbed area entering the inlet for full effectiveness.

Applications

Perimeter Control Slope Protection Sediment Trapping Channel Protection Temporary Stabilization Permanent Stabilization Waste Management Housekeeping Practices

Targeted Constituents

g Sediment
O Nutrients Toxic Materials
O Oil & Grease
g Floatable Materials
O Other Construction Wastes

Implementation Requirements

● Capital Costs
● Maintenance
O Training
O Suitability for Slopes >5%

Legend

● Significant Impact
g Medium Impact
O Low Impact
? Unknown or Questionable

Varies

S-4

North Central Texas Council of Governments

Inlet Protection

DESIGN CRITERIA

- Special caution must be exercised when installing inlet protection on publicly traveled streets or in developed areas. Ensure that inlet protection is properly designed, installed and maintained to avoid flooding of the roadway or adjacent properties and structures.
- Filter fabric protection shall be designed and maintained in a manner similar to silt fence.
- Where applicable, filter fabric, posts, and wire backing shall meet the material requirements specified in BMP Fact Sheet S-1, Silt Fence.
- Filter gravel shall be % inch (Block and Gravel Protection) or 1-1/2 to 2 inch (Excavated Impoundment Protection) washed stone containing no fines. Angular shaped stone is preferable to rounded shapes.
- Concrete blocks shall be standard 8" x 8" x 16" concrete masonry units.
- Maximum depth of flow shall be eight (8) inches or less.
- Positive drainage is critical in the design of inlet protection. If overflow is not provided for at the inlet, excess flows shall be routed through established swales, streets, or other watercourses to minimize damage due to flooding.
- Filter Barrier Protection
  Silt Fence shall consist of nylon geotextile supported by wire mesh, W1.4 X W1.4, and galvanized steel posts set a minimum of 1 foot depth and spaced not more than 6 feet on center. A 6 inch wide trench is to be cut 6 inches deep at the toe of the fence to allow the fabric to be laid below the surface and backfilled with compacted earth or gravel. This entrenchment prevents any bypass of runoff under the fence.
- Block and Gravel Protection (Curb and Drop Inlets)
  Concrete blocks are to be placed on their sides in a single row around the perimeter of the inlet, with ends abutting. Openings in the blocks should face outward, not upward. %" x %"wire mesh shall then be placed over the outside face of the blocks coyering the holes. Filter stone shall then be piled against the wire mesh to the top of the blocks with the base of the stone being a minimum of 18 inches from the blocks. Alternatively, where loose stone is a concern (streets, etc.), the filter stone mayb be placed in appropriately sized geotextile fabric bags. Periodically, when the stone filter becomes clogged, the stone must be removed and cleaned in a proper manner or replaced with new stone and piled back against the wire mesh.
- Excavated Impoundment Protection
  An excavated impoundment shall be sized to provide a storage volume of between 1800 and 3600 cubic feet per acre of disturbed area. The trap shall have a minimum depth of one foot and a maximum depth of 2 feet as measured from the top of the inlet and shall have sideslopes of 2:1 or flatter. Weep holes are to be installed in the inlet walls to allow for the complete dewatering of the the trap. When the storage capacity of the impoundment has been reduced by one-half, the silt shall be removed and disposed in a proper manner.
- Inlet inserts are commercially available to remove sediment, constituents (pollutants) adsorbed to sediment, and oil and grease. Maintenance is required to removesediment and debris that could clog the filters. Inlet inserts must have a bypass function to prevent flooding from clogging or high flows.

LIMITATIONS

Special caution must be exercised when installing inlet protection on publicly traveled streets or in developed areas. Ensure that inlet protection is properly designe<;l, installed and maintained to avoid flooding of the roadway or adjacent properties and structures.

Inlet protection is only viable at low point inlets. Inlets that are on a slope cannot be effectively protected because storm water will bypass the inlet and continue downstream, causing an overload condition at inlets downstream.

Inlet Protection

MAINTENANCE REQUIREMENTS

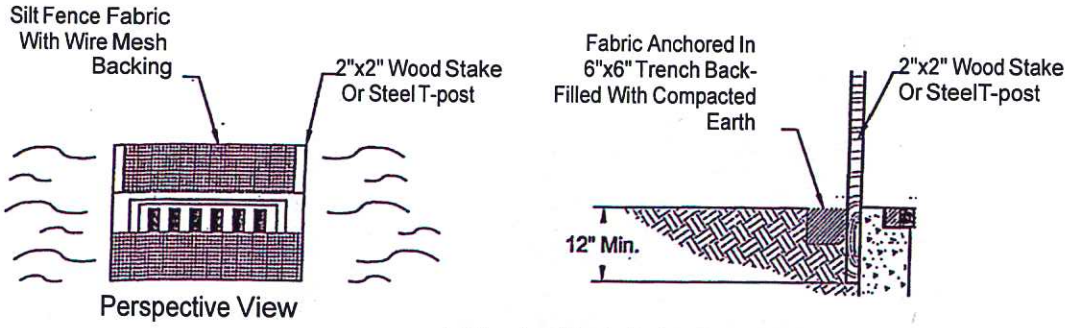
Inlet protection should be inspected regularly (at least as often as required by the TPDES Construction General Permit, Appendix A). When silt fence is used and the fabric becomes clogged, it should be cleaned or, if necessary, replaced. Also, sediment shOuld be removed when it reaches approximately one-half the height of the inlet protection device. If a sump is used, sediment should be removed when the volume of the basin is reduced by 50%.

For systems using filter stone, when the filter stone becomes clogged with sediment, the stones must be pulled away from the inlet and cleaned or replaced. Since cleaning of stone at a construction site may be difficult, an alternative approach would be to use the clogged stone as fill material and put new stone around the inlet.

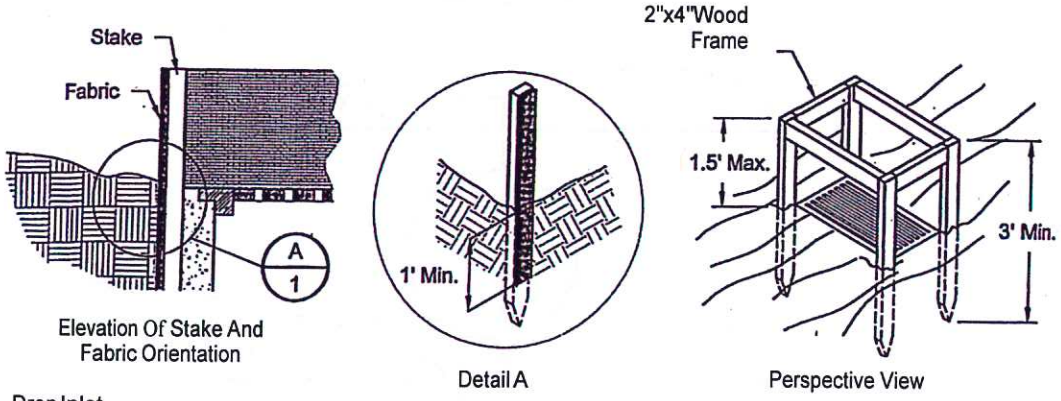
SPECIFICATION

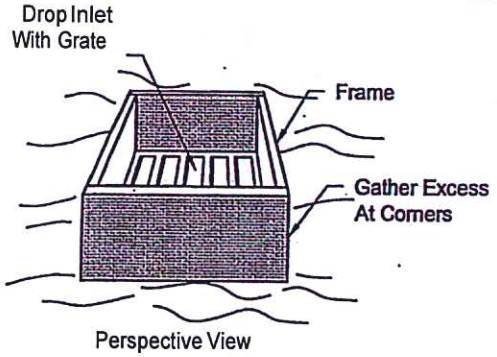
Specifications for construction of this item may be found in the Standard Specifications for Public Works Construction- North Central Texas Council of Governments, Section 201.15 Inlet Protection.

Inlet Protection - Filter Barrier



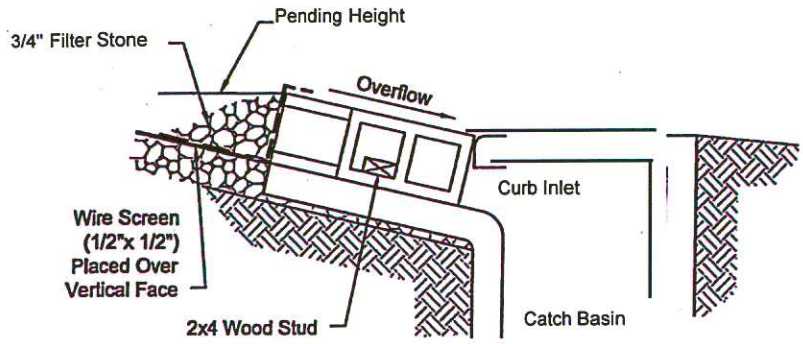
I. Standard Installation



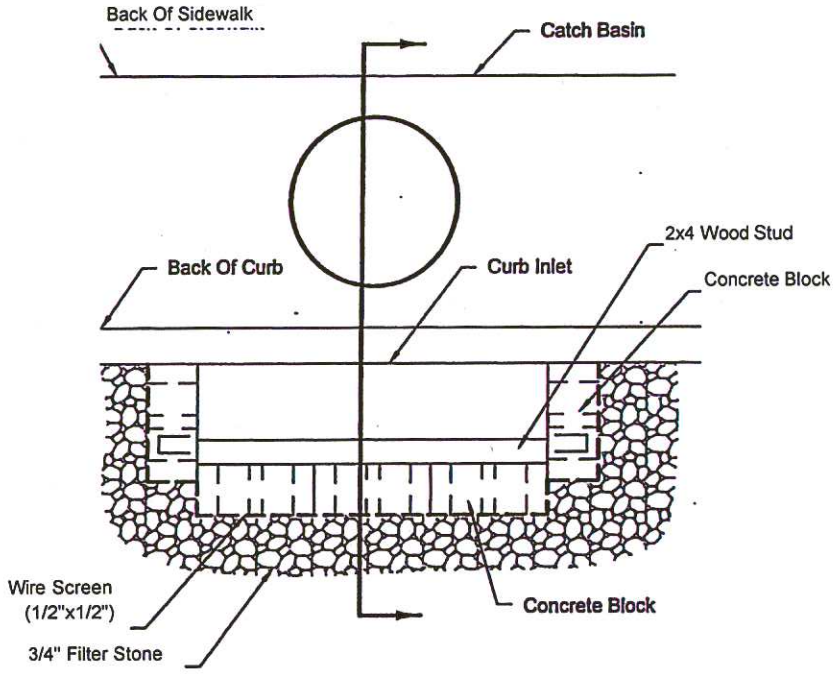


Specific applii::ation:
This method of inlet protection is applicable where the inlet drains a relatively flat area (slope no greater than 5%) where the inlet sheet or over-land flows (not to exceed 1 c.F.S.) are typical. The method shall not apply tci inlets receiving concentrated flows such as in streets or highway medians.

Inlet Protection • Curb

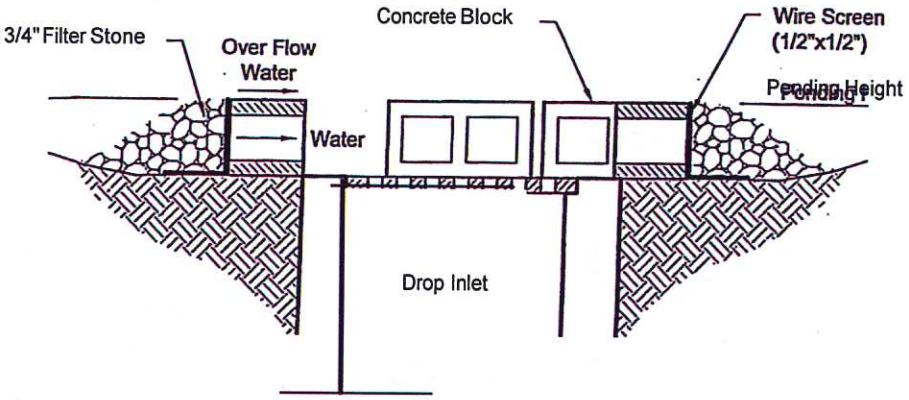


Cross Section

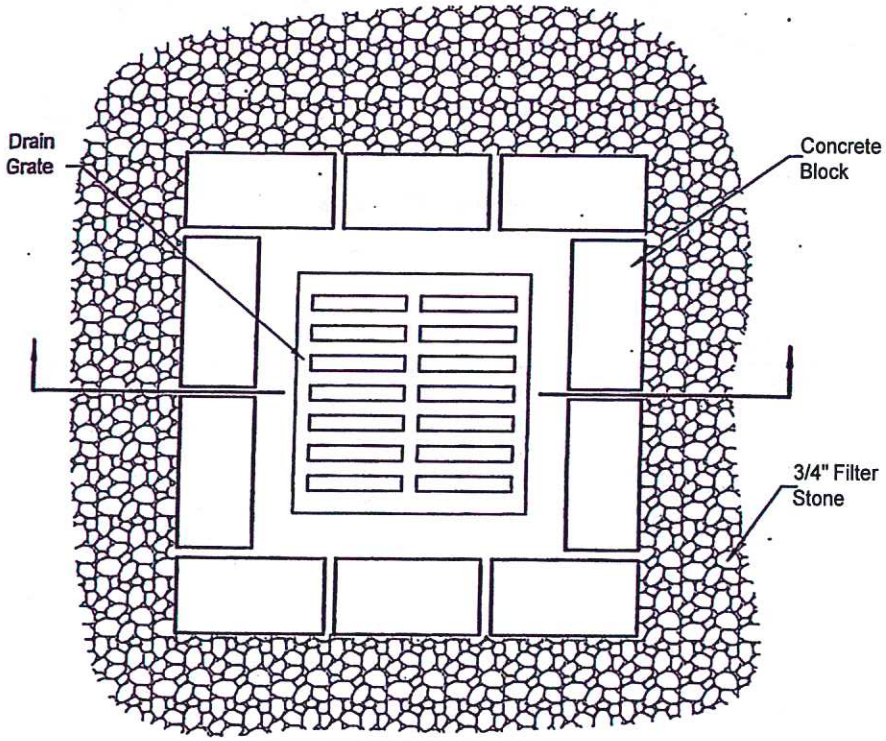


Plan View

Inlet Protection – Drop Inlet

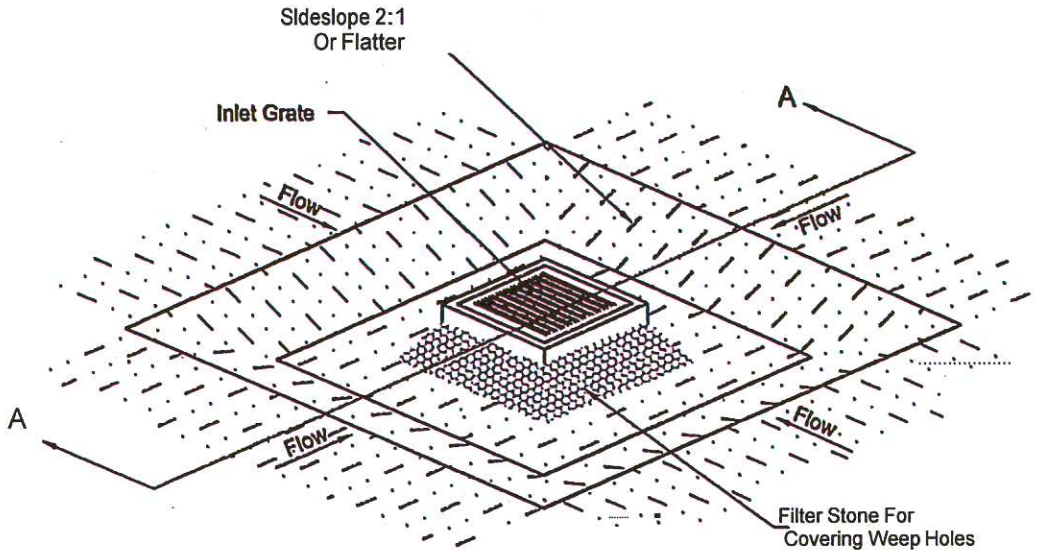


Cross Section

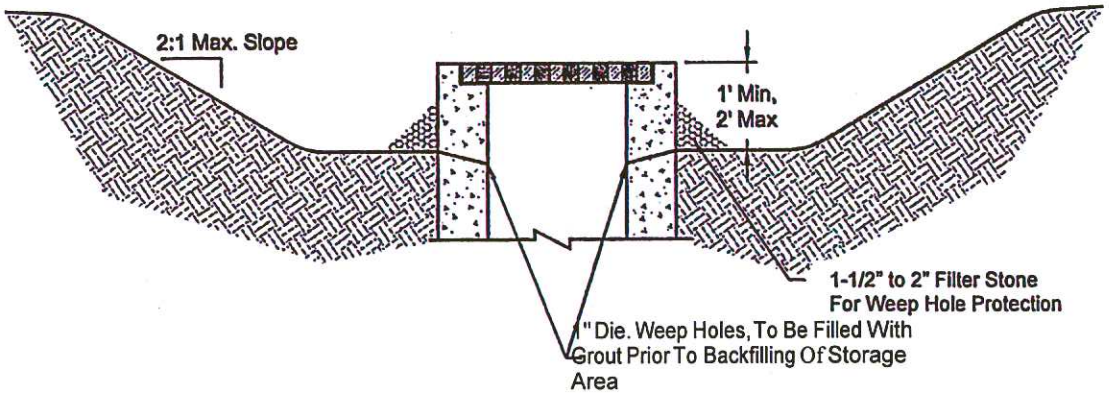


Plan View

Inlet Protection - Excavated Impoundment



Isometric Plan View



Section A-A

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Asbestos Abatement Permitting

Asbestos Abatement Permits

An Asbestos Abatement permit application is required for all asbestos projects (residential, commercial, institutional and industrial) and must be applied for at least ten (10) working days before the start of the project. See below for fee schedule:

- Residential: $200.00 filing fee
- Commercial: $200.00 filing fee and Inspection fee: $6/square foot, $2/linear foot
  - Inspection fee shall not exceed $2,000.00
- All fees are non-refundable

Please note: Cook County does not distinguish between friable and non-friable Asbestos Containing Materials (ACM) in the above fee schedule.

Additional Info

- Asbestos Abatement Permits are valid for intervals of 30 days at a time. Contractors are not permitted to be off-site for more than 10 consecutive calendar days at a time without pulling a new permit.
- You are required to submit a revision via the Electronic Permit Processing Portal [1]if your work hours/shifts differ from what is on your application. Failure to do so will automatically **VOID** the permit.
- **Phasing**: If the contractor is off-site for more than 10 consecutive calendar days, or if the scope of work is increased by more than 15% within 5 days of the project's completion, or if on-site work dates cannot be specifically identified, then the situation counts as Phasing and your permit will be **VOIDED**.

Revisions

- You can revise a permit anytime between the original start and completion dates of the project.
- Submit a revision [2]via the portal to notify the department of an O&M permit project notification within 48 hours prior to starting each removal episode. The notice must include the location within the building to which the work is to be performed, onsite contact information, and the anticipated work hours.
- A general asbestos removal permit may be revised up to six (6) times within one (1) year from the issuance. O&M permits have unlimited revisions.

Operations and Maintenance Asbestos Removal Permits

To obtain a first-time Operations and Maintenance Asbestos Removal Permit an applicant must submit an email request to asbestosdemo@cookcountyil.gov [3] no less than 15 days prior to the scheduled start of the asbestos renovation project. The Applicant will work with the Asbestos & Demolition Coordinator to submit the required information.

O&M permits are valid for one calendar year (the calendar year in which the permit was issued), Jan. 1 through Dec. 31. (Applications may be submitted at any time).

The annual report and inspection fee requirements are as follows:

- Summary reports and inspectional fees are due every quarter (or biannually depending on facility type)
  - Healthcare facilities and schools: Every 6 months
  - Commercial and/or industrial buildings: Every quarter
- Inspectional fees: $6.00/square foot and $2.00/linear foot

For more information, please contact asbestosdemo@cookcountyil.gov [3] or call (312) 603- 8200.

Related Links:
Illinois Department of Public Health Asbestos Abatement [4]
City of Chicago Asbestos and Lead Hazards in Demolition and Renovation Projects [5]

Source URL: https://www.cookcountyil.gov/service/asbestos-abatement-permitting

Links
[1] https://espay.cookcountyil.gov/DesWebPortal/#/asbestos
[2] https://espay.cookcountyil.gov/DesWebPortal/#/asbestos/revision/search
[3] mailto:asbestosdemo@cookcountyil.gov
[4] http://dph.illinois.gov/topics-services/environmental-health-protection/asbestos
[5] https://www.chicago.gov/content/dam/city/depts/cdph/environmental_health_and_food/AsbestosdemorenovsandblagrindInfo.pdf

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Demolition Permitting

Demolition Permitting

To complete a Cook County Demolition Application or Revision, please use the new Department of Environment and Sustainability (DES) **Electronic Permit Processing Portal** [1].

Please note all demolition permits must comply with our Demolition Debris Diversion (3D) Ordinance [2].

Do I need a demolition permit?

A demolition permit is needed if you are wrecking or removing/disturbing any load-supporting or load-bearing structural member of the building.

Residential Demolition Permits

A residential demolition permit [1] is required for the demolition of a residential building with four or less dwelling units (includes garages and sheds).

Commercial Demolition Permits

A commercial demolition permit [1]is required for the demolition of a commercial, industrial, healthcare, school or residential (5 or more dwelling units) structure. One permit application per structure is required.

FAQ

What do I need to apply for a permit?

A demolition permit application must include the following items:

1. A copy of the Cook County Property Tax Summary [3]. Taxes must be up to date to receive a demolition permit;
2. Asbestos Inspection Report OR Asbestos Permit number (if abated). If the structure was built after 1982, the asbestos inspection report could be waived. Applicant must provide documentation showing proof of construction date such as building permit, deed, appraisal date, etc.;
3. Plat Survey/Photographs of structure(s) to be demolished;
4. Variance/emergency Documentation (if applicable).

How much does a permit cost?

- Residential structures - $300.00 for the first structure and $150.00 for each additional structure.
- Commercial and residential (5 or more units) structures - $750.00 per structure

All fees are non-refundable.

How long is a permit valid for?

A permit can be valid up to 30 calendar days.

Can a homeowner demolish their own structure?

Yes, on the application, under the Demolition Contractor Information, list the homeowner's information.

Can I revise my permit?

Yes, if any changes to the permit are needed applicants must revise the permit on the portal [1]. **Failure to do so will automatically VOID the permit.**

What can I revise on a permit?

You can revise any information on a permit besides the address. For example, the permit start/end dates, contactors information, disposal site information, and transporter information can all be revised. **Please note that we must**

receive your revision request at least 48 hours before the permit expires.

How many times can I revise one permit?

You may revise one permit up to 6 times; after the 6th revision the permit will expire, and a new permit is required.

Can I place my permit on hold?

Yes, a hold may be applied to a permit to eliminate the possibility of the permit expiring. Placing a permit on hold allows you to keep the permit valid for one calendar year without expiring, however work can't be done while the permit is on hold. It's typically used when a third party is holding up the project and you believe that your permit will expire before the project begins.

What is the cost to cancel or place a permit on hold?

No payment is necessary if you are canceling a permit or placing a permit on hold. However, removing permits from hold status (i.e. date change) does require a $55.00 fee per permit. Also the Department will not refund any canceled permits.

What if my property is in unincorporated Cook County?

If the subject property is in unincorporated Cook County a demolition building permit is required from the Cook County Department of Building and Zoning [4].

How long does it take to get my permit application approved?

Once received, in most cases permit applications will be reviewed and approved within 48 hours after receiving it. Please note, applications must be submitted 10 business days before the work start date.

Can I waive the required 10 business day waiting period?

Yes, but only in extreme circumstances and through an emergency variance. For example, a structure that has become a health and safety risk could qualify for a waiver. A variance request letter is required to waive the waiting period. The letter will be reviewed during your application process.

Where can I find a list of approved, licensed, and registered asbestos contractors?

For a complete list, please contact asbestosdemo@cookcountyil.gov [5].

Can I substitute photos for plat of surveys?

Yes, the photos must display the structure(s) that you intend to demolish.

Other questions?

Please contact asbestosdemo@cookcountyil.gov [5] or call at (312) 603 – 8200.

Related Links:
Green Halo Systems [6]
U.S. EPA Demolition Reuse [7]
Cook County Department of Building and Zoning [8]

Source URL: https://www.cookcountyil.gov/service/demolition-permitting

Links
[1] https://espay.cookcountyil.gov/DesWebPortal/#/demolition
[2] https://library.municode.com/il/cook_county/codes/code_of_ordinances?nodeId=PTIGEOR_CH30EN_ARTVASRESU_DIV3DEDEDI_S30-773DEDEDIRE
[3] https://www.cookcountytreasurer.com/setsearchparameters.aspx
[4] https://www.cookcountyil.gov/service/e-permits
[5] mailto:asbestosdemo@cookcountyil.gov
[6] http://www.greenhalosystems.com/
[7] https://www.epa.gov/large-scale-residential-demolition/road-reuse-residential-demolition-bid-specification-development
[8] https://www.cookcountyil.gov/agency/building-and-zoning-0