



**Village of Orland Hills**  
**COMMERCIAL Building Permit Application**  
**16033 S. 94th Avenue, Orland Hills, IL. 60487-4623**

(PRINT or TYPE to complete this form only)

Construction Address: \_\_\_\_\_ { Construction Cost \_\_\_\_\_ }

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Lot. \_\_\_\_\_ Blk. \_\_\_\_\_ Subd. \_\_\_\_\_ Twp. \_\_\_\_\_ P.I.N.# \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Building: Single Family: \_\_\_\_\_ Townhouse: \_\_\_\_\_ Commercial: \_\_\_\_\_ Other: \_\_\_\_\_

Building: New: \_\_\_\_\_ Addition: \_\_\_\_\_ Alteration: \_\_\_\_\_ Total sq. ft: \_\_\_\_\_

Garage: Attached: \_\_\_\_\_ sq. ft. Detached: \_\_\_\_\_ sq. ft.

Total Rms: \_\_\_\_\_ Bathrms: \_\_\_\_\_ Bedrms: \_\_\_\_\_ Bsmt: \_\_\_\_\_ Crawl: \_\_\_\_\_

Slab: \_\_\_\_\_ Stories: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

**~ SUBMIT WITH APPLICATION ~**

- Four ( 4 ) sets of survey / plat, architect plan showing all construction, location of all structures, building, garage, accessory buildings, etc., from all lot lines & also showing proposed final grading, foundation elevation and lot drainage.
- Four ( 4 ) sets of plans & specifications showing details of **all** construction.
- Completed** "Contractors, Trades, & Subcontractors List" form. **\*NOTE\* All trades & subcontractors must be licensed by the village and bonded by their insurance company or no release of permit.**

I hereby declare that all statements are true to the best of my knowledge and belief. It is my understanding that no error or omission in either the specifications, plans, survey or application, whether said plans or application has been permitted, shall permit or relieve the applicant, from having all work completed in any other manner than that allowed by the Village of Orland Hills Codes and Ordinances and the statutes of the State of Illinois.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby authorize the applicant and those listed on the contractors list, to perform any / all work necessary to complete the requirements of this permit.

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Date Rec: \_\_\_\_\_ App By: \_\_\_\_\_ Date: \_\_\_\_\_ Permit # \_\_\_\_\_

Fees: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cash/Check: \_\_\_\_\_ Permit Expire \_\_\_\_\_

**Phone:**  
**708/349-4887**

**REQUEST INSPECTIONS**  
**AS INDICATED ON INSPECTION LIST**

**Fax:**  
**708/349-1358**



# VILLAGE OF ORLAND HILLS

February 1, 2017

To: Registered/Licensed Contractors with the Village of Orland Hills

Re: CODE UPDATE – Ordinance No. 2017-002

On January 18, 2017 the Village Board of Trustees adopted Ordinance #2017-002 amending the Code of Ordinances of the Village of Orland Hills. Included in this Ordinance is the adoption of the following codes:

- 2015 International Residential Code
- 2015 International Building Code
- 2015 International Mechanical Code
- 2015 International Fire Code
- Illinois Energy Conservation Code Latest Edition (International Energy Conservation Code/ 2015 with Illinois Amendments.)
- 2015 International Performance Code
- 2015 International Property Maintenance Code
- 2015 International Existing Building Code
- 2014 Illinois Plumbing Code / Latest Edition adopted by the State of Illinois.
- 2017 National Electrical Code of the National Fire Protection Association.
- 2017 Illinois Accessibility Code & ADA /Latest Edition adopted by the State of Illinois.

The above Building Codes will take effect on all permits submitted starting on February 1, 2017.

We will work with you and your employees to make this a smooth transition. A copy of this ordinance will be made available to you upon request.

Feel free to call if you have any questions.



# VILLAGE OF ORLAND HILLS

## New Business Requirements Permit Application Requirements For existing and new construction

1. All new businesses are required to obtain a business license and building permit.
2. A non-refundable deposit of \$500.00 is required with the permit application for renovations. A deposit of \$5,000.00 is required for all new construction. The deposit amount is applied toward permit and review fees.
3. Permit fees start at around \$1,500.00 and increase according to amount of proposed work.
4. Business licenses start at \$160.00 and increase according to the fee schedule on the application.
5. Plans/blueprints are required for all new businesses.
6. Stamped plans by an architect are not required for basic interior work such as painting, carpeting, tile, counters and displays.
7. Architectural plans, stamped by a licensed architect and or engineer are required for major interior renovations such as adding or deleting walls, adding or deleting plumbing, electric, HVAC equipment, cutting or opening existing walls or floors, etc.
8. For all plans, provide four full sets of plans showing details on Demolition, Existing and Proposed Walls, Doors, Ceilings, Plumbing, Electric, HVAC, Cabinets, Counters, Equipment, Carpet, Tile, Emergency Lighting, Smoke Detectors, Fire Extinguishers, Sprinklers (if required), etc.
9. Provide equipment specs, cut and/or data sheets.
10. All contractors and subcontractors must be licensed and bonded in the Village of Orland Hills before a permit is released.
11. A separate sign permit is required from the sign company.
12. If applicable, a copy of your Sanitation Certificate from the Illinois Dept. of Public Health. (Food Service Manager Certification).
13. If applicable, a copy of any state or county license that is required to operate the business.
14. Construction must comply with the following Village of Orland Hills codes.
15. 2015 International Building Code.
16. 2017 National Electrical Code.
17. 2015 International Mechanical Code.
18. 2015 International Fire Code.
19. 2014 Illinois Plumbing Code/ or Latest Edition adopted by the State of Illinois.
20. Illinois Energy Conservation Energy Code/Latest edition/International Energy Conservation Code 2015 with Illinois Amendments.
21. 2017 Illinois Accessibility Code & ADA.
22. Elevator permit may be required. Contact Thompson Elevator @ 847.296.8211
23. If site work is proposed additional permits may be required from IL. EPA, Cook County Highway Dept., IDOT, Sewer & Water contact Illinois American Water Company & MWRD, Army Corp of Engineers.
24. Exit signs, smoke detectors, sprinklers (if required), fire extinguishers, emergency lighting, fire alarm upgrade, pull stations, strobes, etc. are all required. Call Orland Fire District, @ 708.349.0074.

*Any questions please call the Building Department at 708-349-4887.*



# VILLAGE OF ORLAND HILLS

## Requirements For Grading Plans

When the construction of a structure is proposed on an individual lot or in a subdivision, the information listed below will be required. The following items must be included on all site-grading plans:

1. \$5000.00 deposit is required before any reviews or discussions take place and will be applied toward your permit and/or engineering fees.
2. Location of existing and proposed utility, drainage or other easements.
3. Proposed drainage swales and easements must be clearly delineated.
4. Proposed water retention/detention if required with calculations as required.
5. North arrow and scale.
6. Benchmark, plainly labeled and within 300 feet of the proposed developed lot.
7. Location and size of the proposed building on the lot, with dimensions to the front, rear and both side property lines clearly indicated.
8. Elevations for top of foundation and four property corners.
9. Elevations for the top of existing foundations in the adjacent properties and distances from side lot lines to adjacent structures.
10. A plan showing existing topography/elevations within the lot.
11. Proposed driveway and sidewalk locations and details.
12. Proposed sanitary sewer and water, gas, electric and all utility service locations.
13. Signature and seal of an Illinois registered Land Surveyor or Professional Engineer.
14. Compliance with NPDES Phase II Storm Water Pollution Prevention plan including silt fence location and erosion control methods.
15. Property address, lot number and lot size (all dimensions).
16. Additional information may be required as deemed necessary by Village Staff.

## ADDITIONAL INFORMATION

- Four (4) Site and Grading plans must be submitted.
- No street openings will be allowed. Auguring or directional boring methods must be utilized.
- Installation of water and sanitary services shall be done in accordance with IEPA, MWRD, Illinois American Water Company and Village requirements.
- A spotted survey is required when the foundation is installed. No further construction will be performed on that structure until a spotted survey has been submitted and accepted by the Village authorities.
- A final survey (Topo) will be required which includes final grade elevations at the foundation, culvert and inverts (if present), four property corners, all drainage swales, all public utility & drainage easements, sidewalk, driveway, parking lot and all adjacent property structures and elevations between the property corners & the foundation.



# VILLAGE OF ORLAND HILLS

## Demolition Requirements

1. A Cook County Demolition Permit is required.
2. A village of Orland Hills Demolition permit is required.
3. All contractors and sub-contractors must be licensed and bonded in the village of Orland Hills.
4. Provide a site plan with permit application of all existing utilities marked on the plan including all structures, paved areas, gas, utilities, electric, phone, cable, water lines, wells, sanitary lines, pipelines, septic fields, septic lines and tanks.
5. Strictly follow the conditions of the Cook County permit requirements.
6. Strictly follow the provisions of the Cook County Environmental Control Ordinance.
7. Contractor is required to notify local authorities the day before starting work as follows. Building Dept. 708-349-4887. Orland Hills Police Dept. 708-349-4434. Orland Fire Protection, 708-349-0074.
8. A silt fence will need to be in place and inspected before any work begins.
9. A J.U.L.I.E. locate is required before the silt fence inspection.
10. All septic fields, tanks and lines need to be removed and filled with compacted stone. Inspections are required before stone is placed.
11. All utilities are required to be capped off and marked according to code.
12. When demolition is complete, provide an as built site plan within three business days referencing locations of all existing and removed utilities listed in #4 and the method of termination and removal.

***Failure to follow the above requirements will result in the issuance of one or more citations. Once a citation is issued, a fine of not less than \$75.00 per day and not more than \$500.00 per day will be imposed. Each day or portion of a day thereof shall be deemed a separate offense.***



# Village of Orland Hills

## Contractors, Trades, & Subcontractors List

Construction Address: \_\_\_\_\_ Permit No: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\*\*\*\*

Architect or Engineer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\*\*\*\*

### Contractors~~Trades~~Subcontractors

Acoustical Tile: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Blacktop or Paving: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Carpenter: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Communications: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Concrete \*Wall or Floor\*: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Concrete \*Curb or Sidewalk\*: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Dampproofing: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Demolition: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Drywall or Plastering: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Electrical: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Excavating: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Fencing: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Fire / Burglar Alarm: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Fireplace: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Floor, Wall, Tile: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Floor Finishing/Wood/Carpet: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Garage Door: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Glazing: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

HVAC: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Insulation: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Landscape: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mason: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Painting: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Plumbing: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Roofing: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Sheet Metal/Flashing: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Sewer/Water \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Siding: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Signs: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Sprinkler \* Fire \*: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Sprinkler/Lawn: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Structural Steel: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

PLEASE USE REVERSE SIDE TO ADD CONTRACTORS NOT LISTED

**Applicant hereby agrees that all contractors, trades and subcontractors listed above shall perform said improvements and upon any changes will notify the Building Department in writing. Said contractors, trades, and subcontractors shall conform to the regulations set forth in the Village of Orland Hills Codes and Ordinances. If any changes occur in the plans, specifications, or plot plan, the applicant hereby agrees to notify the Building Department for approval before continuing any and all work.**

\_\_\_\_\_  
Signature of Applicant and/or Responsible Party

\_\_\_\_\_  
Date





# VILLAGE OF ORLAND HILLS

## CODE CERTIFICATION

This is to certify that the undersigned is familiar with the Village of Orland Hills, Illinois, Code of Ordinances being, International Building Code 2015, International Residential Code 2015, National Electric Code 2017, International Mechanical Code 2015, Illinois Plumbing Code 2014/ latest edition, International Fire Code 2017, Illinois Conservation Energy Code latest edition/2015 with amendments, International Property Maintenance Code 2015, International Existing Building Code 2015, and Illinois Accessibility Code & ADA 2017.

It is understood the "approval of plans submitted to the Building Department for review is a conditional approval only and construction shall be subject to all provisions of the aforementioned ordinances."

It is further understood that, in the event of conflict between the approved plans and provisions of the ordinances, the Ordinance shall be the final authority.

Specifications may be submitted to the Building Department, but they shall not become a part of the approved plans, and data contained therein shall not be included in the conditional approval.

### Complete all that apply.

Signature \_\_\_\_\_  
**Property Owner**

Signature \_\_\_\_\_  
**Structural Engineer**

Signature \_\_\_\_\_  
**Property Owner**

Signature \_\_\_\_\_  
**Civil Engineer**

Signature \_\_\_\_\_  
**Architect**

Signature \_\_\_\_\_  
**Mechanical Engineer**

If Corporation or partnership, President and Secretary or all parties must sign

### **Corporation Affix Seal**

Signature \_\_\_\_\_  
*General Contractor*