

VILLAGE of ORLAND HILLS

16033 South 94th Avenue
Orland Hills, Illinois 60487-4623

GARAGE PERMIT APPLICATION

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 ~

1. Two (2) sets of survey / plot plan showing location of all structures, i.e. house, garage, accessory buildings, decks, pool, fencing, etc., from all lot lines & also showing proposed final grading, foundation elevation and lot drainage.
2. Two (2) sets of plans & specifications showing details of all construction.
3. Completed "Contractors, Trades, & Subcontractors List" form. *NOTE* All trades & subcontractors must be licensed by the village and bonded by their insurance company.

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: _____

Fees: _____ Date Paid: _____

Cash/Check: _____

Permit # _____

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.

From: Conrad R. Kiebles, Village Administrator

Re: CODE UPDATE – Ordinance No. 2017-002

On January 18, 2017 the Village of Orland Hills 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 me if you have any questions at 708-349-6666.

16033 South 94th Avenue

Telephone (708) 349-6666 Facsimile (708) 349-1358

Orland Hills, Illinois 60487-4623



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. \$2000.00 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.

Updated June 15, 2005
Version 1.3

16033 South 94th Avenue

Telephone (708) 349-6666 Facsimile (708) 349-1358

Orland Hills, Illinois 60477-4623



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, utilities, gas, 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. Orland Hills 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 per NPDES II regulations 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 per EPA NPDES II and CC Health Dept. regulations. 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 \$25.00 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.

16033 South 94th Avenue	Telephone (708) 349-6666	Facsimile (708) 349-1358	Demo Requirements-Feb 2011 JDE
		Orland Hills, Illinois	60477-4623



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: _____

Contractors~Trades~Subcontractors

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 Ceramic Tile: _____ Phone: (____) _____

Address: _____ City: _____ Zip: _____

Floor Finishing *Wood*: _____ 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: _____

Contractors~Trades~Subcontractors

Painting:				Phone: ()
Address:	City:		Zip:	
Plumbing:				Phone: ()
Address:	City:		Zip:	
Roofing:				Phone: ()
Address:	City:		Zip:	
Sheet Metal:				Phone: ()
Address:	City:		Zip:	
Sewer:				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:	
Water:				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 if 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' 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

(Printed Name of Applicant and/or Responsible Party)



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

~ Village of Orland Hills ~

16033 South 94th Avenue Orland Hills, Illinois 60487-4623 Telephone (708) 349-4887 Fax: (708) 349-1358

Detached Garage Proposed & Required Review Checklist

Date: _____ Owner: _____
Applicant: _____ Address: _____

Required

Proposed

Fire Wall Required: Yes _____ No _____	[]
Roof = Hip _____ Gable _____	[]
Maximum Size = 576 square feet	Proposed: _____ sq. ft. []
6" Overhang Minimum	Proposed: _____ []
Maximum Height = 13 feet	Proposed: _____ []
8" Trench Foundation w/ 8" x 6" Flared Footing Bottom	[]
Formed Footing & Foundation, Footing 8" x 16", 10" x 20", Wall: Frame 8", Brick 10"	[]
Monolithic Slabs = 4" Slab, 10" x 20" Wide Footing w/ 2 #4 Bars	[]
Slab Base = 5" Gravel Minimum	[]
Top of Foundation = 6" Above Grade, Minimum	[]
Wire Mesh Slab Area 10 Gauge, 6 x 6 Minimum	[]
Rot Resistant Sill Plates Minimum	[]
Double Top Plates Minimum	[]
Maximum 24" O.C. Wall Studs Max	Proposed: _____ O.C. []
Corner Post - Double 2 x 4 Minimum	[]
Anchor Bolts - 15" x 1/2" x 8" O.C. - 2 Min. Short Walls & Corners Max	[]
Wind Bracing - 1 x 4 Minimum	Proposed: _____ []
Ties: Rafter Collar 2 x 4 & Ceiling 2 x 6 - 4' O.C. or per Detail	[]
Rafters: _____ O.C., Size: _____, Ridge Board = Size: _____	[]
Roof Trusses: _____ O.C. Truss Spec: _____	[]
Roof Sheathing	Proposed: _____ []
Roofing Shingles over 15# Felt	Proposed: _____ []
Roof Vents - 2 Minimum, 2' from Ridge	Proposed: _____ []
Gutters & Downspouts with Splash Blocks Minimum	[]
Service Door 2' - 8" Minimum	Proposed: _____ []
Snow Load = 30# Minimum	Proposed: _____ []
Header Size: Window _____ Door _____ Overhead Door _____	[]
Two (2) Wall Outlets GFI = Minimum, On Opposite Walls, 12 Gauge Wire	[]
One (1) Ceiling Light - Minimum	Proposed: _____ []
One (1) Ceiling Outlet - Minimum, 20 Amp for Door Opener	[]
Exterior Light - Minimum	[]
Electric Service - Line to be 18" below Grade in Rigid Conduit Minimum	[]
Driveway Required to be Paved	Concrete () Blacktop () []
Existing _____	Proposed _____ []
Setbacks:	
Sideyard _____ Rear Yard _____ Distance from House _____	[]