



Guide to Submitting Building Permit Applications

September 2025

Dear Permit Applicant:

A permit is required when there is an intention to construct, enlarge, alter, repair, move, demolish or change occupancy of a building. Erecting, installing, enlarging, altering, repairing, removing, converting or replacing electrical, gas, mechanical, plumbing systems, and new exterior signage also requires a permit.

The permit application process is a system of checks and balances. Numerous parties are involved in ensuring you build the safest and highest quality project possible. In general, a professional architect licensed by the State of Illinois draws the plans, a certified plans examiner reviews the submitted plans, a registered and insured contractor builds to the approved plans and professional staff inspects the work to ensure it is done properly and complies with the approved plans.

The guidelines and materials included in this booklet were designed to ensure all the basic items necessary for a review of a permit application are submitted. Only a complete application with all the required information will be accepted. A plan review fee may be required at the time of submittal.

Once an application is approved, the Permit Processing Division notifies the applicant that the permit is ready for issuance. All fees must be paid when the permit is issued.

Use this booklet to determine what information must be submitted with your application. Complete the online application form and attach the required information for your specific permit application.

Welcome and thank you for building in the Village of Oak Park. The Development Services Department takes great pride in its work, striving for a safe and quality environment. Our goal is to respond to a building permit application with review comments within five working days from when an application is received.

Respectfully,

Sean Lintow Sr
Chief Building Official
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PERMIT SUBMITTAL PROCESS:

The permit process is now completely done online. The days of standing in line to simply ask a question, drop off a document, or pick up the approved documents are done. Everything is handled via the Village's on-line portal "VillageView" where you can apply for a permit, check the status, print the permits and approved plans, schedule inspections, and review documents and inspection reports.

If you do not have an account, you will first need to create a portal account. Please use this link: <https://villageview.oak-park.us/CityViewPortal> to begin. Select Register towards the top left. Create an account by filling out the information required.

You will receive an email with a link **that must be clicked to activate the portal account**. Once activated go back to the portal and sign into your account. Once there you may select 'My Items' where you can easily create and track multiple permits. For direct inquiries and questions related to permits, email permits@oak-park.us.

Once you have submitted your permit application it is reviewed for code compliance. Once a permit has been approved and any remaining fees have been paid you will be issued a permit. At this time, you must "pick up" all the stamped documents located on-line so you can print them and have them available on site for construction to begin.

Note 1: On the page requiring your address the search field will only accept the address typed in a certain way; Example if your address is 225 North Main Street you would type in "225 n main" with no punctuation.

Note 2: On the page requiring contractor selection you can type in your contractor's name and if they are located in our system, the company name will pop up. If they are not in our system or you do not have a contractor submitted yet, please type in TBD, for TBD – out for bid. This will allow you to move to the next page.

Note 3: All documents submitted must be in **PDF** format. While we can view other types, we are unable to approve / stamp those documents.

HISTORIC PRESERVATION REVIEW:

When you submit for your permit, your application is routed to the Historic Preservation Commission staff for review as required. A Certificate of Advisory Review or a Certificate of Appropriateness may be required, for work items performed on an eligible or designated Historic Landmark or any building, structure or improvement located within a designated historic district.

The Architectural Review Guidelines are located here: <https://www.oak-park.us/Building-Business/Development/Historic-Preservation>.

ZONING REVIEW

When you submit for your permit, your application is also routed to the village zoning administrator for review. This is to ensure that the business or construction you are proposing is in compliance with your property's zoning requirements. More information maybe found here: <https://www.oak-park.us/Building-Business/Development/Zoning>

OTHER REVIEWS

Depending on the scope of your project, other reviews may be warranted and will be conducted at the same time. These can include Fire, Public Works, Tree Preservation, and others.

FIRE SPRINKLERS FOR SINGLE- AND TWO-FAMILY DWELLINGS

If the work area of the home exceeds 50%, fire sprinklers will be required:

An automatic fire sprinkler shall be installed in all work areas where more than 50% of the overall existing interior areas are considered a work area, are considered Alteration – Level 3. A work area shall be considered the square footage area from the wall being altered to the center of the room. Alterations shall be defined as the removal/refacing of the drywall/plaster at a minimum. The work area calculations shall include the whole house square footage, including all habitable areas such as finished basements and attics.

ORDINANCE SECTION R313

This is one of the rare cases where you will be required to apply for another permit. Fire sprinklers, fire alarms, water service and ROW obstructions (dumpster on the street) all require separate permits for review.

CONTRACTOR REGISTRATION

All contractors working in the Village must be registered and listed on the permit. Refer to Chapter 7, Article 0 of the Village Code at www.oak-park.us/villagecode for all requirements. You may also email: ContractorRegistration@oak-park.us

CODES ADOPTED:

Oak Park has adopted the 2021 International Codes (I-Codes). For a full listing along with applicable amendments please go to: <https://www.oak-park.us/Building-Business/Building-Permits>. The I-Codes are available for free by going online to <https://codes.iccsafe.org/codes>. Printed code books may also be available at the library or purchased at <https://shop.iccsafe.org/>.

Other applicable codes that may apply are:

- 2020 National Electric Code – NFPA 70
- 2014 Illinois State Plumbing Code
- 2018 Illinois Accessibility Code
- ILLINOIS ENVIRONMENTAL PROTECTION ACT: Since April 2010, federal law has required contractors that disturb lead-based paint in homes, child care facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Applicants are urged to ask to see the contractor's certification.

DESIGN CRITERIA**TABLE R301.2(1) Climatic And Geographic Design Criteria**

Ground snow load: 25 psf (Allowable Stress)

Wind design speed: 107 mph (Ultimate)

Topographic effects: No

Seismic design category: B

Weathering: Severe

Frost depth line: 42 inches

Termites: Moderate to heavy

Winter design temperature: -4°F, 97.5%

Summer design temperature: 89°F dry bulb, 2.5%; 76°F wet bulb, 2.5%

Ice barrier underlayment required: Yes

Flood hazards: No

Air freezing index: 1543 (°F-Days)

Annual mean temperature: 49.4°F

Heating degree days (HDD): 6,155

Cooling degree days (CDD): 942

Climate zone: 5A

Heating maximum: 72°F

Cooling minimum: 75°F

100-year hourly rainfall rate: 4 inches

REQUIRED DOCUMENTS:

In general, construction drawings must be submitted for all work to be completed that clearly shows what work is being done and how it is to be accomplished. Dependent on the scope of the work the amount of documentation can vary dramatically. All documents submitted for approval must be in PDF format and all plans should be submitted as one complete set, not individual pages.

All permits must be accompanied by the following at minimum:

- Building Permit Application Form (or all required info located on the documents) with a written detailed proposed scope of work.
- Completed Contractor List. Current registration with the Village of Oak Park must be verified before a building permit will be issued. (This maybe deferred to the end)
- Please refer to specific guidelines on documentation required – below is a general list of items that may or may not apply.

CODE COMPLIANCE BLOCK: (Mandatory – Located on title / first page)

- List of all applicable codes and ordinances related to this project
- Scope of work – this should be a one or two sentence overview of what the project is and should match the permit description “i.e. a 2-story addition and home renovation involving the kitchen and upstairs bedroom”
- Systems being impacted & extent:
 - Electrical – i.e. none, Upgrade Service, 2 new lights, bathroom only...
 - Plumbing – i.e. replace fixtures in same location, add new sink, relocate plumbing
 - Mechanical – i.e. Replace bath fan, New HVAC, Replace furnace

- Structural / Framing – i.e. interior non load bearing wall removal, replace deck, replace footing and beam
- Fire – is there a Fire Sprinkler &/or alarm system existing or will one be required?
- Type of Construction / Use Group
- Interior Work: Total SF of renovation &/or addition.
 - Please note for areas exceeding one or two rooms more details will be required including SF of each floor, amount of renovation per floor, amount of addition including a classification of the work / Alteration Level per IEBC
- Exterior Work: LF of fencing, SF of area being worked on. Please also note for zoning a permeability calculation will be required showing permeable and impermeable areas.
- The energy compliance path shall be listed with a pointer stating where all the required details & specifications are located.
- Commercial: A schedule of all Special Inspections required with a pointer to the applicable page with all required information. If none required you must specify “None Required.”

PLAT OF SURVEY:

A Plat of Survey prepared by an Illinois registered land surveyor is required for almost all projects. The survey must indicate the location of all existing buildings and structures including porches, decks, fences, garages, sheds, patios, driveways, walkways and signs. The survey also must indicate the building front, side, rear and either the corner side or reverse corner side yard setback dimensions.

- Exterior – highlight areas of work, route electric service lines take across the property, location of condensers, gas / electric meters
- Interior – show location of any new venting to the exterior (Radon, dryer, HVAC, bath fans, plumbing stacks...), location of any windows being modified, &/or exterior walls where interior work is happening (i.e. kitchen is located in rear north corner)
- Grading & drainage arrows for new work, down spout locations

COOK COUNTY DEMOLITION PERMIT REQUIRED?

If you are demolishing a structure (garage / house) and/or structural elements, a Cook County Demolition Permit must accompany the application to pass the review process.

SOILS REPORT

A soils report is required if the construction site has a history of poor soils, you are using a value above 1,500#, or as deemed necessary by Village. In general, poor soils are located near the northern area of Ridgeland Avenue which was the prehistoric Lake Michigan shoreline

WHEN IS AN ARCHITECT REQUIRED?

Drawings must be prepared by an Illinois licensed architect for construction of any new building, an addition to a residential or commercial building, and for any major commercial remodeling. Drawings must be signed and stamped by a licensed architect or Structural Engineer for structural work that exceeds or deviates from the prescriptive requirements in the IRC.

DRAWING BASICS:

While an architect may not be required for your project the drawings submitted must meet certain minimums:

- Code Compliance Block (see above)
- Fully dimensioned area plan showing the proposed work area and surrounding areas / rooms. This should show all existing conditions and what is proposed. You must also label each room or area for its intended use. Drawings are to be prepared using architectural industry standards.
- Room heights must be clearly marked especially for basements and attic spaces.
- Complete scope of work for each space (i.e. how do you plan on adding an outlet – are you channeling out the drywall or removing all of it, is it being run in conduit?)
- A “North” arrow on all plan sheets.
- A graphic scale on each drawing. (should show at minimum – 1’ 2’ 3’ 5’...)
- A legend of all symbols &/or abbreviations used.
- As needed a sheet or section for: Structural, Architectural, Mechanical, Plumbing, and Electrical drawings (For multiple page documents an index of all pages is required)
- Provide a 3” x 3” blank space at the upper right corner (or a similar location for ALL pages) of all the drawings for village approval stamp.

ARCHITECT / DESIGN FIRM SPECIFIC:

The first sheet of the drawings must include the architect’s seal, signature, date the drawing was signed, and date their license expires. A drawing index is required, and all sheets are to be submitted as one complete set. If any sheets are submitted individually, each sheet must be signed & sealed.

Unless the architect is a sole proprietor the architect’s design firm registration number must be provided adjacent to the signature, date and stamp, like this:

ARCHITECTURAL PLAN REQUIREMENTS:

- **FLOOR PLANS:** Basement, first floor, second floor... Show all existing and new work to be completed, provide all dimensions and label use of each room as well as location, size, and type of windows and doors, natural light and ventilation schedule, show electrical fixtures and appliances, plumbing and heating and AC layout and fixtures. List floor area (itemize garage and porch areas). Provide a complete and accurate scope of work on the plans in each room. This is a listing of all work to be completed in each room. Please include the method of installing new building systems, amount of wall surface removal (full removal or channeling), etc. Show all required emergency egress windows. Show North arrow.
- **FOUNDATION PLAN:** Completely dimension plan including exterior and interior footing. Label and locate porches, patios, decks, garages, etc. Locate and note size of anchor bolts, rebar, straps, and hold-downs on the plans. Note size, number, and position of crawl space vents.
- **EXTERIOR ELEVATIONS:** Draw minimum of four (4) elevation views showing all openings, wall, and roof finish materials, original and finish grade, building height, stepped footing outline, crawl space vents, attic vents, and roof pitch.

<p>I CERTIFY THAT THESE DRAWINGS WERE MADE UNDER OUR DIRECT SUPERVISION AND IN OUR OFFICES, AND COMPLY WITH ALL THE RULES AND REGULATIONS OF THE BUILDING DEPARTMENT OF THE VILLAGE OF OAK PARK, ILLINOIS</p> <p>SIGNED: _____</p> <p>FIRST LAST NAME ARCHITECT ILLINOIS REGISTRATION NUMBER: 01-000000</p> <p>  </p> <p>EXPIRES 11/30/2018</p> <p>PROFESSIONAL DESIGN FIRM NUMBER: 184.000000</p> <p>A-101</p>

- **FRAMING PLANS:** Note framing members and sheathing for floor, and roof plans, framing for ceiling plans. Show size and spacing of joists, rafters, and beams with grade of lumber to be used. Carry all vertical and lateral loads to footings.
- **CROSS SECTION(S):** Provide true section through building showing structural elements, fireplace section, and other sections as needed, with earth to wood clearances, floor to ceiling heights, roof slopes, etc. Note typical finishes and value/location of thermal insulation.
- **DETAILS:** Submit foundation, floor, roof, wall, beam connection, special framing and flashing details as necessary for construction. Please only include details (and notes) applicable to this project – finding a note or detail about brick work when the house only has vinyl siding can raise questions and delay your acceptance.

FIRE RATINGS (As Applicable)

- Show wall and floor ratings with applicable U.L. design numbers or IBC specifications. Full details / documentation is required showing all required items including “screw spacing.” This is required for mandatory “drywall” inspection.
- Show that penetrations through any fire rated assembly, and all joint systems at any fire rated assembly shall be sealed with an approved firestop system. Provide complete detail and system numbers from U.L. or other approved, independent testing agency of fire stopping systems to be used.

STRUCTURAL / FRAMING / ELEVATIONS:

- Structural calculations and/or drawings must be signed and sealed by an Illinois licensed structural engineer or Illinois licensed architect (when properly qualified).
- Individual roof/floor truss drawings and a roof/floor truss layout plan (including bracing & installation guidelines). All documents must be signed and stamped by a Licensed Structural Engineer for all pre-engineered trusses which also includes TJI. This may be a delayed submittal, but they must be on the jobsite at the time of inspections.
- Provide a detail / section drawing for all wall types applicable on this project including the foundation walls showing that they extend above the finished grade adjacent to the foundation a minimum of four inches where masonry veneer is used and a minimum of six inches elsewhere.
- Elevation drawings must include the complete exterior view of all exterior walls and roofs that will be changed or created such as a new structure, an addition, or change to the roof. (This does include all lighting, outlets, doors, vents, gas and electric meters...)

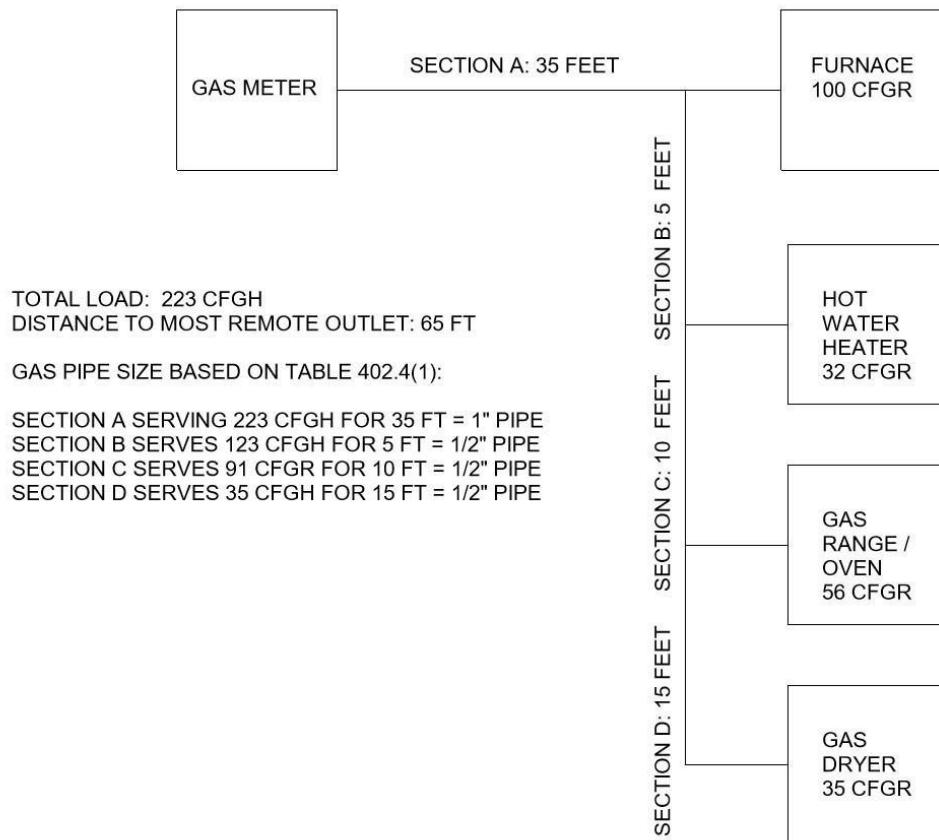
MECHANICAL / HVAC

- Provide complete details on all proposed mechanical & HVAC work including, but not limited to, installation or modification of ductwork, replacement of equipment, installation of kitchen or bathroom exhaust fans... Provide drawings showing existing conditions and proposed new work.
- New equipment requires submittal of a Manual J, D, S or other approved sizing methodology be submitted
- Replacements: Must list specifications of old equipment & replacement equipment (i.e. 80% 120,000 BTU furnace being replaced with 96% 100,000 BTU)
- Equipment Manuals required to be submitted and available on site

- Show venting locations for dryers, kitchen hoods, ERV's, air intakes, all gas fired appliances in relation to all window openings and gas meters. (Plat map &/or elevation view)
- Floor plan showing all locations of required equipment, disconnects, service outlets and other associated information.
- Roof plan showing all items above along with means of access, distance to edge.
- For commercial buildings and multi-unit residential buildings provide a mechanical ventilation schedule for each register, space and room – list items as code minimum or design (If design - it must exceed code minimum by 10% or more).

FUEL GAS

- A gas pipe diagram showing all required details on the sizes and lengths of natural gas piping including BTU callouts / appropriate calculations indicating the correct size of piping is required when equipment is added or changed. (Example below)



PLUMBING

- Provide complete details on all proposed plumbing work including, but not limited to, installation of new sinks, toilets, piping, connections/dis-connections and any proposed replacement of old plumbing with new. Provide drawings showing existing conditions and proposed new work. Highlight or delineate new work from untouched existing plumbing.

- Provide plumbing isometric drawings of the water, drain, waste and vent system showing all water supply, drain, waste and vent lines, including sizes, for each corresponding fixture.
- Indicate the location of all floor drains in areas being worked on.
- Indicate the ceiling height at all plumbing fixtures.
- In buildings where one or more plumbing fixtures are added, provide a calculation of water service and meter size requirements under the Illinois Plumbing Code.

ELECTRICAL

- Provide complete details on all proposed electrical work including materials and means of accomplishing the work.
- Any electrical modifications or additions must be per the 2020 NEC and require panel schedule, load calculations, and single line drawings showing all required grounding and bonding.
- Indicate the location of the service panel board and required clearances.
- Indicate on the plans that all ceiling outlet electrical boxes (where ceiling fans can be installed) shall be capable of supporting ceiling fans.
- All required disconnecting means, and service outlets must be shown for any new equipment including all required clearances.
- The following must be noted on the plans – all fixtures installed must be listed and labeled for use by an approved agency (UL, ETL, CSA are approved --- CE is not)
- All outlets, smoke detectors, etc... must be shown graphically on the plans. Simply putting a note that it is to be done is not adequate.

ENERGY

The energy compliance path shall be listed and fully detailed on the drawings/plans.

- Residential: Please refer to Section R103.2 (IECC) / N1101.5.1 (IRC) All additions, alterations, repairs, or change of occupancies shall comply with Sections: N1109-N1113. All compliance information shall be clearly detailed within the drawings.
- Commercial: Please refer to C103.2 of the IECC including all ComCheck's for Mechanical, Lighting (Interior & Exterior), Envelope, with required Credits & Requirements information fully filled out.

OTHER COMMERCIAL REQUIREMENTS (As Applicable)

Special Inspections (Commercial)

Special Inspections statement listing all the materials and work requiring "Special Inspections" must be provided along with required testing times. Please describe all the inspections to be performed and list the individuals, approved agencies and/or firms required to conduct the inspections is required. Also see requirements listed under Code Compliance Block.

Occupancy / Egress

- Construction Type,
- Use Groups for current tenant, prior tenant & surrounding tenants
- Occupant load (Also need location & wording of sign identifying the maximum occupant load in each assembly / dining room area),
- Provide a furniture, fixture and equipment layout plan.
- Provide details of all egress routes, including; number of exits, travel distance, stairs, guardrails and handrails, which indicates compliance with all related code sections. (Show required width & actual)
- Show that stairs have a minimum 6'-8" headroom measured vertically at the nosing.

Accessibility

- Identify the tables and/or counter space for accessible seating in each separate seating area.
- Provide details verifying an accessible route will be provided from the handicapped parking space to an accessible entrance of the building.
- Provide a door hardware list on the drawings describing the hardware to be used for all doors.
- Provide large scale toilet room plans and elevations with dimensions for plan review.
- Show all required room signage including braille.
- Provide a detail and/or elevation indicating all compliant accessible spaces and items.

JOB SITE REQUIREMENTS (Scope Dependent)

Drainage / Grading

For new construction or additions, provide a site plan at a minimum scale of 1 inch = 20 feet, showing the following items:

- Street address
- Dimensions for all property lines, all easements, building lines
- North arrow
- All elevations shown to U.S.G.S. datum
- Benchmark elevation
- Existing and proposed topographic elevations at all lot corners and midpoints
- Side yard lot line and low points
- Public sidewalk adjacent to lot
- Curb and flow line on both sides of lot
- Adjacent buildings and garage foundations and midpoint grades
- Centerline of roadway at center of property frontage
- Proposed elevations in bold or indicated with a box
- Top of the proposed foundations showing all multilevel elevations for houses and detached garages
- Side yard and midpoint grade elevations

- Arrows indicating proposed direction of storm water drainage, both existing and proposed
- Side yard summits
- Phasing of drainage work
- Location of required area retainage basin with details on how the basin will be connected to the sewer with a minimum two-inch reducer inlet

Site Plan:

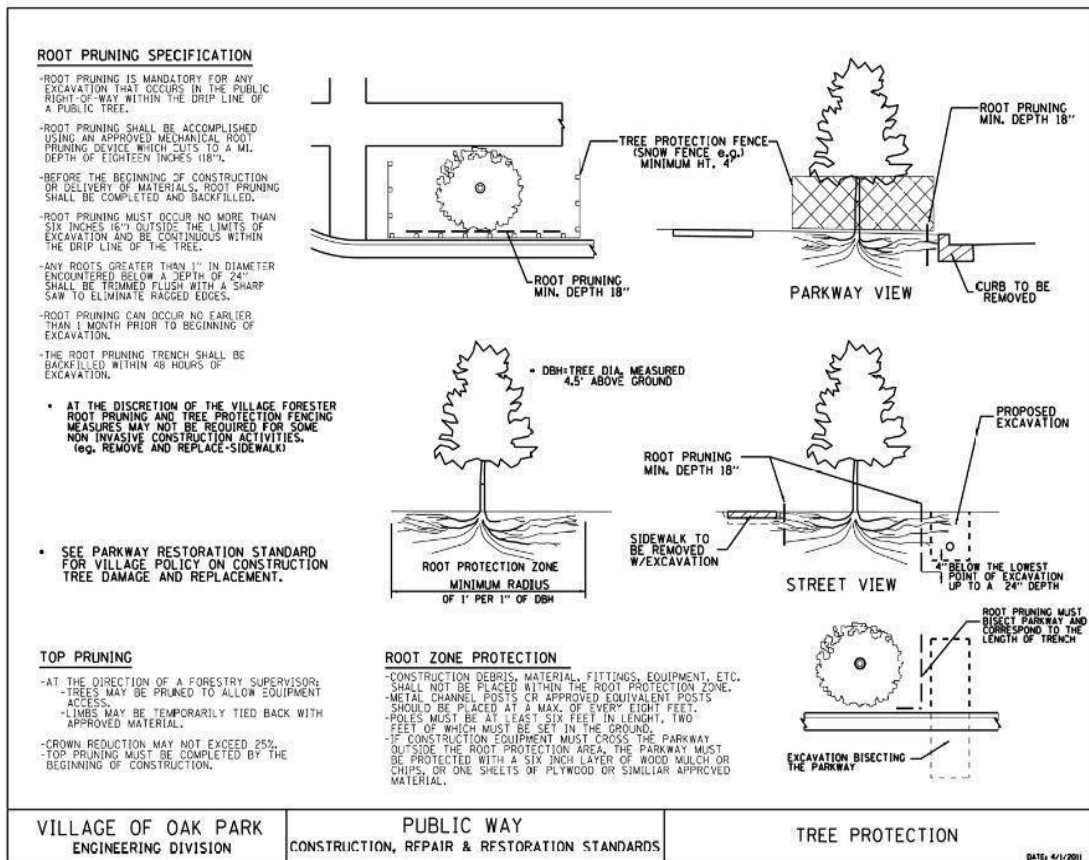
Architect shall submit the following information as part of the construction documents:

- All utility connections and locations, including gas, water and sewer
- Location of any proposed air conditioning condenser units/ generators
- Locations of all existing and proposed buildings, structures and impervious surfaces such as driveways, walkways and decks indicating the setbacks
- Size and location of sewer and water services and where they connect to the main.
- Location of all overhead utilities
- Location of required six-foot-high fenced refuse enclosure, if permit application is for exterior alterations to residential, commercial and multi-family structures
- Where water service or sewer is going to be replaced, show work which will be required to replace the water service or sewer on the site plan. The drawing needs to show abandoning existing sewer or water service at the sewer or water main in the street, abandoning existing buffalo box, making a new connection to water main in street, and associated pavement restoration.
- Show proposed water service and proposed sewer service to sewer main including Village Public Way standards for any pavement openings and tree protection.
- Detailed drawing or statement stipulating that all trees and the entire parkway will be protected by fencing throughout construction in accordance with forestry guidelines. Nothing may be stored within the protected fenced areas
- Provide a site plan that includes the existing trees in the parkway and notes and cross sections for the Village required tree protection for public trees, as shown on the next page:

SITE CONSTRUCTION PLAN:

Prior to start of work, the contractor shall provide a site plan showing the following

- Existing and proposed electric service lines. Existing electric service lines within 10 feet of the proposed construction/excavation must be moved or removed. A separate permit is required if a temporary electric service will be on a new, remote pole.
- Proposed size, type, location of safety fencing
- Proposed size, type, location of the dumpster
- Proposed size, type, location of the haul road(s)
- Proposed tapering, tarping and shoring of excavations
- Proposed location of portable toilet
- size, type, location of required construction signage
- Proposed silt fencing (required)
- Proposed construction stockpiles area



FIRE DEPARTMENT SUBMITTAL REQUIREMENTS

- Location of all smoke detectors, fire extinguishers, emergency lighting, exit signs, alarm details and fire suppression equipment
- Drawings and specifications of the fire alarm system / fire sprinkler system
- Details of the flame and smoke spread of all wall and ceiling surfaces
- Drawings of commercial kitchen exhaust hood fire suppression system

HEALTH DEPARTMENT SUBMITTAL REQUIREMENTS

Food Establishments

- Environmental Health Plan Review Application
- Menu or menu listing
- Copy of Illinois Food Manager Certification Information or proof of enrollment
- Provide detailed layouts, schedules and manufacturer's data sheets for all equipment.

Child Care Establishments

- Environmental Health Plan Review Application
- Food Information: Menu or menu listing
- Copy of Illinois Food Manager Certification Information or proof of enrollment

Tattoo Establishments

- Environmental Health Plan Review Application

This is a guide and is not meant to be exhaustive of all code requirements. The Village may require additional info depending on the nature of the specific project.

END OF GUIDE TO SUBMITTING BUILDING PERMITS APPLICATIONS