

Minutes – Regular Meeting
BUILDING CODES ADVISORY COMMISSION
Held on Thursday, April 20, 2017 at 5:30 p.m.
In Room 215 of the Oak Park Village Hall

ROLL CALL AND CALL TO ORDER

PRESENT: Commissioners: Floody, Hudson, Liles, Hamer, Heitzman, Nussbaum, and Chairman Kelly, Staff Liaison Cutaia

Absent: Commissioner: Wayne, Sabitino, and Visteen

Guests: None

QUORUM: The meeting was called to order at 5:31 p.m. and a quorum was declared

MINUTES

Minutes from the previous meeting and January's were reviewed and approved with minor corrections.

NON-AGENDA PUBLIC COMMENTS

None

REGULAR AGENDA

- There were no representation from the Fire Department, Liaison Cutaia will schedule them next month
- The Commission discussed Commissioner Mark Nussbaum's retirement. Mark stated he'll stay on if needed. Liaison is to check with the policies with the Village Clerk.
- Liaison Cutaia had requested either approval or discussion to hire HR Green to present the 2014 comparisons to the currently adopted 2008 NEC. The commission discussed the options and chose to find a professional to perform the task for free. Commissioner Hudson stated he'll seek Jeff Bergson or contact the IBEW Contractors Association.
- The Commission discussed the Radon Systems (passive vs active). Liaison Cutaia distributed the Appendix F from the adopted 2009 IBC. Cutaia was directed to have this topic on the agenda due to a neighbor complaining about a side exhaust that is a nuisance but complies with the code. Commissioner Hudson commented that this is required by the state. Someone asked why the devices had to be on the side. The device was installed at the location of the highest readings. Someone questioned the need for the motor on the outside rather than in the interior. The commission felt this may be a zoning issue. This topic was tabled while Commissioner Hudson seeks more information from the IEPA.
- The Commission discussed the Fence complaint at 627 S Humphrey. Liaison Cutaia presented photos of the situation. The commission believes they have no legal grounds to prohibit a fence at legal limits. Commissioner Hudson mentioned staff should The Commission agreed that it is not their area to rule upon.
- Commissioner Heitzman presented the following proposal:

Village of Oak Park Plan Self-Certification Program

[Heitzman mark-up April 26, 2017](#)

7-8-2: ADMINISTRATION:

C. Plan Self-Certification Program: Illinois licensed architects and structural engineers may apply for annual registration in the Village's Plan Self-Certification Program.

1. Plan Program Description: The Plan Self-Certification Program ("program") allows design professionals to self-certify their drawings for code compliance on projects of limited scope as set forth herein below.
2. Plan Self-Certification Program Participation Requirement: To qualify for annual participation in the program, Illinois licensed architects and/or structural engineers must meet the following requirements:
 - a. Complete and file a program application with the Director of Development Customer Services Department of Building and Property Standards ("BPS");
 - b. Maintain a copy of the applicant's current state of Illinois professional license on file with Development Customer Services BPS;
 - c. Maintain professional licensure in good standing;
 - d. Maintain a copy of a current certification of professional liability insurance on file with Development Customer Services BPS;
 - e. Obtain Certification by the International Code Council under category B1 Residential Building Inspector or category B2 Commercial Building Inspector.
 - ~~e.~~ Attend all required building code training sessions conducted by BPS;
(1) The Director of BPS will be responsible for determining all training program requirements and content;
 - f. Pay an annual administrative fee in the amount set forth in the annual fee ordinance.
 - g. Once an applicant has satisfied all of the above program requirements, the applicant will be provided with a registration number and certificate that must be presented when submitting project plans.
3. Requirements For Maintenance Of Existing Certification: ~~To maintain their existing certification on an annual basis, program participants shall satisfy the following requirements:~~
 - a. Maintain minimum levels of performance as established by the Director of Development Customer Services BPS with regard to:
 - ~~(1) Accuracy and completeness of permit submittal packages;~~
Fulfilling annual recertification training requirements;
 - ~~(1) Accuracy and completeness of permit submittal packages;~~
 - ~~(2)~~
~~(3) Earning a minimum of four (4) continuing education credits or eight (8) contact hours annually in areas related to design or construction of one and two family residential structures; and~~
 - ~~(4)~~(2) Accuracy and completeness of work in accordance with plans and code during on-site inspections.
4. Projects Eligible For Plan Self-Certification Program: Projects which may be processed through the plan self-certification program shall be limited to the following scopes of work: ~~on one and two family residential and accessory structures; which do not require either a zoning variance or review by the Historic Preservation Commission:~~
 - a. Single One or two story additions to single family or two family residences at grade level up to five hundred (500) one thousand (1000) -net square feet in floor area per floor.;
 - ~~a.~~ b. Gut rehab of residential buildings not more than three units.
 - ~~b.~~ c. Interior renovations not requiring structural modifications of residential units including bathrooms, kitchens, resurfacing walls and ceilings and relocation or removal of nonstructural walls but excluding all basement renovations;
 - ~~c.~~ Interior renovations requiring structural modifications only if plans for same are signed and sealed by an Illinois licensed structural engineer or an Illinois licensed architect, if the architect demonstrates his or her qualification in the area of structural design by passing a structural design proficiency examination for residential construction as developed and administered by the Director of BPS;
 - d. One or two story porches, decks, stairs and railings;
 - e. One or two story detached garages up to five one thousand (1000) hundred seventy six (576) net square feet in area per floor;
 - ~~f.~~ Foundation repairs only if plans for same are signed and sealed by an Illinois licensed structural engineer or an Illinois licensed architect if the architect demonstrates his or

her qualifications in the area of structural design in the same manner set forth in subsection 792C4c of this section;

f. Commercial interior tenant build-out or interior alterations up to five thousand (5,000) net square feet in area.

g. Build-out or interior alterations of restaurants and bars including commercial kitchens.

~~g~~-h. Window and door replacement;

i. Accessibility ~~upgrades~~ improvements.

j. Green roofs.

5. No change of occupancy is allowed under this program.

6. All plans must receive approval by zoning

7. If applicable, plans must receive a Certificate of Appropriateness from the Historic Preservation Commission.

~~5-8.~~ Plan Self-Certification Certification Program Oversight: The Director of Development Customer Services BPS shall be responsible for oversight of the Plan Self-Certification Program. The Director shall establish internal program oversight procedures which shall be carried out by department management and plan review staff to ensure the completeness and accuracy of plans subject to the self-certification process. Such internal procedures may include, but shall not be limited to, checklist reviews of all such submitted plans and complete plan review of a periodic random sampling of all such submitted plans.

~~6-9.~~ Plan Self-Certification Program Annual Fee: The annual fee for participation in the plan self-certification process shall be three hundred fifty dollars (\$350.00). (Ord. 15086, 4202015)

- The Commission discussed many items. Commissioner Hudson motioned to agree with Commissioner Hertzman's recommendations, Commissioner Floody second, the motion carried
- Chairman Hudson was not prepared to discuss IBC Chapter 10-11 at this meeting.
- The commission also discussed Article 1 section 105.3.2

Section 105.3.2 Time Limit Of Application For Plan Review. *An application for a permit ~~plan review for~~ any proposed work shall be deemed to have been abandoned ~~90+90~~ days after the date of filing, or ~~after~~ resubmittals the application, unless such application has been pursued in good faith or ~~until a permit has been issued; the submittal documents have been approved by the building official;~~ except that the building official is authorized to grant one or more up to two extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing to the building official by a responsible party and justifiable cause demonstrated.*

Section 107.2.2.1 Technical Submission. *A technical submission consists of the designs, drawings, and specifications which establish the scope and standard of quality for materials, workmanship, equipment, and systems. Technical submissions also include, but are not limited to, studies, analyses, calculations and other technical reports. The technical submission shall include additional information as deemed necessary by the building or fire code official to fully describe the sprinkler system design parameters and scope of work.*

The technical submission for a fire protection system shall be submitted as part of the initial submittal of construction documents for plan review. The technical submission shall be prepared, signed and sealed by a licensed design professional.

Section 107.2.21 Layout Documents. *Subsequent to the approval of a technical submission, layout documents (shop drawings) for a fire protection system shall be submitted and approved prior to the start of system installation. The layout drawings shall serve as a guide for the fabrication and installation of a fire sprinkler system. ~~The layout documents shall not take the place of a technical submission. The layout documents shall be based on the approved technical submission.~~*

The layout documents shall either be prepared by a licensed design professional or a NICET level 3 or 4 certified technician. If the layout documents are prepared by a licensed design professional, they shall bear an original signature and seal of the design professional on each page. If the documents are prepared by a NICET certified technician, they shall have the preparer's name, signature and NICET certification number on each page. The ~~system layout~~ documents shall, at a minimum, consist of the following:

- Commissioner Heitzman and second by Commissioner Hudson, the motion carried

OTHER BUSINESS

- None

ADJOURNMENT

It was moved and seconded to adjourn the meeting. A voice vote was taken and the motion was approved. The meeting adjourned at 8:05.M.

By: Steve Cutaia, Staff Liaison
Building Codes Advisory Commission