



Building Permit Information Packet

September 2019

CONSTRUCTION HOURS RULES AND GUIDELINES:

Allowable Work Hours: 7:00 A.M. to 6:00 P.M.

Except in cases of emergencies, to conduct any building operations between the hours of six o'clock (6:00) P.M. to seven o'clock (7:00) A.M. or to operate or use any pile drivers, steam shovels, pneumatic hammers, derricks, steam or electric hoists or other apparatus, the use of which is attended with loud or unusual noise, in any block in which more than half (1/2) of the buildings on either side of the street are used exclusively for residence purposes is prohibited.

Permit Expiration.

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 365 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. There shall be an administrative fee of 50% of the full permit fee(s) for each extension granted.



ALL CONSTRUCTION - GENERAL PERMIT REQUIREMENTS

These requirements are in addition to and supplemental to all requirements pursuant to the Building Code for the City of Countryside as it is from time to time amended.

All building permits, whether for residential or commercial, must include the name, address and telephone number of the General Contractor and all Sub Contractors.

All General Contractors and all Sub Contractors must be current as of the calendar year, in their registrations for permits to be issued.

All building permits must include at least one 24-hour telephone number.

All building permit applicants by having a permit issued agree that they had read, understands and agrees to all the terms and conditions set forth in the the City of Countryside Building Code.

A temporary construction sign shall be placed at all residential and commercial construction sites, which shall include the name of the General Contractor, telephone number for the General Contractor, permit information and general construction rules established by the City of Countryside.

All Permit holders are responsible for the cleaning of the street within 250 feet of the work site every day.

HOMEOWNER / GENERAL CONTRACTOR

For everyone's protection, anyone doing any work within the City of Countryside must be completed by a licensed or registered contractor, with one exception, in certain instances work can be done "By Homeowner" in a single-family, detached residence.

When an applicant for a permit indicates that the work will be done "By Homeowner", it means:

- The "Homeowner"- someone with a vested interest in the property, or that person's immediate family will be doing the actual labor, not just applying for the permits.
- No one will be paid wages, salary or other employment compensation for any work at the jobsite.

The Homeowner assumes a very large risk - in most cases there will be no:

- Contractor's Liability Insurance,
- Contractor's License Bond,
- Workman's Compensation Insurance, and
- Homeowner will be fully responsible for any and all construction issues, Code compliance, inspections and penalties if applicable.

If the work involves Electrical or Plumbing, the applicant must be a "Homeowner-occupant", whose primary residence is at this address.

If the work involves Plumbing, State law requires the Homeowner-occupant to reside in the home for a MINIMUM of six months after the completion of the work. (Notarized Affidavit Required)

ESSENTIAL DOCUMENTS TO OBTAIN PERMITS:

Contractors **MUST** be licensed or registered with the City prior to the issuance of the Permit.

Completion Bonds are generally required for demolitions, new home construction, new commercial construction and any work being done within the public right-of-way.

All construction on La Grange Road, Willow Springs Road, Joliet Road, East Avenue, and 55th Street, requires an Illinois Department of Transportation Permit. A copy of the approved IDOT permit must be provided with the City Permit Application

All construction on Brainard Avenue and Plainfield Road, requires a Cook County Department of Highways permit. A copy of the approved CCDOH permit must be provided with the City Permit Application

Restaurants, food stores, drive-ins, etc., require Cook County Department of Public Health Plan Review and a pre-opening inspection. Proof of the passed inspection must be available prior to opening or resumption of operations.

On all demolition, the Plat of Survey shall show all structures to be demolished and the location, size and height of all existing structures that are to remain on site.

Applications for Cook County demolition permits and asbestos abatement permits are just a click away! Customers can submit their information online at:

Demolition Permit:

<https://espay.cookcountyil.gov/DesWebPortal/#/demolition>

Asbestos Abatement Permit:

<https://espay.cookcountyil.gov/DesWebPortal/#/asbestos>

When a development site is determined to be in the floodway or floodplain the applicant must obtain a permit or "letter of permit not required" from the Illinois Department of Natural Resources. Further information can be obtained at: James R. Thompson Center, 100 W. Randolph St., Suite 4-300, Chicago, IL 60601, 312-814-2070.

Developments, which involve the disturbance of one acre or more of land, are required to obtain N.P.D.E.S. Phase II storm water permit coverage through the Illinois Environmental Protection Agency at: 595 South State, Elgin, IL 60123 or by calling 847-608-3131.

All plans and specifications for permits found to be deficient in either building code and/or zoning shall be denied and returned for corrections and revisions.

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ONE AND TWO FAMILY RESIDENTIAL PROPERTIES:

Applicable Codes:

- City of Countryside Zoning Ordinance (available www.countryside-il.org, http://www.sterlingcodifiers.com/codebook/index.php?book_id=502)
- **2015 International Residential Code;**
- **State of Illinois Plumbing Code – Latest edition as published by the State of Illinois; and**
- **NFPA 70 – National Electric Code – 2014 Edition.**

City of Countryside Local Amendments and Ordinances:

1. Zoning and land use - City of Countryside Zoning Ordinance;
2. All new construction and additions (topography) - City of Countryside Building Ordinance Sec. 8-1-5; and
3. Accessory building's - City of Countryside Zoning Ordinance Sec. 10-2-9.

Note: The City of Countryside Building and Zoning Ordinance are available online @ www.countryside-il.org.

Required Submittals

1. A copy of the Building Permit Application- completed in its entirety. It is mandatory that all forms be completed in order for the permit process to begin. Project-specific applications that request specific and complete information are available for the following types of projects:
 - a. Chicken and Beehives.
 - b. Demolition.
 - c. Doors and/or Window Replacement.
 - d. Electrical.
 - e. Signs:
 - i. Daily and Special Event; and
 - ii. Wall Mounted and Free Standing
 - f. Temporary Tent or Membrane.
 - g. Temporary Vehicle.
 - h. Detached Garages- smaller than 600 square feet.
 - i. General Permits:
 - i. Fences; and
 - ii. Roofing; and
 - iii. Other unlisted project types require a general permit application.
2. *Four (4) complete sets of building sets of drawings and specifications - including, but not limited to:
 - a. Structural/Building, Electrical, Plumbing, Mechanical/HVAC, Energy Compliance
3. Electronic Submission in addition to two (2) copies of a Topographical Survey by a licensed surveyor as required by Section 8-1-5
4. *Soil Bearing information:
 - a. One (1) copy of soil test for all new construction, or
 - b. Verification of the presumptive bearing capacity by soil type per Table R401.4.1, or
 - c. A notarized affidavit that a soil test will be conducted at the time of excavation. The applicant shall accept complete risk for any required revisions, delays, additional costs, or discontinuance of the project due to soil conditions if this option is chosen.
5. Completion Bonds as required as identified at time of permit submittal and due upon permit issuance.

***NOTE: Digital submittals are not acceptable for the plan review process, however digital copies of the approved for “construction” and “as-built” documents are encouraged in pdf or other approved format.**

MULIFAMILY – COMMERCIAL – INDUSTRIAL PERMIT REQUIREMENTS

Applicable Codes:

City of Countryside Zoning Ordinance (www.countryside-il.org),	2015 International Mechanical Code
2015 International Building Code	2015 International Fuel Gas Code
2015 International Fire Code	2014 NFPA 70 – National Electric Code
Illinois Energy Conservation Code (Latest Published version)	Illinois Accessibility Code
State of Illinois Plumbing Code (Latest Published version)	

City of Countryside Local Amendments and Ordinances:

- | | |
|------------------------|--|
| 1. Zoning and land use | City of Countryside Zoning Ordinance |
| 2. Air-conditioning | City of Countryside Zoning Ordinance Sec. 10-2-4-5 |
| 3. Driveways | City of Countryside Zoning Ordinance Sec. 7-2-1 |
| 4. Fences | City of Countryside Zoning Ordinance Sec. 8-3-1 |
| 5. Satellite dishes | City of Countryside Zoning Ordinance Sec. 8-1-9, 10-2-14 |
| 6. Signs | City of Countryside Zoning Ordinance Sec. 8-5-1 |
| 7. Swimming pools | City of Countryside Zoning Ordinance Sec. 8-4-1 |

Required Submittals

1. A copy of the Building Permit Application - completed in its entirety. It is mandatory that all forms be completed in order for the permit process to begin.
2. *Five (5) complete sets of drawings and specifications signed and stamped by an architect licensed to practice architectural services as provided by the Illinois Architectural Act, including, but not limited to:
 - Structural/Building,
 - Fire Protection (Alarm/Suppression),
 - Electrical,
 - Plumbing
 - Mechanical/HVAC
 - Energy Compliance.
3. Electronic submission plus two (2) copies of a Topographical Survey by a licensed surveyor as required by Section 8-1-5 (copy attached).
4. *One (1) copy of soil test for all new construction. The preparation of a building site includes analysis of several soil factors, including composition, ability to support the structure, and water absorption and drainage rates.
5. * Five (5) copies of a site plan showing all off street parking and loading spaces for all multiple family residence, commercial and industrial property.
6. Completion Bonds are required for most projects per Section 8-1-5.
7. Restaurants, food stores, drive-ins, etc., require Cook County Department of Public Health approval. Plans will be submitted by Countryside to CCDPH for review.
8. On all demolition, the Plat of Survey shall show all structures to be demolished and the location, size and height of all existing structures that are to remain on site. Applications for Cook County demolition permits and asbestos abatement permits are just a click away! Customers can submit their information online at:
 - Demolition Permit: <https://espay.cookcountyil.gov/DesWebPortal/#/demolition>
 - Asbestos Abatement Permit: <https://espay.cookcountyil.gov/DesWebPortal/#/asbestos>
9. All plans and specifications for permits found to be deficient in either building code and/or zoning shall be denied and returned for corrections and revisions.

*NOTE: Digital submittals are not acceptable for the plan review process, however digital copies of the approved for “construction” and “as-built” documents are encouraged in pdf or other approved format.

CITY OF COUNTRYSIDE ZONING OVERVIEW

Zoning Codes and ordinances are available on our website

http://www.sterlingcodifiers.com/codebook/index.php?book_id=502

www.countryside-il.org → Info Resources → City Code/ Zoning → City Code

Zoning District Overview

District	Maximum height of building structures	Maximum ground coverage	Minimum lot area	Maximum floor area Ratio	Minimum lot width at Front yard line	Minimum required Front yard
	FEET		SQ. FEET		FEET	FEET
R-1	35	35%	20,000	0.35	100	30
R-2	30	35%	10,000	0.35	75	30
R-3	30	35%	7,500	0.35	65	30
R-4	30	35%	7,500	0.35	65	25
R-5	35	35%	7,500	0.35	65	25*
R-7	35	35%	43,560	0.35	100	30
B-1	70	60%		1.2		25
B-2	70	60%		1.2		25
B-3	70	60%		2.5		25
O	35	35%				25
M-1	35			1.5		25
M-2	35			3		25
P-1	30			1.2		25

* For buildings exceeding twenty five (25) feet in height the min. Front yard shall be increased by one (1) foot for each two (2) feet or fraction thereof the building exceeds twenty-five (25) feet.

CONTRACTOR REQUIREMENTS:

* LIABILITY INSURANCE and SURETY BONDS - CITY OF COUNTRYSIDE AS "CERTIFICATE HOLDER" AND 30 DAY CANCELLATION NOTICE*

Contractors who are required to be licensed by the State of Illinois shall provide the City of Countryside a copy of their valid State License or Registration and a copy of the certificate of insurance provided to the State (showing current coverage). No license fee shall be charged.

Contractor Type	Countryside Requirements	Annual License	After July 1	Original Surety Bond	COI *30 day Notice*	
Plumber – 055 & 058 Lawn sprinkler – review upon submittal Fire sprinkler – review upon submittal Fire alarm – review upon submittal Burglar alarm – 127 & electrical Roofer – 104 & 105	Contractors who are required to be licensed by the state of Illinois shall provide the following:	IL state license *COI – (insurance) Copy of State License Copy of letter of intent State license ID verification required	\$0.00 No money required* State license ID verification required	\$0.00	\$0.00 Bond Not Required*	Copy of insurance provided to state (showing current coverage)
Demolition		Demolition *(knocking down a building)	50.00	25.00	40,000.00	\$1,000,000.00
Electricians Tested and licensed by an Illinois municipality	Copy of license where tested	Electrician a copy of the valid municipal license	0.00 No money required*	0.00	20,000.00	1,000,000.00
Fence Erector, Carpenter, Hvac, Asphalt Concrete, Brick Mason General Contractor, Landscape, Window/Door – Gutter – Siding Installers		Contractor All contractors that are required to Pull or are added to permits must provide the following →	50.00	25.00	20,000.00	1,000,000.00
Swing set installer, Painting, Floor covering, Landscape maintenance, Gutter cleaning, Window washing, Rubbish removal and Snow plowing are typical examples of work allowed under the Limited Contractor License.		Limited Contractor	50.00	25.00	0.00	1,000,000.00

Term of License, Proration of Fee: All such licenses shall be due on January 1 of each year and shall expire on December 31 following the date of issuance; and when issued after July 1, the fee to be paid shall be one-half (1/2) of fifty dollars.

Fees and Fines for Violations of the City Building Codes: Work started without a permit: For any and all work which is started without first obtaining the proper or required permits, the following fees shall be assessed: One and Two Family Residential properties shall be assessed a fine (in addition to the regular permit fee) of an amount equal to two (2) times the permit fee or \$150.00 whichever is greater. Commercial, Industrial and Multi-Family properties shall be assessed a fine (in addition to the regular permit fee) of an amount equal to two (2) times the permit fee or \$250.00 whichever is greater. Any person or company in violation of this section a two or more times shall be issued a citation to appear before the City of Countryside Adjudications where a fine up to \$750.00 per day may be ordered.

Suspension of License: In addition to other remedies permitted by this code including, but not limited to, citation and prosecution, the building official may suspend the license of a contractor for up to sixty (60) days.

Licenses may be suspended due to: Factual errors, discrepancies, or falsification on license application, insurance, bond, building permit or construction documents. Probable cause to believe that work performed by this contractor is not, or will not be compliant with the adopted codes, ordinances, and regulations of the city of Countryside, as evidenced by investigation, inspection, and/or previous convictions within the past three (3) years for violations of applicable codes, ordinances, or regulations within the city of Countryside.

Revocation of License: Licenses not reinstated within sixty (60) days of suspension shall be revoked. No revoked license shall be reissued within one year of the suspension date. Any license revoked more than once within a three (3) year period shall not be reissued within three (3) years of the latest suspension date.

CONTRACTOR LICENSE APPLICATION:



CITY OF COUNTRYSIDE
803 Joliet Road, Countryside, Illinois 60525
Office (708) 354-1860, Fax (708) 354-9029



APPLICATION FOR CONTRACTOR'S LICENSE

Your Petitioner (Company Name) _____

Respectfully petitions you to grant permission to operate _____

List Your Trade Here ↑

Registration for what project address?

in CITY OF COUNTRYSIDE, in the County of Cook, in the State of Illinois _____, Countryside, IL 60525

Your petitioner is ready and willing and does hereby agree to operate the aforesaid place of business in accordance with the police regulations and ordinances the City of Countryside now in force and any others that may be enacted during the duration of this license.

I hereby certify that I have the legal authority to make this application, and all information provided in this application and any other information provided by me in support of this application, is true, complete and accurate to the best of my knowledge. I have read, do understand, and shall comply with all applicable terms and conditions required for this application.

Applicant Signature: _____ Today's Date _____

Printed Name: _____ Phone _____ Fax _____

Address _____ Email _____

(PO Box are not accepted – Full Address, City State and Zip)

Special Notation: All Contractor Registrations Expire Yearly on December 31st

PLEASE NOTE:

SUBMIT ALL REQUIRED DOCUMENTS TO THE BUILDING DEPARTMENT. INCOMPLETE SUBMITTALS WILL BE SENT BACK TO THE APPLICANT.

Building Department Use Only:

BSA Updated : Okay to Issue License Date: _____ Initial: _____

PLAN REVIEWS

PLAN REVIEW FEE:

Plan review fees are pass through fees that are payable regardless if the project is terminated or voided. The original permit applicant is responsible for these fees. Fees are dependant on time and labor charges as billed by our contracted service providers (T.P.I. Building Code Consultants, Inc and Novotny Engineering). A standard Zoning/Planning Review fee is charged at a rate of \$100.00. These items will be billed as costs are incurred and will be payable at the time of permit issuance and/or cancellation.

THE TIMEFRAME FROM PERMIT APPLICATION TO ISSUANCE IS DIRECTLY RELATED TO THE CLARITY, ACCURACY, COMPLETENESS, AND OVERALL QUALITY OF THE SUBMITTED INFORMATION.

Internal review* timeframe typically 3-5 working days for small projects, such as:

Air Conditioning Unit, Alarm Fire Burglar, Asphalt, Install ATM, Awning, Balloon, Banner, Blacktop, Brick Paving, Canopy, Cement, Fence, Reach In Walk In Coolers, Doors, Drain, Repair Driveway, Electrical Service, Façade, Fireplace, Furnace, Gazebo, Green House, Gutters, Hand Sinks, Lawn Sprinkler, Tuck Pointing, Patio, Pool AG (Above Ground), Roof, Sidewalk, Siding, Soffit, Windows, Mobil Home Set Up.

Internal review* timeframe, typically 5-10 working days for medium sized projects:

Hood & Duct Protection, Sprinkler, Garage, Pool UG (Under Ground), Excavating Or Grading Projects, New Single Family Construction, Additions, Finish Basement, Bathroom or Kitchen Remodel, Balcony, Cell Tower / Wireless Site, Deck or Patio, Elevator, Green House, Hot Tub, Kitchen Equipment, Interior Build out, Light Pole, Porch, Sidewalk Sign Permanent Ground/ Wall, Sunroom, Tank Removal / Upgrade

External review*, timeframe, typically 14 working days - Larger, complex projects, typically take longer, and come back closer to the 14th working days or more for the initial review*.

***CORRECTIONS ARE FREQUENTLY REQUIRED IN RESPONSE TO THE INITIAL REVIEW.**

REIMBURSEMENT TO CITY FOR ENGINEERING and EXTERNAL REVIEW CHARGES

In addition to any other charges or fees, the applicant for any building permit which requires the City Engineer's examination of plans, a topographical survey, or any other survey or document, shall reimburse or pay to the City for the cost of such engineering examination before the permit applied for shall be issued.

Further, in addition to any other charges or fees, the grantee of any building permit whose construction, in the opinion of the building commissioner or other authorized city official or agent, requires inspection or supervision by the city engineer, either during or after construction, shall reimburse or pay to the city the full cost of such engineering inspection or supervision.

PERMIT FEE AND BOND OVERVIEW

Residential

Please refer to the numbered footnotes for clarifications, formulas, and exceptions.

INTERNATIONAL RESIDENTIAL CODE (One and Two-Family Dwellings)

ACTIVITY	FEE RATE	MINIMUM	COMPLETION BOND
New Construction	\$1/ SF of FLOOR AREA ³	\$50	\$7,500 IF THERE IS EXCAVATION DISTURBING PUBLIC PAVEMENT
			\$5,000 ALL OTHER
Remodeling and Alterations	<p>Per City Code 8-1-2 (B)-1: There shall be a minimum fee of fifty dollars (\$50.00) base fee plus twenty five dollars (\$25.00) fore each discipline (electrical, plumbing, HVAC.</p> <p>Per City Code 8-1-2 (B)-2: The permit fee shall be twenty cents (\$0.20) per quare foot of floor area plus ten cents (\$0.10) per square foot of floor area for each electrical, plumbing and mechancial included in the project.</p> <p>Per City Code 8-1-2 (B)-3: The "floor area" shall be the gross squae foot area or all rooms or areas affected during the construction project"</p> <p>Per City Code 8-1-2 (B)-5: Inspections shall be as required in the adopted international residential code.</p> <p>Fee charged will be the greater total of the summary of section 8-1-2 (B)-1 compared to the total of the summary of Section 8-1-2 (B)-2</p>	\$50	\$7,500 IF THERE IS EXCAVATION DISTURBING PUBLIC PAVEMENT
			\$5,000 ALL OTHER
Demolition of Primary Structure	\$0.50/ SF of BUILDING FOOTPRINT.	\$50	\$7,500 IF THERE IS EXCAVATION DISTURBING PUBLIC PAVEMENT \$5,000 ALL OTHER
Demolition of Detached Accessory Structure	Demolition Only	With accompanying building permit for replacement in kind	\$7,500 IF THERE IS EXCAVATION DISTURBING PUBLIC PAVEMENT \$5,000 ALL OTHER ²
	\$0.25/ SF of BUILDING FOOTPRINT	\$25	

PERMIT FEE AND BOND OVERVIEW

INTERNATIONAL BUILDING CODE *Multi-family, Commercial, Industrial, and Office Buildings* Except that which is regulated by the International Residential Code

ACTIVITY	FEE RATE	MINIMUM	COMPLETION BOND
Construction, Alterations, Demolition	\$20/ \$1,000 of CONSTRUCTION COST Verification Required ¹	\$50	\$7,500 IF EXCAVATION DISTURBS PUBLIC PAVEMENT \$5,000 ALL OTHER ²

MOBILE HOME SET UP

ACTIVITY	FEE RATE	MINIMUM
Set Up	Each	\$100

SIGNS

TYPE	FEE RATE	MINIMUM	COMPLETION BOND
Non-illuminated Sign	Fifty dollars (\$50)	\$50	\$7,500 IF EXCAVATION DISTURBS PUBLIC PAVEMENT
Marquee, fixed canopies and fixed awnings	Fifty dollars (\$50)	\$50	
Illuminated signs and street clocks	One Hundred and Fifty dollars (\$150)	\$150	
Retractable canopies and awnings	Fifty dollars (\$50)	\$50	
Special Event Temporary Signs	For applicants that have a valid Countryside business license, a special event sign permit shall be issued without charge when the applicant has obtained a permit for the event itself. For applicants that have a valid Countryside business license but are not obtaining a permit to host an event of any kind, the first four (4) special event sign permits shall be issued without charge and thereafter each special event sign permit shall be fifty dollars (\$50.00). For applicants without a valid Countryside business license, each special event sign permit shall be fifty dollars (\$50.00) and shall be in addition to any permits and fees required for the event itself.	\$50	NOT REQUIRED ²
Daily Promotional Signs	A sign six (6) square feet or less is fifty dollars (\$50.00) per quarter and thirty two (32) square feet or less is one hundred twenty five dollars (\$125.00) per quarter.	\$50 per Quarter or \$125 per Quarter	Sign square footage determines fee
Freestanding Sign	Two hundred dollars (\$200)		\$7,500 IF EXCAVATION DISTURBS PUBLIC PAVEMENT ²
Flag Advertisers / Air Dancers	Prohibited by Code	-	

FOOTNOTES (Pages 10 and 11)

1. Prior to the issuance of the Certificate of Occupancy, the applicant shall submit to the Building Official a sworn and notarized statement compiling all construction costs and expenses, or copies of all appropriate lien waivers.
2. Applicants for the following types of permits shall not be required to post a bond or letter of credit under section 8-1-5:
 1. Temporary Signs
 2. Temporary Structures
 3. Wall Signs
 4. Any of the following work on an owner-occupied one or two-family dwelling:
 - a. Roofing,
 - b. Siding,
 - c. Work that is confined to the interior of the structure,
 - d. Window or door replacement,
 - e. Gutters and downspouts,
 - f. Flat work replacement that does not involve a change in surface coverage, grade, or configuration,
 - g. Seal coating,
 - h. Overhead electric service installation,
 - i. Repairs under \$15,000 in cost.
3. FLOOR AREA The floor area of a building or buildings shall be the sum of the gross horizontal areas of the several floors of such building or buildings measured from the exterior faces of exterior walls or from the centerline of party walls separating two (2) buildings. In particular "Floor Area" shall include:
 - A. Basement space meeting any of the following conditions:
 1. At least one-half (1/2) of the basement story height is above the established curb or ground level
 2. The basement story contains habitable space as defined by the adopted International Residential Code.
 - B. Elevator shafts and stairwells at each floor;
 - C. Floor space used for mechanical equipment where the structural headroom exceeds seven and one-half feet (7 1/2'); except equipment, open or enclosed, located on the roof, i.e., bulkheads, water tanks and cooling towers;
 - D. Attic floor space where the structural headroom exceeds seven and one-half feet (7 1/2');
 - E. Interior balconies and mezzanines;
 - F. Enclosed, or covered porches, but not terraces and breezeways;
 - G. An accessory building when attached to the principal building.

ELECTRONIC SUBMITTAL PLUS FOUR (4) COPIES OF TOPOGRAPHICAL SURVEY ARE REQUIRED:

8-1-5 PRECONSTRUCTION AND POSTCONSTRUCTION DRAWINGS AND BOND REQUIRED; ALL CONSTRUCTION:

Preconstruction Drawings Required: Prior to the building commissioner issuing any permit for any new building construction or an addition to any existing building, the person or other entity in whose name the application for permit is made shall submit to the building commissioner a topographical survey showing all existing land features and contours and all proposed elevations, contours and grades. However, such a topographical survey shall not be required when the proposed construction will involve no excavation and is to be upon land already occupied by a building whose land coverage is to remain unchanged by virtue of the proposed construction.

If such proposed elevations, contours and grades are not in conformity with any ordinance, rules or regulations of the City or any other governmental agency, or in the opinion of the City Engineer, it would cause flooding or other hazard for, or be detrimental to, the subject premises or any surrounding land, such proposed elevation, contours and grades shall be revised as required to conform with applicable statutes, rules and regulations or in accordance with the direction of the City Engineer.

All surveys submitted pursuant to this requirement shall be drawn to a scale of not smaller than one inch to thirty feet (1"=30'), shall include elevations and contours of at least fifty percent (50%) of all adjacent parcels of property, show existing and proposed property contours on at least one foot (1') intervals, proposed grades on all lot corners, swales, sewers, drainage structures, foundations and driveways or any physical change on the subject property. All such plans shall be submitted to the City Engineer for resolution of any drainage problems, provided for their solution, and shall receive his approval. Any surplus soil resulting from the excavation or grading shall be accounted for and included in the proposed grading plan or hauled off-site.

As Built Plans Required: Prior to the building commissioner's issuance of any final approval, which would permit use or occupancy, of any project required to comply with the provisions of this chapter, the person or other entity in whose name the permit for the project has been issued shall submit to the building commissioner an "as built plan" showing all elevations and grades, as shot in the field immediately after completion of all work required including landscaping to comply with this section. All such "as built plans" shall be signed and sealed by an Illinois registered architect, engineer or surveyor.

Bond or Letter of Credit: All applicants who are also required to post a five thousand dollar (\$5,000.00) or more excavation restoration bond under section 7-1-5 of this code shall also post a cash or surety bond, or letter of credit approved by the city attorney, in the "as-built plan" showing all elevations and grades, as required by subsection B of this section, completion of the project in a timely manner, and compliance with all applicable codes and ordinances. Exceptions: Applications for the following types of permits shall not be required to post a bond or letter of credit under section 8-1-5:

- Temporary Signs
- Temporary Structures
- Wall Signs
- Any of the following work on an owner – occupied one or two family dwelling.
 1. Roofing, Siding, Gutters, Downspouts.
 2. Work that is confined to the interior of the structure.
 3. Window or door replacement.
 4. Flat work replacement that does not involve a change in surface, coverage, grade, or configuration.
 5. Seal coating.
 6. Overhead electric service installation.
 7. Repairs under \$15,000.00 in cost.

INSPECTIONS

The following inspections are required for all types of construction, new and remodeling. All inspections shall be phoned into the Community Development Department (708-354-1860) with a minimum of 24 hours in advance notice when you are ready for an inspection but no later than 3:00 P.M. on the day before the planned inspection. Inspections will be scheduled on a first come-first serve basis between the the hours of 9:00 A.M. to 12 Noon. The general office hours are 8:30 a.m. to 4:30 p.m. An authorized agent must be present at the inspection.

A dumpster must be on site, toilet facilities shall be provided for construction workers and driveways need to be installed on all construction sites prior to any other building activity.

A fence must enclose the construction site, not less than four (4') feet high to prevent the entry of unauthorized persons; the fence shall remain until a certificate of occupancy has been issued.

The owner or contractor is required to call the Community Development Department for the following inspections:

FOOTING	Before concrete is poured and after footing excavation has been completed, forms are set and access drive has been installed. Identify front, side and rear yard setbacks.
FOUNDATION	Before concrete is poured and after forms are set.
SPOTTED PLAT OF SURVEY	For new construction only, a spotted plat of survey showing the exact location of the foundation on the lot and the top of the foundation elevation must be submitted before backfilling or any further construction. (All accessory buildings, sheds, garages, etc. not included).
DRAIN TILE	Before backfilling and after footing drain tile and 12" of gravel have been placed and walls have been damp proofed.
CONCRETE* FLOOR/SLAB	Before any concrete floor slabs are poured and after any insulation, vapor barriers, plumbing or electrical has been installed. <i>* - IT IS HIGHLY RECOMMENDED THAT CONCRETE BE ORDERED AFTER THE APPROVED INSPECTION</i>
WATER SERVICE CONNECTION	Prior to filling ditch or hole.
ELECTRIC SERVICE	After installation of the electrical panel, meter trough and ground connection. The panel must be open and accessible to the inspector.
FRAMING	Before any insulation, vapor barrier, or wall finish is applied and after the rough framing is completed. (Water meter must be installed before inspection.)
PLUMBING	<i>Please contact the Plumbing Inspector for details.</i>
ELECTRIC	<i>Please contact the Electrical Inspector for details.</i>
(IT IS RECOMMENDED THAT ELECTRIC & PLUMBING INSPECTIONS OCCUR AT THE SAME TIME)	
FIREPLACE	After firebox is constructed and before construction of chimney. (Contact your inspector for exact details.)
INSULATION	Before any interior wall finish is applied and after insulation and vapor barriers are completed.
SPRINKLER TEST	Please call the Plumbing Inspector or Pleasantview Fire District for details at 708.352-3021.
ELECTRIC FINAL	<i>Please contact the electrical inspector for details.</i>

SWIMMING POOLS When applicable, for example: post holes, pre-pour base
FENCES, SHEDS,
DETACH GARAGES

FINAL INSPECTION After all work is completed. Since no portion of the building can be used or occupied before a Certificate of Occupancy is issued; it is recommended that a final inspection be scheduled four (4) or five (5) days prior to the actual move-in date.

PRIOR TO ARRANGING FOR A FINAL INSPECTION FOR A SINGLE FAMILY RESIDENCE, YOU SHOULD CHECK TO MAKE SURE THE FOLLOWING ITEMS HAVE BEEN COMPLETED.

SPOTTED PLAT OF SURVEY Approved drawings contact your inspector and provide two copies of the final grading survey, to arrange for the City Engineer to conduct a final grading inspection

SOME ADDITIONAL THINGS YOU SHOULD KNOW:

APPROVED DRAWINGS Almost all permits receive an approved set of drawings which may contain modifications or notes made by the Community Development Department. You must comply with these modifications. **The approved set of drawings must be kept on the job site for all inspections.**

REVISIONS If during construction you should decide to add, delete or alter items originally on the approved drawings, please contact us to see if a revised drawing is required. Items such as decks, pools, fireplaces and sheds all require an add-on to the original permit.

CANCELLATIONS If you schedule an inspection and later discover that you won't be ready, give us a call and cancel the inspection so that someone else may use the time.

RESPONSIBILITY Ultimately it is the owner's responsibility to make sure all inspections are called in. An authorized agent must be present at the inspection.

EXPIRATION Where no work has been started within 6 months after the issuance of a permit, such permit shall be void. Where work has been started and no request for an inspection has been recorded within 6 months, such permit shall be void and any bonds shall be forfeited in both instances, a fee according to the fee schedule shall be charged for the re-issuance of the permit.

RE-INSPECTION FEE \$75.00

REFUNDING THE RESTORATION BOND

After the Certificate of Occupancy is issued, the Permit holder may request a refund of the restoration bond. This refund must be approved by the City Council, and will be submitted only after the applicant has completed all requirements. The refund will be less any outstanding fees, charges, or funds owed the City of Countryside.

Section 8-1-5 (b)

As-built Plans Required: Prior to the building commissioner's issuance of any final approval, which would permit use or occupancy, of any project required to comply with the provisions of this chapter, the person or other entity in whose name the permit for the project has been issued shall submit to the building commissioner a "as-built-plan" showing all elevations and grades, as shot in the field immediately after completion of all work required including landscaping to comply with City ordinance. All such "as-built plans" shall be signed and sealed by an Illinois registered architect, engineer or surveyor.

If such "as-built plans" show elevations and/or grades, which are not in conformity with the plans originally approved for the project, no final approval shall be issued by the building commissioner.

Cost of Examination; Reimbursement to City: The cost of any examination of plans, topographical survey, or any other document required pursuant to this chapter shall be reimbursed to the City in accordance with section 8-1-2 of this chapter.

Forfeiture of Bond:

B. Default or Release of Performance Bond:

1. If the applicant shall have completed the restoration of the ground and laying of pavement, if any, on or before the scheduled date of completion, and such completion shall meet all requirements of the city, the city council shall direct the clerk to release said bond.
2. If the applicant fails to complete the project by the agreed upon completion date or fails to complete the work in accordance with the applicable ordinances and reasonable requirements for the city, the building commissioner shall so notify the applicant of such deficiencies, and shall advise the applicant that he has thirty (30) days from the date of receipt of said notice to cure the same. If the deficiencies are not remedied within said time, the building commissioner shall report the same to the city council which may, by resolution, find the applicant in default and direct that the work be completed by the city and that the applicant's bond, or any necessary portion thereof, be applied to the cost of completion.
3. Forfeiture a bond shall not constitute a waiver of the city's right to collect from the applicant the amount of a deficiency resulting from the actual cost of completion being in excess of the bond. The city shall retain the right to use all legal and equitable remedies available to it for collection of such deficiency. (1970 Code §5-2.07, as amended)
4. Deposit of Cash Bonds:
 1. All cash bonds will be held by the city treasurer.
 2. In the event of a bond forfeiture, the bond proceeds will be first applied to payment of the cost of completion, and as much thereof as is not needed to cover the cost of completion will be returned to the applicant.
 3. Unclaimed Bonds: Any bond posted with cash pursuant to this section, shall be subject to the unclaimed bond forfeiture provisions of title 1, Chapter 9 of the City Code.

USE AND OCCUPANCY

No building or structure shall be used or occupied, and no change in existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefore as provided therein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or other ordinances of the jurisdiction. For the purpose of this section, occupancy shall include, but not be limited to:

1. Any activities that are not directly performed with the intent to bring the premises into a condition that would allow the building official to issue a certificate of occupancy.
2. The presences of visitors, guests, or other persons without adequate or proper personal protection as required on the construction site.
3. Living, sleeping, or cooking.
4. Eating or sanitation other than that normally found on a construction site.
5. Moving furniture and/or personal property into the premises.
6. Conducting business.

CERTIFICATE OF OCCUPANCY

A certificate certifying that the building or structure, as illustrated on approved plans, conforms to the provisions of the city code:

1. Building Must Be Finished; Interior And Exterior. Final Inspection Of Building Must Be Made By The Community Development Department.
2. All electrical completed.
3. Plumbing (one complete bathroom and one kitchen sink completed).
4. Handrails on stairs installed.
5. House number address on house.
6. Mailbox installed.
7. All building debris hauled away.
8. Public sidewalk installed / replaced.
9. Street openings restored to original construction.
10. Restore public right of way.
11. Final grade completed and established lawn.
12. As built topographical survey submitted to be approved by the city's engineer.

BOND RETURN APPLICATION



CITY OF COUNTRYSIDE BOND APPLICATION



Applicant: _____ Project Address: _____

Bond Amount: _____ Date Paid: _____ Permit # _____

Applicant Signature: _____ Phone: _____

Company Represented: _____ Fax: _____ Email: _____

I hereby certify that I have the legal authority to make this application, and all information provided in this application and any other information provided by me in support of this application, is true, complete and accurate to the best of my knowledge. I have read, do understand, and shall comply with all applicable terms and conditions required for this application

SAMPLE FORM

BOND TYPE			
PERMIT BOND	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Acct #: 01-00-220-2210
PRESALE BOND	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Acct #: 01-00-220-2220
ENGINEERING REQUIRED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Acct #: 01-00-220-2210
NEW CONSTRUCTION	RESIDENTIAL <input type="checkbox"/>	COMMERCIAL <input type="checkbox"/>	Acct #: 01-00-220-2210
OTHER: _____	<input type="checkbox"/>	<input type="checkbox"/>	

Please provide the following: The Bond Return Application, the cancelled check or receipt for bond submitted and the final approved inspections.

BOND RETURN	
*Permit Number:	_____
*Job Address:	_____
*Initial Bond Amount:	_____
*Issue Check to:	_____
*Mailing Address:	_____
*Name:	_____
*Signature:	_____
*Date Submitted:	_____

The Community Development Department will verify that all work has been completed according to the requirements of the applicable Codes and Ordinances. This verification may be as simple as referring to a file, or include multiple site visits- each project is different. Most verifications are accomplished within five working days, although some cases will require more time. All open balances should be paid in full before the return of the bond. Personal checks will result in an additional seven day clearing period. To speed up your process you may pay-off the balance with cash, cashiers check or money order. If all requirements have been met, your request will be forwarded for presentation to the first available regularly scheduled City Council meeting. Upon approval by City Council, the Finance Department will issue a check.

Building Office Only:

Fees Owed:

Return Total: \$

Bond/Permit Number: #

Approved By:

Date Approved:

Building Office Only:

Paid Date:

Payment type:

Cash Check Credit Card

Delivered to Finance Dept: YES NO

Date Routed to Finance Dept:

Cold Weather Concrete Policy

Conditions	Requirements	Concrete Mix
Ambient temperatures >40° F	Normal Construction Practice	Normal Concrete mix
Ambient temperatures between 40° F and 25°F for 72 consecutive hours.	<ol style="list-style-type: none"> 1. Soil adjacent to the footing or slab shall be covered with straw or insulation blankets for 72 consecutive hours after pouring concrete. 2. Forms shall remain in place for 72 consecutive hours after pouring concrete. 	<ol style="list-style-type: none"> 1. Winter mix (concrete between 50° - 80°). 2. Non chloride –accelerating admixture in concrete. 3. Do not add any water to concrete on jobsite. 4. Calcium chloride shall not be used in the concrete.
Ambient temperatures between 25° F and 15°F for 72 consecutive hours.	<ol style="list-style-type: none"> 1. Adjacent soil and concrete shall be completely covered (top and sides) with straw or insulation blankets to maintain 50° F for 72 consecutive hours after pouring concrete. 2. Forms shall remain in place for 72 consecutive hours after pouring concrete. 	<ol style="list-style-type: none"> 1. Winter mix (concrete between 50° - 80°). 2. non chloride –accelerating admixture in concrete. 3. Do not add any water to concrete on jobsite. 4. Calcium chloride shall not be used in the concrete.

1. Sub grade and/or gravel base shall **not be frozen**. Forms must be free of snow and ice.
2. Footings, foundation and flat work:
 - A. Flatwork:**
No Flat work shall be poured when the ambient temperature is predicted to be below 25° F within 72 consecutive hours unless the work area is completely enclosed with heat provided to maintain a temperature of 50° F for 72 consecutive hours.
 - B. Protection:**
Footing and soil adjacent to footing must be protected from freezing at all times. Protective covering on the exterior side of the footing shall remain in place until just prior to backfilling of foundation. Protective covering on the interior side of the footing shall remain in place until heat is provided in the basement. Foundation walls shall be covered with insulation blankets, on both sides, from the top of the wall to the footing. All concrete protective coverings shall be tight fitting and well secured so as to prevent air infiltration from compromising the integrity of the insulation system. Straw or insulation blankets shall be on job site at time of inspection. Forms, straw and insulation blankets shall remain securely in place until the end of the minimum protection period.
 - C. Verification**
In order to document that the proper additives have been blended in the concrete mix, load tickets shall be provided to the Community Development Department within 24 hours of pouring concrete. Forecasted temperatures shall be based on “The Weather Channel” (weather.com)
This policy is general in nature and may not be all-inclusive. This does not waive any other requirement for proper construction as set by the specifications or good engineering practices i.e. ACI 306R-88. Failure to adhere to this policy will result in a requirement for addition engineering, and testing of the concrete to determine its strength and integrity. Concrete that does not meet minimum standards shall be removed and replaced.

Cold Weather Masonry Policy

Conditions	Construction Requirements	Protection Requirements
Above 40° F.	Normal masonry procedures	Cover walls with plastic or canvas at end of workday to protect from moisture.
40° F to 32° F	Heating mixing water to produce mortar temperatures between 40° F and 120° F	Cover walls and materials to prevent wetting and freezing. Cover Should be plastic or canvas.
32° F and 25° F	Heating mixing water to produce mortar temperatures between 40° F and 120° F	With wind velocities above 15 mph provide windbreaks during the workday and cover walls and materials at the end of the day to prevent wetting and freezing. Maintain masonry above freezing for 16 hours using insulated blanket.
25° F to 20° F	Maintain mortar on boards above 40° F	With wind velocities above 15 mph provide windbreaks during the workday and cover walls and materials at the end of the day to prevent wetting and freezing. Maintain masonry above freezing for 16 hours using insulated blanket.
20° F to 0° F	Heat mixing water and sand to produce mortar temperatures between 40° F to 120° F	Provide enclosures and supply sufficient heat to maintain masonry enclosures above 32° F for 24 hours.

This policy is general in nature and may not be all-inclusive. This does not waive any other requirement for proper construction as set by the specifications or good engineering practices. Failure to adhere to this policy will result in a requirement for additional engineering, and testing of the concrete to determine its strength and integrity. Concrete that does not meet minimum standards shall be removed and replaced.

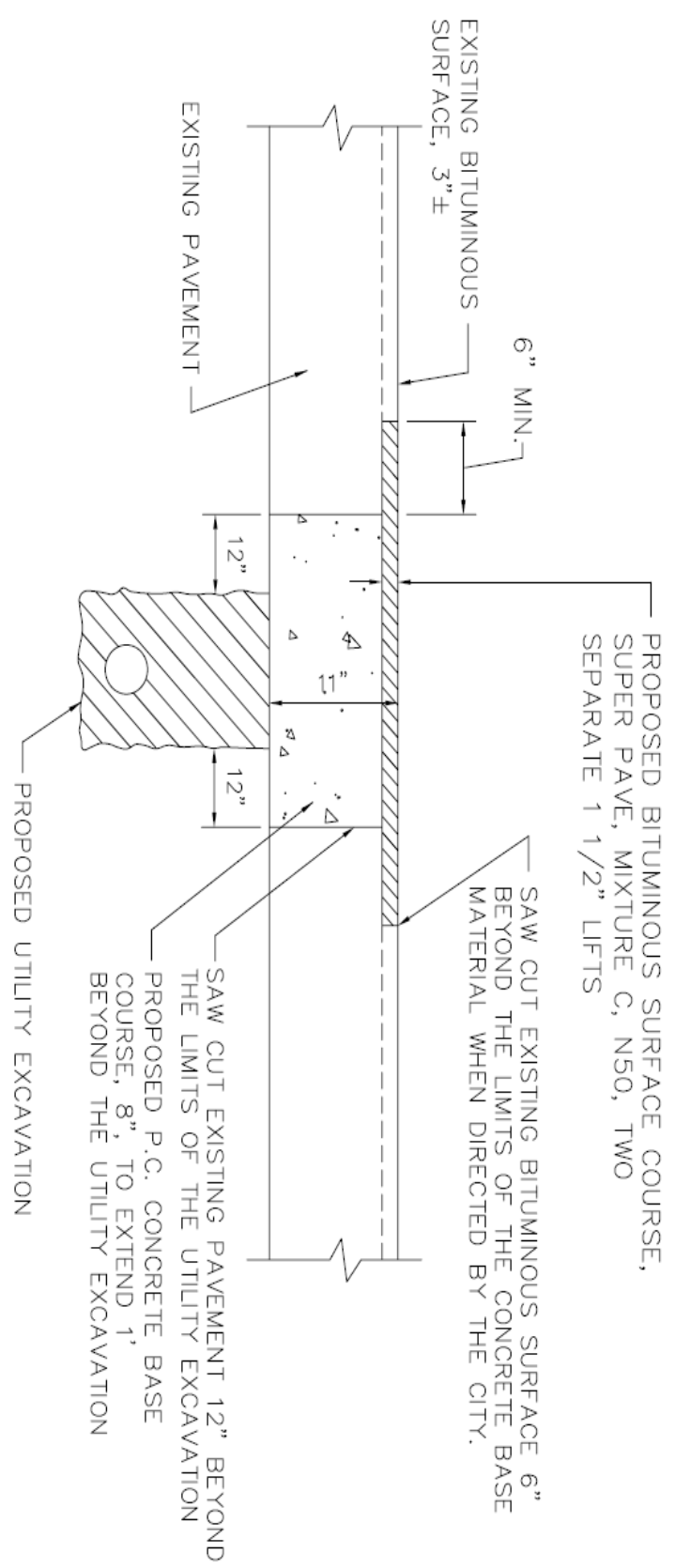


FIGURE 1
 PERMANENT PAVEMENT RESTORATION
 OVER UTILITY EXCAVATIONS

8-1-10: UTILITY INSTALLATIONS - SPECIFICATIONS FOR STREET, ALLEY & PARKWAY RESTORATION.

A. Streets and Right-of-Way

1. Anyone intending to work within the public right of way in the city of Countryside shall first obtain a permit and provide evidence to the city of insurance, bonds and licenses in accordance with city specifications prior to commencement of right of way work.
2. The superintendent of public works shall have overall responsibility and authority over the public right of way and is authorized to issue citations to ensure compliance with the city codes.
3. JULIE shall be contacted before any work begins, to locate any and all utilities in the excavation area.
4. The city's public works department shall be contacted twenty four (24) hours in advance of all construction to schedule the appropriate inspections.
5. Signage and barricades necessary to maintain sufficient traffic control and in accordance with the "Work Site Protection Manual", published by the Illinois department of transportation, shall be erected and maintained at all times during utility and restoration construction.
6. All curb and gutter, sidewalk, driveway pavement, alley pavement, and street pavement excavations are required to be saw cut to full depth on all edges prior to starting removal.
7. All trench widths shall comply with all minimum federal safety standards.
8. All backfill shall be compacted in accordance with the latest edition of the "Standard Specifications For Water And Sewer Main Construction In Illinois".
9. All excavations under or within two feet (2') of existing or proposed paved surfaces shall be backfilled with crushed limestone meeting the gradation requirements of IDOT CA-11. All granular backfill shall be installed in six inch (6") layers and compacted in place using a mechanical ramming or tamping device.
10. All excavations in nonpaved areas shall be backfilled with the original excavated materials and compacted by introducing water through holes jetted into the backfill.
11. All excavations are required to be temporarily or permanently backfilled at the end of each workday. Open holes will not be permitted overnight. Steel plates, when properly barricaded, may be permitted, but only when approved by the superintendent of public works or his/her designee.
12. All restoration work shall be in accordance with the latest edition of the "Standard Specifications For Road And Bridge Construction", as published by IDOT.
13. All surface material replaced in conjunction with a utility repair shall be of equal or better condition than that which existed prior to the utility work.
14. All street and parkway repair specifications shall be strictly enforced at all times. Any deviation from these specifications, including all necessary inspections, could result in the loss of performance bond monies, the issuance of citations or a project stop work order, or any other remedy available to the city to assure compliance with these specifications.
15. Special care shall be taken to protect trees located in parkways from damage. During construction activity, a fence shall be erected at a six foot (6') radius from any parkway tree.
16. All permit holders are responsible for the cleaning of the street within two hundred fifty feet (250') of the work site every day.

B. Curb And Gutter:

1. All curb and gutter damaged during utility installation shall be removed and replaced in accordance with IDOT standards.
2. Two (2) no. 6 epoxy coated tie bars shall be drilled and grouted into the ends of all existing curb and gutter, which is left in place. The no. 6 tie bar shall be eighteen inches (18") in length with nine inches (9") being installed into the existing concrete.
3. All curb and gutter shall be poured to match the gutter flag thickness of the existing curb and gutter. A minimum gutter flag thickness of nine and one-half inches (9¹/₂") will be required.
4. Contraction joints shall be placed at twenty five foot (25') intervals and at midpoint of all radii.
5. Expansion joints shall be constructed five feet (5') on each side of all underground structures located in the curb, at all tangent points, and at one hundred fifty foot (150') intervals. Expansion joints shall consist of one inch (1") premolded joint filler material with no. 8 dowel bars, eighteen inches (18") in length, greased, with an expansion cap provided at one end.
6. All concrete used for curb and gutter construction shall conform to IDOT class SI.
7. All concrete surfaces shall be sealed with Specco C-15, or equivalent, concrete sealer immediately upon finishing.
8. All curb / gutter shall be protected from the elements and vandalism for a minimum of forty eight (48) hours.

C. Sidewalk:

1. All sidewalks damaged during utility installation shall be removed and replaced in accordance with IDOT standards.
2. All public sidewalks shall be removed and replaced in five foot by five foot (5' x 5') minimum squares. All other sidewalks shall be removed and replaced from contraction joint to contraction joint. Partial square removal and replacement will not be allowed.
3. All sidewalks shall be poured to a minimum thickness of five inches (5") in standard locations, and seven inches (7") in locations where sidewalks run through driveways.
4. Contraction joints shall be placed to match existing joints on service and carriage sidewalks, and at five foot (5') intervals on public walks.
5. Longitudinal expansion joints consisting of three-fourths inch (³/₄") premolded joint filler material shall be placed between all new sidewalks and curb and gutter, and where expansion joints previously existed.
6. Public sidewalks shall be closed and barricaded in accordance with IDOT standards. "Caution tape" shall be installed thirty six inches (36") above existing grade around the entire perimeter of the excavation.
7. All concrete used for sidewalk construction shall conform to IDOT class SI.
8. Public sidewalks shall be replaced within forty eight (48) hours of original excavation.
9. All concrete surfaces shall be sealed with Specco C-15, or equivalent, concrete sealer immediately upon finishing.
10. All sidewalks shall be protected from the elements and vandalism for a minimum of forty eight (48) hours.

D. Concrete Driveway:

1. All Portland cement concrete driveways damaged during utility installation shall be removed and replaced in accordance with IDOT standards.
2. All Portland cement concrete driveway pavement shall be removed and replaced from contraction joint to contraction joint. Partial slab removal and replacement will not be allowed.
3. All Portland cement concrete driveways shall be poured to a minimum thickness of seven inches (7") in residential areas, and eight inches (8") in commercial areas.
4. All concrete used for Portland cement concrete driveway construction shall conform to IDOT class PV.
5. Contraction joints shall be placed to match existing.
6. Longitudinal expansion joints consisting of three-fourths inch ($\frac{3}{4}$ ") premolded joint filler material shall be placed between all new driveway pavement and curb and gutter, and where expansion joints previously existed.
7. All concrete surfaces shall be sealed with Specco C-15, or equivalent, concrete sealer immediately upon finishing.
8. All concrete shall be protected from the elements and vandalism for a minimum of forty eight (48) hours.

E. Concrete Alley Pavement:

1. All Portland cement concrete alley pavement damaged during utility installation shall be removed and replaced in accordance with IDOT concrete pavement standards.
2. All Portland cement concrete alley pavement shall be removed and replaced from contraction joint to contraction joint, at a minimum width of one-half ($\frac{1}{2}$) of the alley. Partial slab removal and replacement will not be allowed.
3. No. 6 epoxy coated tie bars shall be drilled and grouted into the vertical edge of the existing concrete. The tie bars shall be installed at pavement mid-depth and at thirty inch (30") centers along the entire perimeter of the slab. The no. 6 tie bars shall be eighteen inches (18") in length with nine inches (9") being installed into the existing concrete.
4. All Portland cement concrete alley pavement will be poured to a minimum thickness of eight inches (8").
5. All concrete used for Portland cement concrete alley pavement shall conform to IDOT class PP (high early strength concrete).
6. Contraction joints shall be placed to match existing.
7. Expansion joints shall be placed to match existing.
8. All concrete surfaces shall be sealed with Specco C-15, or equivalent, concrete sealer immediately upon finishing.
9. All concrete shall be protected from the elements and vandalism for a minimum of forty eight (48) hours.

F. Asphalt Alleys, Parkways And Driveways:

1. All asphalt surfaces damaged during utility installation shall be removed and replaced in accordance with IDOT standards.
2. Minimum pavement design shall consist of one and one-half inches (1½") of bituminous surface course over one and one-half inches (1½") of bituminous binder course over eight inches (8") of compacted aggregate base.
3. The bituminous materials shall meet the requirements of "Bituminous Concrete Surface Course, Superpave, Mixture C, N50" and "Bituminous Concrete Binder Course, Superpave, IL-19.0, N50", as specified by IDOT. The asphalt shall be placed and compacted in accordance with IDOT specifications.
4. Prior to placing the bituminous materials, the vertical edges of the existing asphalt pavement shall be hand primed with materials meeting IDOT requirements.

G. Street Pavement Repairs:

1. Existing paved roads shall not be open cut without the city's prior consent.
2. Utility and street repair construction shall be phased in such a manner that the roadway will remain open to traffic at all times. Road closures due to construction will not be allowed.
3. A temporary pavement surface consisting of compacted cold asphalt material shall be installed immediately after the trench has been properly compacted. The temporary surface shall be installed to ensure an even level grade, and shall be maintained from the time of installation to the time that permanent repairs are made.
4. Permanent pavement repairs shall be made within fifteen (15) calendar days from the time the utility work commenced, depending upon availability of hot asphalt mix.
5. Permanent pavement repairs shall conform to figure 1 and the following:
 - a. All pavement restoration shall be performed in accordance with IDOT standards.
 - b. The excavated area shall be saw cut one foot (1') wider than the original trench.
 - c. The remaining pavement within the new saw cut area, the cold asphalt material and aggregate backfill shall be excavated to a depth of eleven inches (11").
 - d. The subgrade or subbase shall be prepared and compacted in accordance with IDOT specifications.
 - e. The Portland cement concrete base course shall be placed to a depth of eight inches (8"). All concrete shall conform to IDOT class PP (high early strength concrete).
 - f. The Portland cement concrete base shall be properly barricaded and protected during the curing period and until asphalt paving material can be installed.
 - g. When required by the superintendent of public works, or his/her designee, and prior to the placement of bituminous surface materials, the contractor will be required to saw cut and remove the top three inches (3") of surface material six inches (6") beyond the limits of the Portland cement concrete base.
 - h. Prior to placing the bituminous materials, the vertical edges of the existing asphalt pavement shall be hand primed with materials meeting IDOT requirements.
 - i. The bituminous surface materials shall be placed in two (2) separate one and one-half inch (1½") lifts. The bituminous materials shall meet the requirements of "Bituminous Concrete Surface Course, Superpave, Mixture C, N 50" as specified by IDOT. The asphalt shall be placed and compacted in accordance with IDOT specifications.
 - j. The final layer of bituminous surface materials shall be placed with sufficient care to ensure an even level surface, free from depressions, and to provide a smooth riding surface. The resultant product should conform to the approximate cross section of the existing roadway.

H. Grass Parkway:

1. All grass parkways disturbed during utility installation shall be restored with a minimum of four inches (4") of pulverized topsoil and sod, in accordance with IDOT standards.
2. When parkway restoration is limited to very small areas, the superintendent of public works, or his/her designee, may allow seed in lieu of sod.
3. If seeded, a mulching cover must be utilized.

8-1-10-I CODE ACKNOWLEDGEMENT

All permit applicants must execute an acknowledgement provided by the City that the applicant had read, understands and agrees to all the terms and conditions set forth in the Building Permit Package as well as the City of Countryside Building Code.

SPECIFICATIONS FOR THE INSTALLATION OF WATER SERVICE LINE, FIRE SERVICE LINE, AND SANITARY SEWER SERVICE LATERAL INSTALLATION UNDER LOCAL ROADWAYS

8-1-11 WATER SERVICE LINE, FIRE SERVICE LINE, AND SANITARY SEWER SERVICE LATERAL INSTALLATION UNDER LOCAL ROADWAY REQUIREMENTS

- A. JULIE shall be contacted before any work begins, to locate any and all utilities in the excavation area.
- B. Signage and barricades for sufficient traffic control and in accordance with the Work Site Protection Manual published by the Illinois Department of Transportation shall be erected and maintained at all times during utility and restoration construction.
- C. Where the water or sanitary sewer main lies on the opposite side of the street from the proposed service installation, the service shall be pushed, augured or directionally bored under the roadway so as to not disturb the existing paved surface or curb and gutter in any way. Existing paved roads shall not be the open cut without the City's prior consent.
- D. All water service line, fire service line, and sanitary sewer service laterals shall be installed at right angles with the main line, to the line and grade indicated on the approved plans.
- E. The tunneling method selected shall be capable of controlling both horizontal and vertical alignment of the service line. The City Engineer shall approve the tunneling method prior to its use.
- F. If existing utilities that lie under existing roadways are required to be exposed during the tunneling operation, the utility excavation shall be backfilled and restored.
- G. Contractors shall contact the City's Water Department 24 hours in advance of tunneling to schedule the appropriate inspection. (Phone: 708-354-8827).
- H. Anyone intending to work within the public right of way in the City of Countryside shall provide evidence to the City of insurance, bonds and licenses in accordance with City specifications prior to commencement of right of way work.
- I. All Permit holders are responsible for the cleaning of the street within 250 feet of the work site every day.
- J. All permit applicants must execute an acknowledgement provided by the City that the applicant had read, understands and agrees to all the terms and conditions set forth in the Building Permit Package as well as the City of Countryside Building Code.
- K. These requirements are in addition to and supplemental to all requirements pursuant to the Building Code for the City of Countryside as it is from time to time amended.

INSTRUCTIONS FOR COMPLETION OF INDUSTRIAL ACTIVITY NOTICE OF INTENT (NOI) FORM

Please adhere to the following guidelines:

Submit original, photocopy or facsimile copies. Facsimile and/or photo copies should be followed-up with an original signature copy as soon as possible. Please write "copy" under the "For Office Use Only" box in the lower right hand corner.

- ▶ Submit completed forms to:

Illinois Environmental Protection Agency
Division of Water Pollution Control
Permit Section
Post Office Box 19276
Springfield, Illinois 62794-9276
or call (217)782-0610
www.epa.state.il.us

- ▶ Reports must be typed or printed legibly and signed.
- ▶ Any facility that is not presently covered by the ILR00 Industrial Activity Storm Water Discharge General Permit is considered a new facility.
- ▶ If this is a change in your facility information, renewal, etc., please fill in your permit number on the appropriate line.
- ▶ **NOTE: FACILITY LOCATION IS NOT NECESSARILY THE FACILITY MAILING ADDRESS, BUT SHOULD DESCRIBE WHERE THE FACILITY IS LOCATED.**
- ▶ Use the formats given in the following examples for correct form completion.

	<u>Example</u>	<u>Format</u>
SECTION	12	1 or 2 numerical digits
TOWNSHIP	12N	1 or 2 numerical digits followed by "N" or "S"
RANGE	12W	1 or 2 numerical digits followed by "E" or "W"

- ▶ The Storm Water Pollution Prevention Plan must be completed for new facilities prior to the Notice of Intent being considered complete for coverage by the ILR00 General Permit.
- ▶ For the Name of Closest Receiving Waters, do not use terms such as ditch or channel. For unnamed tributaries, use terms which include at least a named main tributary such as "Unnamed Tributary to Sugar Creek to Sangamon River."
- ▶ Existing facilities (not new) listed in the general storm water industrial permit under part D. Application Requirements, 1. a-n, (see: <http://www.epa.state.il.us/water/permits/storm-water/general-industrial-permit.pdf>) seeking coverage under this permit must submit a one-time 2-f form with the NOI application. (see: <http://www.epa.gov/npdes/pubs/3510-2f.pdf>)
- ▶ Submit a fee of \$500 prior to the Notice of Intent being considered complete for coverage by the ILR00 General Permit. Please submit check to: Illinois EPA.

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
NOTICE OF INTENT (NOI)
FOR
GENERAL PERMIT TO DISCHARGE STORM WATER
ASSOCIATED WITH INDUSTRIAL ACTIVITY
(EXCLUDING CONSTRUCTION ACTIVITY)

OWNER/OPERATOR INFORMATION

NAME:	LAST	FIRST	MIDDLE INITIAL (OR COMPANY NAME)	OWNER TYPE:	(select one)
MAILING ADDRESS:					
CITY:			STATE:	ZIP:	
CONTACT PERSON:			TELEPHONE NUMBER:	AREA CODE	NUMBER

FACILITY/SITE INFORMATION

SELECT ONE:	<input type="checkbox"/> NEW SITE <input type="checkbox"/> RENEWAL <input type="checkbox"/> CHANGE OF INFORMATION TO GENERAL NPDES PERMIT NO.: ILR00				
FACILITY NAME:			OTHER NPDES PERMIT NUMBERS:		
FACILITY LOCATION:			TELEPHONE NUMBER:	AREA CODE	NUMBER
CITY:	ST:	IL	ZIP:	LATITUDE:	DEG. MIN. SEC. LONGITUDE: DEG. MIN. SEC.
COUNTY:			SECTION:	TOWNSHIP:	RANGE:
SIC OR DESIGNATED ACTIVITY CODE(S):	PRIMARY	2ND		3RD	4TH
STORM WATER POLLUTION PREVENTION PLAN COMPLETED <input type="checkbox"/> YES <input type="checkbox"/> NO (IF NO, SEPARATE NOTIFICATION REQUIRED TO AGENCY PRIOR TO COVERAGE LETTER SENT BY AGENCY)					

RECEIVING WATER INFORMATION

DOES YOUR STORM WATER DISCHARGE DIRECTLY TO: <input type="checkbox"/> WATER OF THE STATE OR <input type="checkbox"/> STORM SEWER	OWNER OF STORM SEWER SYSTEM
NAME OF CLOSEST RECEIVING WATER:	
DOES QUANTITATIVE DATA CURRENTLY EXIST WHICH DESCRIBES THE CONCENTRATION OF POLLUTANTS IN THE STORM WATER DISCHARGES? <input type="checkbox"/> YES <input type="checkbox"/> NO	

ADDITIONAL INFORMATION

ATTACH A LIST OF MATERIAL HANDLING ACTIVITIES, RAW MATERIALS, INTERMEDIATE PRODUCTS, FINAL PRODUCTS, WASTE MATERIALS, BY-PRODUCTS OR INDUSTRIAL MACHINERY THAT IS EXPOSED TO STORMWATER.
ATTACH A LIST IF YOU HAVE OTHER INDUSTRIAL ACTIVITIES TAKING PLACE AT YOUR FACILITY NOT COVERED BY THE ABOVE SIC CODES.
FORM 2-F ATTACHED <input type="checkbox"/> Yes <input type="checkbox"/> No (SEE INSTRUCTIONS)

I certify under penalty of law that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. In addition, I certify that the provisions of the permit, including the development and implementation of a storm water pollution prevention plan and a monitoring program plan, will be complied with. I also certify that, to the best of my knowledge, the storm water which is discharged from this facility/site does not contain process wastewater, domestic wastewater, or cooling water.

APPLICANT SIGNATURE: _____ Title: _____

Date: _____

MAIL COMPLETED FORM TO:

 (DO NOT SUBMIT ADDITIONAL DOCUMENTATION UNLESS REQUESTED)

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
 DIVISION OF WATER POLLUTION CONTROL
 ATTN: PERMIT SECTION
 POST OFFICE BOX 19276
 SPRINGFIELD, ILLINOIS 62794-9276
www.epa.state.il.us

FOR OFFICE USE ONLY

LOG:
PERMIT NO. ILR00 _____
DATE:

Information required by this form must be provided to comply with 415 ILCS 5/39 (1996). Failure to do so may prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

IL 532 2103
 WPC 622Rev. 4/04

CITY OF COUNTRYSIDE COMMUNITY DEVELOPMENT DEPARTMENT

Phone: (708) 354-1860

Fax: (708) 354-9029

E-Mail: building@counttryside-il.org

For all E-Mail submittals place Permit Application or Permit Number in the Subject Line

Department Contacts:

Community Planning Manager—Richard Trent

(708) 485-4775

rtrent@counttryside-il.org

Building Commissioner / Inspection Consultant—Steve Tisinai

(630) 901-9010

stisinai@counttryside-il.org

Code Enforcement Officer—Jerry Fuscone

(708) 485-5978

jfuscone@counttryside-il.org

Community Development Clerk—Steve Norman

(708) 485-2374

snorman@counttryside-il.org

Contracted Vendors for Inspections, Plan Reviews, Health Inspections, Elevator Inspections:

- Building Plan Reviews, Status Inspections and Code Enforcement activities are conducted by T.P.I. Building Code Consultants.
- Engineering and Topographical plan reviews and on-site reviews are conducted by Novotny Engineering.
- Fire Inspections and Sprinkler inspections are conducted by the Pleasantview Fire Protection District Fire Prevention Bureau.
- Health Inspections are conducted by the Cook County Department of Public Health.
- Elevator inspections and Plan Reviews are conducted by Thompson Elevator Inspection Service

For the submittal of plans for review and to scheduling inspections for permits the Countryside Community Development Department functions as the clearing house for distribution to the appropriate staff and/or agencies



*City of Countryside
Community Development Department
(708) 354-1860
Building@counttryside-il.org*