



# Seal Coating Permit Requirement Reminder for Parking Lots / Driveways



## Single Family & 3 or less Dwelling Properties:

For single family homes or dwelling properties of 3 units or less, where there will be no tear out of existing asphalt, the city **does not require** a Building Permit to be pulled. Minor patching / filling of cracks within the drive-way are also allowed as part of the seal coating process.

A Building Permit is required when the following conditions are met:

- If a repair requires the removal of sections of the existing asphalt in order to complete the repair, this type of activity would require the issuance of a Building Permit.
- If there are 4 or more dwelling units at the address
- Unsure if a permit is required, contact the Building Department at 708-354-1860.



## Multi-Family (4 or more dwelling units) & Commercial Properties:

The City of Countryside would like to remind its business and Home Owner Association community of its Permit Requirements for the seal coating of parking lots associated with the commercial and multi-family (four or more dwelling unit) properties. The city **does requires** that any seal coating of parking lots must obtain a permit for such work and that the contractor performing the work be a licensed/registered contractor with the City before the permit is issued and the work is initiated.

Further at Multi-Family and Commercial Properties general parking and & ADA accessibility requirements must be met. All commercial/multi-family complex properties are required to have all parking spaces properly striped in accordance established standards as outlined in the Guide—Commercial Seal Coating Permits that can be found at <http://www.countryside-il.org/download/387/> or under the Forms & Permits link and then scroll down to Community Development. ADA Compliance must follow the Illinois Accessibility Code 2018 - Section 208.





## Requirements for Seal Coating for:

### Commercial and Multi-Family Dwelling Properties

The City of Countryside would like to remind its business and Multi-Family (4 or more dwelling units) community of its Permit Requirements for the seal coating of parking lots associated with the commercial and multi-family complex properties.

The city requires that any seal coating of parking lots must obtain a permit for such work and that the contractor performing the work be a licensed/registered contractor with the city **before** the Permit is issued and the work is initiated. Failure to obtain a permit and/or for the contractor to be registered will result in the issuance of citation(s) and administrative costs in addition to the permit fee and an amount equal to two (2) times the permit fee or two hundred fifty dollars (\$250.00) whichever is greater will be assessed. Payments via check should be made payable to: City of Countryside

#### **For the Permit ([www.countryside-il.org/download/363/](http://www.countryside-il.org/download/363/)):**

- 1) Completed General Permit Application
- 2) Plat of Survey or overview of property and what will be completed
- 3) The total Square Footage of the project.
- 4) Copy of the contract showing the cost of the project.
- 5) Cost of the permit is dependent on cost of contract.
- 6) Signed receipt of the Parking Lot Striping Guidelines

#### **For the Contractor (<http://www.countryside-il.org/download/332/>):**

- 1) Completed Contractor's License Application and \$100.00 fee
- 2) Original Bond for \$20,000.00 Listing the City of Countryside as a Certificate Holder
- 3) Certificate of Insurance Liability for \$1,000,000.00 listing the City of Countryside as a Certificate Holder

#### **Meet General parking and & ADA accessibility requirements:**

All commercial/multi-family complex properties are required to have all parking spaces properly striped in accordance with and meeting Illinois Accessibility Code 2018 Section 208:

1. Standard parking stalls are a minimum of 9'x18' (Ord. 18-10-O)
2. All parking spaces must open directly to a street or isle (no stacking allowed)
3. Provide accessible parking stalls based on the Illinois Accessibility Code.
4. Accessible parking spaces shall be provided based on the total number of standard parking spaces.
  - a. For up to 100 total spaces, you must provide a minimum of one accessible parking space for each 25 standard spaces, or portion thereof. For numbers greater than 100 please contact the building department.

- b. The spaces are to be located closest to the entrance and be at least 16 feet wide with an 8 foot wide parking space and an 8 foot wide loading zone. Spaces do not share loading zones.
- c. Be striped in yellow paint and have a sign located in the center of the 16 foot space at the front of the parking stall, no more than 5 feet horizontally from the front of the space, and be mounted at least 4 feet from finished grade to the bottom of the sign and have a fine amount of \$350.00 indicated on the sign.
- d. Signs must be permanently mounted (temporary/moveable sign standards are not acceptable).

**Work Hours:**

Working hours within the City of Countryside are as follows:

Monday – Friday: 7:00 AM – 6:00 PM

No work is allowed between:

- 6:00 PM to 7:00 AM Monday - Friday
- 5:00 PM to 9:00 AM Saturday and Sunday

**INSPECTIONS:**

Inspections are scheduled by going to the web and entering <https://bsaonline.com/?uid=2690> and then go to schedule an Inspection link, find the permit you wish to schedule an inspection for by typing in the permit number and following the prompts. If you do not have access to the site, call the building department at least one business day in advance at 708-354-1860

We appreciate your cooperation in this matter and thank you for helping to keep the City of Countryside a credit to us all.

Questions regarding these standards can be directed to the Countryside Building Department at (708) 354-1860.