



CITY OF HIGHLAND PARK

NEW SINGLE FAMILY PERMIT APPLICATION REQUIREMENTS

DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUILDING DIVISION
 1150 Half Day Rd., Highland Park, IL 60035
 (P) 847.432.0808, (F) 847.926.8885
 (W) www.cityhpil.com, (E) building@cityhpil.com

PLEASE SUBMIT APPLICATIONS ELECTRONICALLY

CONSTRUCTION HOURS
M-F: 7A-7P, SAT: 9A-5P

Visit www.cityhpil.com/building for a complete list of adopted codes and amendments.

Required Documents (other information or documentation may be required based on the details of a property or proposal)	Document Attached
• Proof of Ownership	
• Indicate if property is in a flood plain, steep slope, or historical	
• Complete Demolition Permit Package application (if applicable)	
• General Building Permit application	
○ Signed by property owner and Applicant (if different than property owner)	
○ Include all contractor information (including copies of applicable license, insurance, bond, etc.)	
• Fire Alarm & Sprinkler Permit application	
○ Monitoring company is required for all sprinkler systems	
○ Fire alarm control panel shall be included on drawings/plans	
○ Construction may begin but may not proceed past the foundation without panel information	
• Drainage & Grading Permit application	
○ Drainage & Grading drawings (with Design Professional's signature/seal & license expiration date)	
○ Shall include impervious calculations and average grade	
• Construction drawings	
○ Signed/sealed by Design Professional including license number and expiration date	
○ Title sheet (see City Title Sheet requirements document for required content)	
○ Current Plat of Survey	
○ Established Building Setback Survey (contact Planning Division with questions at 847.432.0867)	
○ Zoning Analysis (setbacks, regulations, maximum height, and FAR)	
○ Site Plan (dimensions, setback dimensions, impervious surface calculations, etc.)	
○ Architectural, Structural, Mechanical, Electrical, Plumbing, Elevator, Alarm, Sprinkler, etc.	
→ Plumbing calculations (including WSFUs)	
→ Fire Alarm control panel shall be included on Fire Alarm & Sprinkler drawings/plans	
→ Knox Box shall be included on Fire Alarm & Sprinkler drawings/plans (see flyer)	
○ Energy Conservation Compliance Statement (including method of compliance)	
• Soil Investigation Report (with Civil or Structural Engineer's signature/seal & license expiration date)	
• Non-Exclusive Licensing Agreement (for driveway approach/apron work that is not asphalt or concrete)	
• Easement Waiver (if applicable)	
• Illinois Department of Transportation (IDOT) driveway permit for any driveway on a state road	
• Tree protection/removal permit application (contact Forestry with questions at 847.926.1179)	
• Equipment documentation	
○ Mechanical equipment sizing documentation (ACCA Manual S or other approved sizing method)	
○ Fire Alarm & Sprinkler manufacturers' specifications, including hydraulic calculations	
○ Elevator shop drawings and specifications	



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Required Documents (continued)		Document Attached
(other information or documentation may be required based on the details of a property or proposal)		
• Waste Reduction and Recycling Plan (see City Ordinance Sec. 170.123)		
• NSWRD permit application for new construction (www.northshoresanitary.org)		
• Copy of subdivision covenants (if applicable)		
• Copy of Homeowner’s Association (HOA) approval letter (if applicable)		
• Copies of all licenses including but not limited to the following:		
○ General Contractor (as issued by the City of Highland Park’s Building Division)		
○ Plumber’s Illinois 055		
○ Plumber’s Letter of Intent (LOI)		
○ Electrician (from a testing municipality)		
○ Alarm & Sprinkler Installers (as issued by the Illinois State Fire Marshall)		
○ Roofer		
Other Items to Note		
(not inclusive and specific proposals may follow different or additional requirements)		
• Zoning / Historic / Flood plain Maps: www.cityhpil.com (Development → Property Search → Map Gallery)		
• Current Codes & Amendments: www.cityhpil.com/building → select ‘Adopted Building Codes’ on left		
○ 2018 International Residential Code (IRC)	○ Illinois State Plumbing Code (IPC)	
○ 2018 International Mechanical Code (IMC)	○ 2018 International Fire Code (IFC)	
○ 2017 National Electrical Code (NEC)	○ 2018 International Fuel Gas Code (IFGC)	
○ 2021 Illinois Energy Conservation Code (IECC)	○ 2018 International Swimming Pool & Spa (ISPSC)	
• May not interfere with drainage of contiguous properties		
• Approach and public sidewalk shall meet HP Public Works’ “Typical Driveway & Sidewalk Detail” requirements		
○ Driveway width at sidewalk: Minimum 10’, maximum 18’		
○ Illinois Department of Transportation (IDOT) driveway permit for any driveway on a state road		
• Inspection requests shall include the following:		
○ Property Address		
○ Permit Number(s)		
○ Inspection Type(s)		
○ Name, phone, & email of contact for day of the inspection		
○ Preferred timeframe of AM (8am-12pm) or PM (12pm-3pm)		
○ The cutoff time is 2:30pm for an inspection on the next business day		
○ Requests shall be made with the Permit Administration staff (and not directly with an inspector)		
• Call J.U.L.I.E. before you dig (www.illinois1call.com or call 811 or 800.892.0123)		

PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: building@cityhpil.com

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com



CITY OF HIGHLAND PARK
GENERAL BUILDING PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 Half Day Rd., Highland Park, IL 60035
(P) 847.432.0808, (F) 847.926.8885
(W) www.cityhpil.com, (E) building@cityhpil.com

PERMIT APPLICATION INSTRUCTIONS

- 1) Provide a description in the box below of your proposed project.
- 2) Complete all applicable areas on pages 2, 3, & 4, including signature(s).
- 3) Compile copies of all drawings, proposals, licenses, insurance, etc.
****VISIT WWW.CITYHPIL.COM/BUILDING TO VIEW SUBMITTAL REQUIREMENTS & CURRENT CODES****
- 4) Submit ALL documents with signature(s) to the Building Division.

IMPORTANT NOTES


- 1) Visit www.cityhpil.com/building to view submittal requirements and current codes & amendments.
- 2) Incomplete submissions will result in delays.
- 3) Permits for all new construction shall also submit a Fire Alarm & Sprinkler permit application.
Please include the monitoring company information and fire alarm control panel location on the drawing(s).
- 4) Exterior work may require a separate Tree Removal / Preservation / Protection Permit.
- 5) Separate forms required for Drainage & Grading, Obstruction, Fire Alarm, Fire Sprinkler, Tents, Signs, Right of Way, Tree Removal/Preservation, Letter of Intent, & Structure Demolition.

CONSTRUCTION SITE ADDRESS: _____

*****REQUIRED*****

PROJECT DESCRIPTION / NOTES / SCOPE OF WORK

*****REQUIRED*****



Use the Solar
Permit App.
for Solar
Installations

PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: building@cityhpil.com

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com



**CITY OF HIGHLAND PARK
GENERAL BUILDING PERMIT**

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION

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(W) www.cityhpil.com, (E) building@cityhpil.com

Master Permit Number: _____

Approval _____

PROPERTY OWNER INFORMATION

Name(s): _____

Address: _____

Phone: _____

Email: _____

ARCHITECT INFORMATION

Business Name: _____

Contact Name: _____

Business Address: _____

Office Phone: _____

Mobile Phone: _____

Email: _____

PRIMARY OR GENERAL CONTRACTOR INFORMATION

(If homeowner, submit Homeowner/General Contractor Agreement)

Business Name: _____

Contact Name: _____

Business Address: _____

Office Phone: _____

Mobile Phone: _____

Email: _____

License Number: _____ Exp. Date _____

Bond: _____ Exp. Date _____

Insurance: _____ Exp. Date _____

INVOICING - SIGN & DATE

Invoice To: Homeowner Applicant

Billing Customer Num. (if known): _____

Property Owner: _____

*****ALWAYS REQUIRED*****

Applicant: _____

(If different than property owner)

Construction Address: _____

Cost of Construction: \$ _____

REQUESTED PERMITS

CHECK ALL THAT APPLY AND COMPLETE PAGES 3 & 4

**NOTE: Most exterior work will require a separate
Tree Removal / Protection Permit**

BUILDING
 New Alteration / Remodel Addition

ELECTRICAL (complete ELECTRICAL section on page 3)
 New Alter or Repair

MECHANICAL (complete MECHANICAL section on page 3)
 New Replace

PLUMBING (complete PLUMBING section on page 4)
 New Alter or Repair

DEMOLITION
 Interior Only Complete (see demo package)

FENCE
 New Repair or Replace Extension

ROOF (complete ROOF section on page 3)
 New Repair or Replace

DRIVEWAY
 New Repair or Replace Extension
Number of Driveway Approaches _____

PATIO / DECK
 New Repair or Replace Extension

OTHER
 Garage Accessory Structure Windows
 Pool / Hot Tub Temporary Trailer Siding
 Obstruction Elevator Other

Waiver(s) Required Guarantee Deposit(s) Required

Historic Floodplain HOA Approval

In-House Review Third Party Review

Total Permit Fees: \$ _____

Total Deposits: \$ _____

Total Due: \$ _____

Sign & Date

Internal Use Only



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Construction Site Address: _____

ROOFING CONTRACTOR

Business Name: _____
 Contact Name: _____
 Business Address: _____

 Office Phone: _____
 Mobile Phone: _____
 Email: _____
 License Number: _____ Exp. Date _____

ROOFING DETAIL

- Asphalt Shingles
- Wood shake / wood shingles
- Stone / Clay Shingles
- Metal Roofing
- Adhesive Membrane
- Hot Tar
- Other

Are solar energy panels present?

NO

YES*

 *If YES, please also complete a Solar Permit

ROOFING PERMIT NUMBER: _____

APPROVAL: _____

ELECTRICAL CONTRACTOR

Business Name: _____
 Contact Name: _____
 Business Address: _____

 Office Phone: _____
 Mobile Phone: _____
 Email: _____
 License Number: _____ Exp. Date _____

ELECTRICAL DETAIL

- New Service Service Revision Temp. Service
- Service Amp Size _____
- Generator Swimming Pool / Hot Tub
- Alternative Energy _____ Kilowatts
- Elevator, Lift, or Hoist
- _____ No. of Wire Openings _____ No. of Fixtures
- _____ No. of Heating Kilowatts
- _____ Electrical Motor Horse Power

ELECTRICAL PERMIT NUMBER: _____

APPROVAL: _____

MECHANICAL CONTRACTOR

Business Name: _____
 Contact Name: _____
 Business Address: _____

 Office Phone: _____
 Mobile Phone: _____
 Email: _____
 License Number: _____

MECHANICAL DETAIL

- New or Replacement Heating Equipment
- _____ Number of Units
- _____ Total Number of New (input) BTUs
- New or Replacement Cooling Equipment
- _____ Number of Units
- _____ Total Number of New Cooling Tons
- Bathroom Exhaust Kitchen Exhaust/Hood
- Duct Modification Pool Equipment

HVAC PERMIT NUMBER: _____

APPROVAL: _____



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Construction Site Address: _____

PLUMBING, WATER, & SEWER CONTRACTOR

Business Name: _____
 Contact Name: _____
 Business Address: _____
 Office Phone: _____
 Mobile Phone: _____
 Email: _____
 License Number: 055-_____ Exp. Date _____

**Reminder: Submit a copy of 055 license(s) with application*
**Reminder: Submit a Letter of Intent that is signed, notarized, or has an official seal with application*

*****REQUIRED PER IL PUBLIC ACT 102-0613*****

IDENTIFY INCOMING WATER SERVICE LINE MATERIAL

- COPPER LEAD
 UNKNOWN GALVANIZED

PLUMBING DETAIL

- New or Alter Plumbing
 Number of Fixtures _____
- Lawn Sprinkler
 Number of Sprinkler Outlets _____
- Sewer Repair
 Private ROW
 Sanitary Storm
- Water Heater
 New Replacement
- Service Disconnection Required
 Water Sanitary Storm
- Service Taps
 Water Sanitary Storm
- Water Service Tap Size
 1" 1-1/2" 2" >2"
- Water Meter Size
 1" 1-1/2" 2" >2"
- No. of Parkway Openings _____
- No. of Street Openings _____

PLUMBING PERMIT NUMBER: _____

APPROVAL: _____

DRAINAGE AND GRADING CONTRACTOR

Business Name: _____
 Contact Name: _____
 Business Address: _____
 Office Phone: _____
 Mobile Phone: _____
 Email: _____

DRAINAGE AND GRADING DETAIL

- Residential Drainage and Grading Plan Review Required
- Commercial Drainage and Grading Plan Review Required
- Plumbing Permit Required

*****May require a separate Drainage & Grading Package*****

D & G PERMIT NUMBER: _____

APPROVAL: _____

Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
cityhpil.com

The City of Highland Park created the following protocol on the submission requirements for Drainage and Grading (D&G) required permits. As required in Chapter 171 (Drainage & Grading of Lots) and Chapter 172 (Infill Ordinance) of the City Code, the Community Development Department in association with Public Works Department Engineering Division, reviews and approves D&G plans for certain infill construction, which includes but is not limited to increase in impervious surface area, earth moving, cut-and-fill, and movement of soil, rock, and other materials.

Applicants are required to indicate all D&G impacts that are proposed within the plans submitted for a building permit. D&G plans are required for all submittals where the net increase in impervious surface area and/or earthmoving disturbance is more than 100 square feet.

Please indicate all categories that apply to your proposed project:

Located within a Floodplain

Located with a Steep Slope Zone (SSZ)

Multi-family / Commercial structure

Planned Unit Development (PUD) Site

Earth moving covering more than 50 square feet (*requires a D&G plan with submittal*)

Increase in impervious surface is more than 250 square feet (*requires a D&G plan with submittal*)

–Connections to storm sewer may be required

N/A – Not Applicable: Applicant has voluntarily selected to not submit a D&G plan for an impacted area less than 250 square feet – **Connections to storm sewer may still be required**

Disclaimer About N/A Option

Applicants are able to voluntarily select not to submit a D&G plan for earth moving covering less than 50 square feet or a net increase in impervious surface area of less than 250 square feet. The City's plan review personnel will evaluate the specific context of the existing site including field inspection and verification of conditions, as well as the proposed construction activity. Based on an existing plan and proposed conditions as well as potential impacts to adjacent properties, the City will make the final determination if a D&G plan submittal is necessary.

If an applicant selects not to submit a D&G plan, but during plan review it is determined that one is necessary to evaluate the project's impact on drainage and storm water management – the applicant must submit a D&G plan at that time. That requirement will be noted in the first set of plan review comments provided to the applicant. This approach may potentially delay the overall time to approve the permit. However, the City recognizes the benefit to the applicant to determine whether a project for earth moving covering less than 50 square feet or less than 250 square feet of net impervious area necessitates a D&G plan. The City allows the applicant to make this initial decision themselves at the time of submittal, as indicated above.





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PERMIT APPLICATION INSTRUCTIONS

- 1) Provide a description in the box below of your proposed project.
- 2) Complete and sign pages 3, 5, 6, and 8.
- 3) Compile copies of all drawings, proposals, licenses, insurance, etc.
- 4) Distribute letter on Page 7 to surrounding properties listed on Page 8.
- 5) Submit ALL documents with signature(s) to the Building Division.

IMPORTANT NOTES

- 1) Visit www.cityhpil.com/building to view submittal requirements and current codes & amendments.
- 2) Incomplete submissions will result in delays.
- 3) Most exterior work will require a separate Tree Removal / Preservation Permit.
- 4) Plan and Design Commission (PDC) approval may be required.
- 5) Separate forms required for Building, Electrical, Plumbing, HVAC, Exterior, Fire Alarm, Fire Sprinkler, Solar, Right of Way, Tree Removal/Preservation, Obstruction, Tents, & Structure Demolition.

Construction Site Address: _____

*****REQUIRED*****

PROJECT DESCRIPTION / NOTES / SCOPE OF WORK

*****REQUIRED*****

PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: building@cityhpil.com

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com



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Approval _____

Visit www.cityhpil.com/building for submission requirements and a list of adopted codes & amendments.

Construction Site Address: _____ Permit No: _____

PROPERTY OWNER INFORMATION

Name(s): _____ Phone 1: _____

Phone 2: _____
Address: _____ Email 1: _____

Email 2: _____

PROJECT DETAIL (SELECT ALL THAT APPLY)

Residential Multi-Family / Commercial

 Planned Unit Development (PUD) Site

 Located in a Steep Slope Zone (SSZ)
 Located in a Floodplain
Current Impervious _____ New Impervious _____
 Impacted Area Between 50 and 250 square feet
 Impacted Area Between 250 and 500 square feet
 Impacted Area Over 500 square feet

(D&G plan required, stamped plan may be required)

CONTRACTOR(S) INFORMATION

GENERAL CONTRACTOR

Business Name: _____
Contact Name: _____
Business Address: _____

Office Phone: _____
Mobile Phone: _____
Email: _____
License Number: _____ Exp. Date _____

**Reminder: Include copy(ies) of any applicable license(s)*

LANDSCAPING / DRAINAGE & GRADING CONTRACTOR

Business Name: _____
Contact Name: _____
Business Address: _____

Office Phone: _____
Mobile Phone: _____
Email: _____
License Number: _____ Exp. Date _____

**Reminder: Include copy(ies) of any applicable license(s)*

INVOICING / SIGN & DATE

Invoice To: Owner/Tenant Applicant/Contractor
Billing Customer Num. (if known): _____

Property Owner: _____
*****PROPERTY OWNER OR LANDLORD - ALWAYS REQUIRED*****
Applicant: _____
(If different than property owner)

INTERNAL USE ONLY

Waiver(s) Required Guarantee Deposit(s) Required
 Historic Floodplain HOA Approval PDC Approval

 In-House Review Third Party Review

Total Permit Fees: \$ _____
Total Deposits: \$ _____
Total Due: \$ _____

Sign & Date

Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
cityhpil.com

Drainage and Grading of Lots, Section 171 - Infill Ordinance Section 172

The purpose of Chapters 171 and 172 of the City Code is to provide minimum standards to ensure the public health, safety, and welfare of the residents and businesses of City of Highland Park. Specifically, as it relates to Drainage & Grading (D&G), the intent of these chapters is to prohibit any activity that may alter or obstruct the natural flow of storm water in a manner that will negatively impact another property, or increase or intensify the discharge of storm water onto another property.

D&G plans are reviewed by the City. In general, the Community Development Department through its Building Division reviews D&G plans for single family lots. The Public Works Department through its Engineering Division reviews D&G plans for commercial, multi-family lots, development in the steep slope zone (Ravines and Bluffs) and Federal Emergency Management Agency (FEMA) and City of Highland Park floodplain areas. In accordance with the City Code, all new buildings, additions, garages, patios, pools or improvements, greater than 250 square feet in area or any earth moving of an area greater than 50 square feet require a D&G plan, and building permit.

Again, in accordance with the City Code, an extension of the City's storm sewer system may be required for lots where there is not a public storm sewer in close proximity to the development within the City's right-of-way. Any applicant required to construct and install a public storm sewer may apply for a recapture agreement pursuant to the provisions set forth in Chapter 51 of the City Code.

All properties that are in a floodplain shall show the limits of the floodplain, floodway, and the Base Flood Elevations (BFE) for both the City of Highland Park and FEMA floodplain areas. Additional information for City of Highland Park floodplain areas is found at:

[https://cms6.revize.com/revize/highlandparkil/Rivers%20Flood%20Profile%20\(For%20City%20website\).pdf](https://cms6.revize.com/revize/highlandparkil/Rivers%20Flood%20Profile%20(For%20City%20website).pdf).

Compensatory storage is required for all storage lost or displaced due to filling of floodplain area, refer to Article XVIII of the Zoning Code. A Watershed Development Permit is required for work in a floodplain.

Properties with an impervious area ratio of 50% or more, or with more than 16,000 square feet of new impervious area are required to provide storm water detention in accordance with Article XVIII of the Zoning Code. A Watershed Development Permit is required for developments requiring storm water detention.

All properties that have wetlands require a Watershed Development Permit. Refer to Article XVIII of the Zoning Code for details.

All properties that have a ravine or bluff shall require additional setbacks herein referred to as the Steep Slope Zone setbacks. All plans in or near the Steep Slope Zone shall delineate the extent of the Steep Slope Zone. See Article XIX of the Zoning Code for all Steep Slope Zone requirements.

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Highland Park, Illinois 60035
847.432.0808
cityhpil.com

The City of Highland Park Code, building permit fees including Watershed Development Permit fees, is available on the City website: www.cityhpil.com.

Depending on the scope and complexity of the proposed improvements, the City may require signed and seal engineering plans prepared by a Professional Engineer licensed in the State of Illinois. If determined by the City that an engineering plan is required, all engineering plans shall include, but not be limited to, the following criteria:

- _____ D&G plans for all new structures shall be on U.S.G.S. datum, and signed and sealed by a registered professional engineer and/or surveyor. Minor improvements may use an assumed datum expressed in feet and shall be signed and sealed by a registered professional engineer and/or surveyor in the State of Illinois.
- _____ Existing adjacent top of foundation elevations.
- _____ Existing and proposed structure layout, and top of foundation elevation(s), including patios, decks, driveways, sidewalks, or any other structures which may affect drainage.
- _____ Existing and proposed foundation, ground, and driveway elevations (ground at foundations shall be 6-8 inches below the top of foundation).
- _____ Existing and proposed contours at 1-foot intervals (if the lot has slopes less than 1%, show ½ foot contours).
- _____ Existing trees 6-inch diameter and larger. Separate tree inventory plans are required for review and approval by the City Forester.
- _____ Provide enough off-site elevations (minimum 50-ft) to determine existing drainage patterns.
- _____ All proposed downspouts, inlets, and sump pumps shall be connected to the public storm sewer. An extension of the City’s storm sewer system may be required for lots where there is not a public storm sewer in close proximity to the development within the City’s right-of-way.
- _____ All existing and proposed pavement, swale, and ditch grades; and typical cross sections.
- _____ Size, location, material, and slope of all proposed and existing storm sewers, and driveway culverts.
- _____ All existing and proposed on-site swales, and percentage of slope (2% minimum), and cross section detail.
- _____ Sediment and Erosion Control detail.
- _____ Limits of the floodplain, floodway, and the Base Flood Elevations (BFE) for the City of Highland Park and FEMA floodplains.
- _____ Area designated for Compensatory Storage.
- _____ Existing and proposed FEMA Elevation Certificates for development in floodplain.
- _____ Limits of the Steep Slope Zone, including the 10 feet setback for ravines or 40 feet setback for bluffs.





Community Development
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cityhpil.com

Residential Infill Construction Indemnification Agreement

TO: The City of Highland Park, Illinois (“City”)

WHEREAS, the undersigned (“Applicant”) has filed for a building permit with the City for construction on an Infill Construction Site, as defined in the Residential Infill Construction provisions provided in Chapter 172 of “The Highland Park Code of 1968” as amended (“Infill Construction Ordinance”) and located at the address provided at the bottom of this page; and

WHEREAS, Section 172.107 of the Infill Construction Ordinance requires the Applicant, as a condition of the issuance of any permit for the work on the Infill Construction Site, to hold harmless and indemnify the City in accordance with this Agreement;

NOW, THEREFORE, the Applicant does hereby agree and covenant as follows:

1. The Applicant shall, and does hereby unconditionally agree to, accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Infill Construction Ordinance.

2. The Applicant acknowledges and agrees that the City is not and shall not be, in any way, liable for any damages or injuries that may be sustained as a result of the City’s issuance of any permits for construction on or the use of the Infill Construction Site and that the City’s issuance of any such permits or modifications does not, and shall not, in any way, be deemed to insure the Applicant against damage or injury of any kind and at any time.

3. The Applicant agrees to and does hereby agree to hold harmless and indemnify the City, and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from any and all claims that may be asserted at any time against any of such parties in connection with (1) the City’s review and approval of any plans for the Infill Construction Site; (ii) the issuance of any approval, permit, certificate, or acceptance for the Infill Construction Site; and (iii) the development, construction, maintenance or use of any portion of the Infill Construction Site.

Printed Name: _____

Signature: _____

Date: _____

Address of Infill Construction Site: _____, Highland Park, IL 60035





Community Development
Building Division
1150 Half Day Rd., 2nd Floor
Highland Park, Illinois 60035
847.432.0808
cityhpil.com

Pending Construction Notification

Construction Address:	_____
Project Description:	_____
Project Status:	<u>IN REVIEW (not approved yet)</u>

Date: _____

This letter is a courtesy notification of a pending construction project at the address above. As part of the City’s permitting process, reviews of the planned improvements include evaluation of existing and proposed Drainage and Grading (D&G) conditions. The primary intent of the D&G review is to collect and assess information pertinent to the project and evaluate the potential drainage impact in the nearby area.

There is no required action on your part at this time.

However, if you have documentation such as surveys, photographs, etc. that you feel could assist the City’s review, please forward that information in writing to our department within five days of receiving this letter. Hard copies can be mailed to or dropped off at the address above. Electronic submissions can be emailed to building@cityhpil.com (please reference the construction address in the Subject line).

Sincerely,
Highland Park Building Division Management Team





Notification For Infill Construction

Applicant Name(s): _____

Applicant Address: _____

Address Receiving Notification

Date Sent (via Regular Mail)

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

The Undersigned Applicant for Infill Construction Drainage and Grading permit from the City of Highland Park hereby confirms that he/she has sent the Pending Construction Notification letter to the addresses identified above.

Signed: _____

Address: _____

Date: _____



CITY OF HIGHLAND PARK

NEW CONSTRUCTION ALARM & SPRINKLER PERMIT REQUIREMENTS

DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING DIVISION

1150 Half Day Rd., Highland Park, IL 60035

(P) 847.432.0808, (F) 847.926.8885

(W) www.cityhpil.com, (E) building@cityhpil.com

When submitting a General Building Permit Application for New Construction, a Fire Alarm & Sprinkler permit application is required.

Also, please note the following:

Current building codes and amendments can be found at www.cityhpil.com/building

Monitoring is required for all sprinkler systems

A monitoring company must be identified on the application

Fire Alarm control panel location must be noted on the submitted fire plans/drawings

Fire Alarm control panel installer must be identified on the Fire Alarm & Sprinkler application

Customer call list must list Highland Park Fire Dept. as 1st priority for fire and smoke alarms

~ Construction may not proceed beyond the foundation until the above is received ~

As always, all inspection requests should include:

Property address

Permit number(s)

ALL requested inspection type(s)

Name, phone, & email of contact for day of inspection

Preferred timeframe of AM (8am-12pm) or PM (12pm-3pm)

The cutoff time is 2:30pm for an inspection on the next business day

~ Incomplete requests will not be scheduled ~

~ Requests must be made with the Permit Administration staff and not directly with an Inspector ~

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com

INSPECTION REQUESTS VIA PHONE CAN BE MADE AT: [847.432.0808](tel:847.432.0808)



CITY OF HIGHLAND PARK
FIRE ALARM & FIRE SPRINKLER PERMIT APPLICATION
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 Half Day Rd., Highland Park, IL 60035
(P) 847.432.0808, (F) 847.926.8885
(W) www.cityhpil.com, (E) building@cityhpil.com

PERMIT APPLICATION INSTRUCTIONS

- 1) Provide a description in the box below of your proposed project.
- 2) Complete and return all pages (including signatures on Page 2 & Page 6).
- 3) Compile 3 hard copies of all drawings, proposals, licenses, insurance, etc.
- 4) Submit ALL documents with signature(s) to the Building Division.

IMPORTANT NOTES

- 1) Visit www.cityhpil.com/building to view submittal requirements and current codes & amendments.
- 2) Fire Alarm & Fire Sprinkler systems are required for all new construction, including single family homes.
Note: A fire alarm control panel and monitoring company info are required for all sprinkler systems.
- 3) The fire alarm control panel shall be included on submitted plans/drawings.
- 4) Incomplete submissions will result in delays.
- 5) Plan and Design Commission (PDC) approval may be required.
- 6) Separate forms required for Building, Exterior, Plumbing, Electrical, Mechanical, Letter of Intent, Tents, Tree Removal/Preservation, Right of Way, & Structure Demolition.

Construction Site Address: _____

REQUIRED

PROJECT DESCRIPTION / NOTES / SCOPE OF WORK

REQUIRED

PLEASE SEND PERMIT APPLICATIONS TO: 1150 Half Day Rd., Highland Park, IL 60035
PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com



CITY OF HIGHLAND PARK
FIRE ALARM & FIRE SPRINKLER PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 Half Day Rd., Highland Park, IL 60035
(P) 847.432.0808, (F) 847.926.8885
(W) www.cityhpil.com, (E) building@cityhpil.com

Approval _____

Visit www.cityhpil.com/building for submission requirements and a list of adopted codes & amendments.

Construction Site Address: _____ Permit No: _____

PROPERTY OWNER INFORMATION

Name(s): _____ Phone 1: _____

Phone 2: _____
Address: _____ Email 1: _____

Email 2: _____

PROJECT DETAIL (SELECT ALL THAT APPLY)

Commercial Residential Mixed Use Kitchen Hood Suppression System Knox Box

ALARM: New Alter/Repair Existing/No Work Monitored Alarm System? (add info on Page 4)

SPRINKLER: New Alter/Repair Existing/No Work Monitored Sprinkler System? (Required, see Page 4)

CONTRACTOR(S) INFORMATION

FIRE ALARM CONTRACTOR *Reminder: Include copy of licenses

Business Name: _____
Contact Name: _____
Business Address: _____

Office Phone: _____
Mobile Phone: _____
Email: _____
State License Number: _____ Exp. Date _____

Control Panel Installer: Us Others Existing

FIRE SPRINKLER CONTRACTOR *Reminder: Include copy of licenses

Business Name: _____
Contact Name: _____
Business Address: _____

Office Phone: _____
Mobile Phone: _____
Email: _____
State License Number: _____ Exp. Date _____

Control Panel Installer: Us Others Existing

INVOICING / SIGN & DATE

Invoice To: Owner/Tenant Applicant/Contractor
Billing Customer Num. (if known): _____

Property Owner: _____

*****PROPERTY OWNER OR LANDLORD - ALWAYS REQUIRED*****

Alarm Contractor: _____

Sprinkler Contractor: _____

INTERNAL USE ONLY

Waiver(s) Required Guarantee Deposit(s) Required

Historic Floodplain HOA Approval PDC Approval

In-House Review Third Party Review

Total Permit Fees: \$ _____

Total Deposits: \$ _____

Total Due: \$ _____

Sign & Date



CITY OF HIGHLAND PARK
ALARM USER PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 Half Day Rd., Highland Park, IL 60035
(P) 847.432.0808, (F) 847.926.8885
(W) www.cityhpil.com, (E) building@cityhpil.com

New permit _____

Replacement permit _____

1. Is Application for a BUSINESS _____ RESIDENCE _____ MULTI-USE _____ ?

Applicant: _____

Name of Applicant - Business or Resident(s)

Location of System: _____

Street

City, State, Zip

Phone: _____

E-mail: _____

Contact Person: _____

Title: _____

Billing Address: _____

Check here if same as above

Business name as it appears on the building or sign at the location.

Address

City, State, Zip

2. KEYHOLDER INFORMATION:

Provide the requested information for three (3) people who have keys to your residence/business and are knowledgeable about your alarm functions. **List the priority order of the emergency contacts.**

Contact 1:

Name

Mobile Phone

Email

Contact 2:

Name

Mobile Phone

Email

Contact 3:

Name

Mobile Phone

Email



CITY OF HIGHLAND PARK
ALARM USER PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 Half Day Rd., Highland Park, IL 60035
(P) 847.432.0808, (F) 847.926.8885
(W) www.cityhpil.com, (E) building@cityhpil.com

Please check all that apply and complete the monitoring company information below.

- Sprinkler Alarm (MONITORING REQUIRED)
- Fire / Medical / Environmental Alarm
- Burglar / Panic / Holdup Alarm

The fire alarm control panel shall be included on submitted plans/drawings.

Note – If you have another alarm (private burglar or additional fire alarm to a private company), it also needs to be indicated above. There is no additional permit fee.

3. FIRE SPRINKLER MONITORING COMPANY (required for all sprinkler systems)

_____ Company Name	_____ Phone
_____ Contact Person	_____ Email
	_____ Title

4. FIRE ALARM MONITORING COMPANY

Same as Above

_____ Company Name	_____ Phone
_____ Contact Person	_____ Email
	_____ Title

5. BURGLAR ALARM MONITORING COMPANY

Same as Above

_____ Company Name	_____ Phone
_____ Contact Person	_____ Email
	_____ Title



CITY OF HIGHLAND PARK
ALARM USER PERMIT APPLICATION

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
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(P) 847.432.0808, (F) 847.926.8885
(W) www.cityhpil.com, (E) building@cityhpil.com

6. ALARM USER PERMIT FEES:

Alarm User Permits may not be transferred.

The initial permit fee for service is **\$35**. The renewal fee is **\$25**.

There is only one permit fee per Alarm User, even if multiple signals are monitored by different agencies (direct connect burglar and fire, private-monitored burglar and fire, or privately-monitored burglar and direct connect fire).

7. FALSE ALARM RATES:

False alarm penalties shall be assessed for three or more false alarms in any calendar year from any alarm system for which an alarm permit has been, or should have been, obtained. Such penalty shall be assessed after each such false alarm occurrence, and in an amount as set forth in the Annual Fee Resolution:

Current False Alarm Penalties

1 st and 2 nd false alarm in a calendar year.....	No charge
3 rd false alarm in a calendar year.....	\$50 4 th & 5 th
false alarms in a calendar year.....	\$100 6 th & 7 th
false alarms in a calendar year.....	\$150 8 th & 9 th
false alarms in a calendar year.....	\$200 10 th &
11 th false alarms in a calendar year.....	\$250
12 th or higher false alarm in a calendar year.....	\$300 plus \$50 over the previous alarm's penalty for each additional false alarm.

Fine in Lieu of forced disconnection of a required Alarm System **\$650**

Fine in Lieu of revocation of Alarm System Permit or Forced Disconnection of a Monitored Alarm System **\$650**

8. REPRESENTATIONS AND WARRANTIES:

- a. The undersigned hereby agree(s) that, upon issuance of the permit, the City of Highland Park shall not be liable for any failure of service or any consequential damages claimed to result from the installation or operation of the undersigned's alarm system(s).
- b. The undersigned hereby agree(s) that any and all fees, costs, or charges for maintenance, alteration, upkeep, or repair of his/her alarm system, equipment or premises shall be the sole responsibility of the undersigned and that the undersigned shall pay any charges assessed by AT&T, ADT, or any other vendor for their services in providing the transmission of the alarm signal to the monitoring agency. As a user of an alarm system, the undersigned warrant(s) that said system meets the requirements of all state and local building codes. As a user of an alarm system within the City of Highland Park, the undersigned agree(s) to abide by all alarm regulations in Chapter 129 of the City Code.
- c. The applicant shall pay the annual maintenance fee as invoiced by the City. In making this Alarm User Permit Application, and in consideration of its issuance by the City of Highland Park, the undersigned hereby acknowledge(s) and agree(s) that, if any alarm user permit fee, connection fee, or additional charge for false alarms heretofore or hereafter incurred is not paid when due, the City shall have the right to collect such amount, including the cost of collection.
- d. The undersigned understand(s) that service provided pursuant to this Alarm User Permit may not be transferred. Further, the undersigned shall remain liable for any costs incurred hereunder until the City of Highland Park has received proper written notice regarding the transfer of ownership of property and/or termination of service.

Sign & Date	Dated this _____ day of _____, 20__.

	Applicant
_____	Property Owner

Please make check payable to the City of Highland Park. Forward application and the appropriate fees to:

City of Highland Park
Department of Community Development
ATTN: Fire Prevention Division Permits
1150 Half Day Rd.
Highland Park, IL. 60035

For questions regarding **Fire, Medical or Environmental Alarms**, please contact the Fire Prevention Bureau at 847.926.1075.

If you have any questions regarding **Burglar Alarms**, please contact the Alarm Coordinator at the Police Department at 847.926.1087.



CITY OF HIGHLAND PARK

RESIDENTIAL ALARM PRE-INSPECTION CHECKLIST

DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING DIVISION

1150 Half Day Rd., Highland Park, IL 60035

(P) 847.432.0808, (F) 847.926.8885

(W) www.cityhpil.com, (E) building@cityhpil.com

ALL of the items listed below shall be completed prior to scheduling a residential alarm inspection. Inspections that are cancelled, stopped, or not started due to incomplete installations will be subject to a \$75 fee.

Printed copy of approved drawings

2 Technicians onsite

Knox Box installed

Key for placement in Knox Box

Connection to central station

Materials for testing, i.e. smoke & heats sources

Customer call list with Highland Park Fire Dept. as 1st priority for fire and smoke alarms

In addition to the items above, all inspection requests should include:

Property address

Permit number(s)

ALL requested inspection type(s)

Name, phone, & email of contact for day of inspection

Preferred timeframe of AM (8am-12pm) or PM (12pm-3pm)

The cutoff time is 2:30pm for an inspection on the next business day

~ Incomplete requests will not be scheduled ~

~ Requests must be made with the Permit Administration staff and not directly with an Inspector ~

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com

INSPECTION REQUESTS VIA PHONE CAN BE MADE AT: [847.432.0808](tel:847.432.0808)



Who Needs a Knox Box

Commercial – All commercial structures that have a monitored fire system.
Residential – Homes with a monitored sprinkler system, a monitored alarm system, a monitored lift system, or a monitored medical alert system.

Knox Box Requirements

If a Knox Box is required to complete your project, please note the following steps and other information on this sheet to ensure that you have ordered and installed this equipment properly. Failure to do so, could result in an unnecessary delay in the completion of your project.



Step 1: Visit the Knox Company website at: www.knoxbox.com or call them at 800.552.5669.



Step 2: Click on the red "BUY" button. Enter the installation address and Click "Submit". Select "Highland Park Fire Department" and make sure you have selected Highland Park, Illinois 60035



Step 3: Under "KNOX BOX 3200" or "KNOX BOX 1658", click "Select and Configure". Check the box for : mounting type and Black color. Be sure you have selected a **Knox Box 3200 Series with a Hinged-Door** for Commercial or a **Knox Box 1658 Series with a Hinged-Door** for Residential.



Step 4: Click "Add to Cart". Set up your online account with Knox Companies and complete your purchase.



Step 5: You or your contractor should install the Knox Box in your preferred location. (Reminder: It must be mounted at least 5 ft off the ground and within 5 ft of the front door.)



Step 6: Once the Knox Box is installed and mounted, call the Highland Park Fire Prevention Bureau at 847.926.1075 to schedule an appointment to have the keys installed in the box.

FAQs:

What is a Knox Box?

The Knox Box is a high-security key box system, designed to give firefighters and emergency services immediate access to locked buildings, elevators and other secured areas.

What kind of Knox Box does the City of Highland Park require?

The City of Highland Park requires:
Commercial: Knox Box 3200 Series with a Hinged-Door (black).
Residential: Knock Box 1658 Series with a Hinged-Door (black).

The property owner can choose if they prefer a recessed or surface-mount box.



Is it secure?

The Knox Box is designed to be a high-security device. The fire department has the only master key which is unique to the department itself.

What if I change my locks?

In the event that you change your locks, you will need to obtain a spare Key to be placed in the Knox Box. Once you have a spare key, contact the Highland Park Fire Prevention Bureau at 847.926.1075 to schedule an appointment to have the new keys installed in the box.

Where should I install it?

The Knox Box must be mounted at least 5ft. off of the ground and within 5 ft. of the front door. A conspicuous location is recommended, so it can be found quickly if needed.



Tree Preservation / Removal Permit Application



Site Address		Lot Use		FOR OFFICE USE ONLY	
Owner's Name		Current Address		Submission / Packet No.	
Home #		Cell #			
Email Address:					
TREE PERMIT INFORMATION				Application Reviewed By _____ Date _____	
Tree Contractor's Name		Contractor's Address		Protective Fence Required (check one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
Work #		Cell #			
Email Address:					
# of Trees to be Removed from Private Property		# of Trees to be Replaced on Private Property		New Construction Frontage Length	
1) DBH	Species	Reason for Removal	Location		
2) DBH	Species	Reason for Removal	Location		
3) DBH	Species	Reason for Removal	Location		
4) DBH	Species	Reason for Removal	Location		
5) DBH	Species	Reason for Removal	Location		
6) DBH	Species	Reason for Removal	Location		
7) DBH	Species	Reason for Removal	Location		
8) DBH	Species	Reason for Removal	Location		
9) DBH	Species	Reason for Removal	Location		
10) DBH	Species	Reason for Removal	Location		
DESCRIPTION OF WORK:				TOTAL PERMIT FEE	
				Permit Approved By _____ Date _____	
				Permit Issued By _____ Date _____	
Return form to: City of Highland Park, 1150 Half Day Rd, Highland Park, IL 60035 Or fax to: 847.432.9907				Applicant's Printed Name _____ Date _____	
<input type="checkbox"/> I have read the Terms & Conditions on the next page				Applicant's Phone # _____	
				Applicant's Email _____	

By signing this document, you acknowledge and agree that all the information provided is true and accurate on your behalf. You further acknowledge that you have read and accept all responsibilities listed in the conditions and notices found on page 2 of this application.

CONDITIONS

Additional applications shall be filed and permits obtained before starting on the plumbing work, sewer, and water taps and stubs, electrical work, sidewalk construction, heating and/or air conditioning work and any other work for which permits may be required.

The cost of any work performed by the City of Highland Park to repair, correct, replace, install or maintain any public improvement, to have been constructed pursuant to this permit or damaged by work being performed pursuant to this permit, will be deducted from the Guarantee Deposit. The owner shall be further liable for any and all costs and expenses, including reasonable attorney fees, incurred by the City of Highland Park in excess of the Guarantee Deposit for such work performed by the City. A street obstruction bond is required whenever use is made of any portion of the City street, including walks, parkway and/or paving.

This permit authorizes only work for which a FEE has been noted and paid. The permittee shall be responsible for constructing all work in accordance with the description set forth in the application, plans and specifications and no error or omission in said application, plans, and specifications as filed whether approved or not, shall relieve the permittee from conforming with the Building Code of Highland Park, Illinois and all other pertinent ordinances in the installation, alteration, or repair of any such work.

The permittee does hereby agree to indemnify and hold the City of Highland Park, its employees, agents and assigns harmless from any and all claims, demands, damages, costs, expenses and causes of action, of any kind or nature whatsoever, brought by any person or entity arising out of any work performed pursuant to this permit, including but not limited to any and all injuries and damages to person, property or otherwise which occur, directly or indirectly, in connection with the work so performed. The permittee further agrees to reimburse the City of Highland Park for all reasonable costs, expenses, and attorney fees incurred by the City of Highland Park, its employees, agents and assigns in the defense of any claim, demand or cause of action brought on account of or arising out of any of the work performed pursuant to this permit.

The permittee shall be responsible for scheduling all inspections, INCLUDING ALL FINAL INSPECTIONS, of all work performed pursuant to this permit.

The permit is issued with the express stipulation that if the existing sidewalk is in bad repair is shall be re-laid at the owner's expense.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES

Before excavating grading or ANY other work below the surface of the ground, the permittee is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

J.U.L.I.E. 1.800.892.0123

ACKNOWLEDGMENT OF OWNERSHIP

By signing this document, the applicant and property owner acknowledge, agree, and affirm that: (1) the property owner identified in this Application is the owner of the property described, and of the tree(s) subject to this Application; (2) the issuance by the City of a Tree Preservation/Removal Permit is not to be deemed or interpreted as the affirmance or concurrence by the City regarding property rights or ownership rights with respect to the subject property and subject tree(s); and (3) in issuing any such Permit, the City is relying upon the representations made in this Application.



City of Highland Park
Department of Community Development
Building Division
1150 Half Day Road
Highland Park, IL 60035
Phone: (847) 432-0808
Fax: (847) 926-8885

CONTRACTOR REQUIREMENTS

The City of Highland Park requires contractors and sub-contractors who are performing work in the City to file for all appropriate permits and submit the following:

General Contractors

- Must be tested and licensed by the City of Highland Park. **Please call to set up a testing appointment.**
 - Please refer to the General Contractor License Application available at the Building Division or download from the Permit Application Forms section online at: www.cityhpil.com/building
- Must provide an original signed license permit bond in the amount of **\$10,000**.
- Must provide a Certificate of Liability Insurance, with the City of Highland Park named as *Additional Insured* in the amount of **\$1,000,000**.

Demolition & Excavating Contractors

- Must provide an original signed license permit bond in the amount of **\$10,000**.

Electrical Contractors

- Must provide a valid Illinois electrical license from a City or Municipality in which a test was taken and passed.

Plumbing Contractors

- Must provide a valid State of Illinois plumbing contractor's license (055) and a plumber's Letter of Intent that is job-specific. The Letter of Intent must have the corporate seal embossed or signature notarized.

Roofing Contractors

- Must provide a valid State of Illinois roofing contractors license.

Sewer/Drainage Contractors

- Must provide an original signed license permit bond in the amount of **\$20,000**.

WHEN WORKING IN THE PUBLIC RIGHT-OF-WAY

All Contractors doing work in the public right-of-way (driveways, sidewalks, or other work in the public right-of-way), must provide an original signed license permit bond in the amount of **\$10,000**. Please note that Street Obstruction Permits will require a **\$50,000** bond.

BONDING LANGUAGE REQUIREMENTS

The City of Highland Park requires that Contractors incorporate specific language into the body text of required bonds. The required language is available on the Permits & Applications website in the Permit Submittal Requirements section at: www.cityhpil.com/building



CITY OF HIGHLAND PARK
BOND REQUIREMENT LANGUAGE

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 Half Day Rd., Highland Park, IL 60035
(P) 847.432.0808, (F) 847.926.8885
(W) www.cityhpil.com, (E) building@cityhpil.com

Purpose/Use: _____

ANY BOND SUBMITTED TO THE CITY OF HIGHLAND PARK, ILLINOIS SHALL INCLUDE THE FOLLOWING:

Shall faithfully observe and fully comply with the provisions of all applicable ordinances of the City of Highland Park and shall indemnify and hold harmless the City of Highland Park and any other person who shall be injured thereby against all and any loss, cost, damage or expense incurred directly or indirectly by reason of
(1) failure of the principal to observe any ordinance of the City pertaining to _____

_____,
(2) failure of the principal to observe all rules and regulations established under the authority of any ordinances of the City pertaining to _____

_____,
(3) negligence of the firm of its employees performing or protecting any _____

_____,
(4) failure of the principal to correct any error or omission which fails to comply with the applicable ordinances of the City of Highland Park.

THE PARAGRAPH ABOVE MUST BE INCORPORATED INTO THE BODY OF THE BOND AND NOT ATTACHED. BLANKS ARE TO BE FILLED IN WITH APPROPRIATE FIRM TYPE, i.e. GENERAL CONTRACTING, PLUMBING CONTRACTING, CONCRETE CONTRACTING, ETC.

MINIMUM \$10,000.00 LICENSE/PERMIT BOND



Community Development
1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0808
cityhpil.com

GENERAL EASEMENT WAIVER

Utility and/or drainage easement on property at _____.

This will advise that the City of Highland Park has no objection to the installation of a _____ on the above described property, providing that all subsurface equipment be located and staked prior to construction (call J.U.L.I.E. at 1.800.892.0123).

Any drainage swales must be kept open; they are the responsibility of the homeowner to maintain. The swale may not be filled in with earth, nor may materials of any kind be placed on such swales.

City Ordinance requires permanent access to maintain a manhole or storm water inlet. Should such exist, a four foot (4') clearance around the manhole or storm water inlet must be provided. A four foot (4') area across the manhole or storm water inlet with two feet (2') clearance to each side is required (see Sec. 50.297 and 50.298 of the Highland Park Code regarding hydrants and meter vaults). Likewise, if a transformer exists adjacent to the structure, the same must be provided, per Commonwealth Edison Company.

This permission is not intended to release the owner, their agents, heirs, or assigns from any responsibility or liability for protecting and providing access to the City of Highland Park or any utility companies for maintenance of their storm lines, equipment, or other facilities located on said property, nor is it intended to release the above from responsibility for repairing or replacing such structure as deemed necessary to remove by the City of Highland Park.

Property Owner's printed name: _____

Property Owner's signature: _____

Date: _____

