



CITY OF HIGHLAND PARK
PLUMBING PERMIT APPLICATION REQUIREMENTS

DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUILDING DIVISION
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Visit www.cityhpil.com/building for a complete list of adopted codes and amendments.

Emergency Repairs: Emergency repairs can begin without a permit but a permit application shall be submitted the next business day per 2018 IRC, R105.2.1 and 2018 IBC, [A] 105.2.1.

All Plumbing Permits Shall Require the Following

(other information or documentation may be required based on the details of a property or proposal)

The plumbing contractor shall contact the City's Plumbing Inspector prior to the start of work to discuss the scope of work, City requirements, required inspections, and any neighbor or right-of-way considerations.

- New Plumbing Permit Application submitted via Civic Access Portal
- Indicate Water Meter size (even if there is no meter work)
- Indicate incoming service material
- Signed property owner authorization form
- Plumbing contractors' contact information
- Plumbing contractor's Illinois state license
- Notarized or sealed plumber's letter of intent (LOI)
- Supporting documentation (drawings, cut sheets, maps, material schedule, etc.)

All plumbing work shall conform to the Illinois Plumbing Code and the plumbing contractor of record shall be available for all inspections.

Disconnects - Water Service, Sanitary Sewer, and Storm Sewer

No meter shall be removed or water service shut off until a permit is issued and the meter return has been scheduled.

1. Submit Plumbing Permit application as noted above
2. Application review by Plan Examiner and Plumbing Inspector
 - Includes preliminary discussion between Plumbing Inspector and Plumbing Contractor of record
 - Determine required inspections
3. Permit processed, invoiced, and payment received
4. Permit issued
5. Work begins
 - Temporary disconnects are NOT allowed
 - Solid sleeve required
 - Shut Downs: Minimum 48 hour advance notice for Public Works and neighbor notification required
6. Schedule final inspection via Civic Access Portal or at 847.432.0808
 - Plumbing Contractor of record shall be available for all inspections
 - Area shall remain open, visible, and protected until approved by Inspector(s)
 - **Meter shall be returned at inspection, if applicable**
7. Restore City right-of-way (ROW), if applicable
8. Schedule ROW inspection via Civic Access Portal or at 847.432.0808, if applicable
9. Permit closed and eligible deposit(s) returned

CITY OF HIGHLAND PARK PLUMBING PERMIT APPLICATION REQUIREMENTS (continued)

New Taps and Water Meter Requests

1. Submit Plumbing Permit application as noted above via Civic Access Portal
2. Application review by Plan Examiner and Plumbing Inspector
 - Includes preliminary discussion between Plumbing Inspector and Plumbing Contractor of record
 - Determine required inspections (typically 1 final for the plumbing work & 1 final for ROW restoration)
3. Permit processed, invoiced, and payment received
4. Permit issued
5. Request new water meter when ready via Civic Access Portal "inspection" request or at 847.432.0808, *if applicable*
6. **Meter delivered**, *if applicable*
7. Work begins
 - All new meters shall be located inside and have a raceway installed prior to meter delivery
 - New B-box shall be installed
 - Meter vault shall be removed
 - All work shall comply to Illinois Plumbing Code and Public Works' standards
8. Schedule final inspection via Civic Access Portal or at 847.432.0808
 - Plumbing Contractor of record shall be available for all inspections
 - Area(s) shall remain open, visible, and protected until approved by Inspector(s)
9. Restore City right-of-way (ROW), *if applicable*
10. Schedule ROW inspection via Civic Access Portal or at 847.432.0808, *if applicable*
11. Permit closed and eligible deposit(s) returned

Remodeling and Other Repair Work

1. Submit Plumbing Permit application as noted above
2. Application review by Plan Examiner and Plumbing Inspector
 - Includes preliminary discussion between Plumbing Inspector and Plumbing Contractor of record
 - Determine required inspections
3. Permit processed, invoiced, and payment received
4. Permit issued
5. Work begins
6. Schedule rough & final inspections via Civic Access Portal or at 847.432.0808
 - Plumbing Contractor of record shall be available for all inspections
 - Area shall remain open, visible, and protected until approved by Plumbing Inspector
7. Restore City right-of-way (ROW), *if applicable*
8. Schedule ROW inspection via Civic Access Portal or at 847.432.0808, *if applicable*
9. Permit closed and eligible deposit(s) returned

CITY OF HIGHLAND PARK PLUMBING PERMIT APPLICATION REQUIREMENTS (continued)

Other Items of Note

- **WATER HEATERS**

Final Inspection shall include confirmation of proper bonding of piping systems as per the 2017 National Electrical Code (NEC), Article 250.104 as well as proper mechanical ventilation in accordance with the 2014 Illinois Plumbing Code or manufacturer's installation instructions.

- **RIGHT-OF-WAY (ROW) RESTORATION**

After work has been done that includes work in the City's right-of-way (street, parkway, etc.), a final inspection of the area (street, parkway, driveway approach/apron, etc.) shall be scheduled by the applicant before the permit can be final-ed/closed and any eligible deposit returned.

- **STATE ROADS**

Illinois Department of Transportation (IDOT) permit required for addresses on the following state roads BEFORE a City Plumbing Permit can be issued: Half Day Road (from Trail Way to the west), Skokie Highway, Sheridan Road (to include Edgecliffe Drive and Oak Street), Walker Avenue, County Line (Lake-Cook) Road between South Deere Park Drive and Skokie Valley Road

- **LAWN IRRIGATION SYSTEMS**

At installation and each year thereafter, the backflow device shall be tested by a licensed plumbing contractor certified as an Illinois Cross-Connection Control Device Inspector (CCCDI). In addition to the state reporting requirements, a copy of the results shall be sent to the Water Production Division at waterplant@cityhpil.com.

- **RPZ (REDUCED PRESSURE ZONE) VALVES AND OTHER BACKFLOW PREVENTION DEVICES**

At installation and each year thereafter, the backflow device shall be tested by a licensed plumbing contractor certified as an Illinois Cross-Connection Control Device Inspector (CCCDI). In addition to the state reporting requirements, a copy of the results shall be sent to the Water Production Division at waterplant@cityhpil.com.

REMINDER

Contact J.U.L.I.E. before you dig at <https://www.illinois1call.com/> or call 811 or 800.892.0123

PLEASE SUBMIT ALL APPLICATIONS AND INSPECTION REQUESTS

VIA THE [CIVIC ACCESS PORTAL](#)