



LAKE & COOK COUNTIES

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BUILDING PERMIT INFORMATION (NON-RESIDENTIAL)

A. SUBMISSIONS

The following submissions are required for the processing of a **Building Permit Application**:

1. A complete Building Permit Application on form(s) provided by the Village.
2. **A \$500.00 nonrefundable fee shall be required to be paid to the Village at the time application is submitted to the Village for new building construction. A \$100.00 nonrefundable fee shall be required to be paid to the Village at the time application is submitted to the Village for all other construction in excess of \$10,000 estimated cost.** This deposit will be credited towards the Building Review and Permit Fees.
3. Three (3) sets of complete construction plans and specifications signed, sealed, and dated by an Illinois registered architect and/or engineer. **In addition, please provide all requested documents in PDF.** These submittals shall include:
 - A) A site plan – including circulation details in compliance with Illinois Accessibility Code.
 - B) Parking lots details.
 - C) Structural drawings, specifications, and calculations.*
 - D) Architectural drawings and specifications.
 - E) Plumbing drawings and specifications.
 - F) Mechanical drawings and specifications.
 - G) Electrical drawings and specifications.
 - H) Fire Protection drawings, specifications, and calculations.

*Soil borings and geo-technical reports/recommendations are required as part of structural submissions.

4. Separate permits will be issued by the Village of Deer Park for **Fire Sprinkler, Fire Alarm, Hose Pipe, Hood and Duct**, and other such Fire Protection Systems following approval of the appropriate Fire Protection Bureau. (Use the general Building Application Form and 4 sets of plans).

5. Facilities that include food preparation areas will require a permit from the Illinois Department of Public Health through the Lake County Health Department. Applicants should contact this department directly and submit a copy of the permit to the Village.
6. Separate permits will be issued by the Village for **elevators** and similar equipment. Drawings and specifications should be submitted to the Village for these permits. (Use the general Building Application Form).
7. Separate permits will be used for **signs**. Submit appropriate drawings (colored) and specifications. (Use the general Building Application Form).
8. **Tenant “build-outs”** will require a letter or such written approval from the Landlord/Building Owner.
9. Foundation Permits: Where deemed appropriate by the Building Officer, a foundation permit may be issued for a building following review and approval of the structural drawings and specifications required by the Village and/or its consultants and the payment of Building Fees as determined by the Building Officer.
10. Building Permits (including foundation permits) will not be issued for any development project until the Building Officer has received in writing confirmation from the Village Administrator and/or the Village Attorney and the Village Engineer that the issuance of the permit is appropriate relative to legal, finance, and engineering considerations. (This will apply only to the base building permit and not to future tenant “build-outs” or other subsequent permits).

B. CODES

The Village of Deer Park has adopted, and enforces the following building codes:

1. The 2012 International Building Code as amended
2. The 2012 International Residential Code as amended
3. The 2011 National Electrical Code as amended
4. The 2012 International Mechanical Code as amended
5. The 2014 Illinois State Plumbing Code
6. The 1997 Illinois Accessibility Code
7. The 2012 International Fire Code as amended
8. The 2015 International Energy Conservation Code
9. The 2012 International Property Maintenance Code as amended
10. The 2012 International Fuel Gas Code as amended
11. Safety Code for Elevators and Escalators ASME A17.1-2007/CSA B44-07

*the design professionals shall certify compliance with all Village Codes and note compliance on submittals.

C. APPLICATIONS/SUBMITTAL REVIEW.

The time frame for plan review is as follows:

1. Initial building review – Three weeks (15 working days) or less – depending on the scope of the project and quality of submittals.
2. Resubmittals – Two weeks (10 working days) or less – depending on the scope of the issues and the quality of resubmittals.
3. Express review – Three (3) day review for additional fee- please contact the Building Department at 847-726-1648 ex.104 for more information.

NOTE:

The Village will use outside consultants for specific reviews or where the volume of the applicants requires additional resources. While the review time of these consultants and of other agencies (such as the Fire District, the Health Department, etc.) cannot be guaranteed, the Village will attempt to maintain the above schedule.

D. FORMS AND SUBMITTALS

Building Applications are available at the Village Office. **Permit applications and plans may be submitted at the Village Office or mailed to the attention of Josie Doniec, Building, Zoning & Development Coordinator.**

If you have any questions, please call Josie Doniec at 847-726-1648 ex.104 or contact Ken Garrett, Building & Zoning Officer at 847-428-7010.