

VILLAGE OF WILMETTE

Single-Family Construction and Permit Handbook

This handbook guides you through the permit process for **single-family** building permits. The Community Development Department and the Department of Engineering and Public Works reserve the right to review and require a permit for any proposed work. For projects other than single-family, please contact Village staff.

Group 1

- Awnings and canopies
- Air conditioning
- Bath tub/shower replacement
- Boilers, heating units
- Cabinets (new and replacement)
- Chimneys, below roof line
- Decks
- Doors (change in size or location)
- Drain tile (foundation)
- Drywall, plaster (over 100 s.f.)
- Electrical service (new, upgrade, and temporary)
- Elevators/wheelchair lifts
- Fire sprinkler system
- Fire damage and structural repairs
- Fireplaces
- Flood control (sanitary)
- Framing, interior (floors, walls, roofs)
- Fuel tank installation or removal
- Furnaces
- Garbage disposal units
- Generators
- Insulation
- Interior piping changes
- Interior remodeling
- Lawn sprinkler systems (private property only)
- Low voltage wiring (50 volts or more)
- Outlets and lights (new, including exterior)
- Patios (exact replacement at existing grade only)
- Railings
- Ramps (for wheelchairs, etc.)
- Satellite dishes, over 18" in diameter
- Security systems (see Police Department)
- Sewer repair/sewer lining/clean outs
- Skylights
- Smoke detectors (new, directly wired)
- Solar panels
- Spas, hot tubs, Jacuzzi (at-grade or interior)
- Stairways/steps (interior and exterior)
- Stoops
- Sump and ejector pumps
- Tents, for temporary uses (see tent handbook)
- Tile (over 100 s.f.)
- Trailers (construction, sales, etc.)
- Walks (private property only)

- Windows (change in size or location only)

Group 2

- Driveway aprons
- Lawn sprinkler systems (on the public right-of-way)
- Sewer service changes
- Street/curb/parkway openings
- Water service changes
- Walks, carriage walks (on the public right-of-way)

Group 3

- Additions
- Artificial turf
- Basement dig-outs
- Carports
- Demolition site restoration
- Driveways (private and public right-of-way)
- Footings, foundation walls, slabs
- Garages (new)
- Geothermal heating systems
- Grading/drainage changes
- Landscaping that alters drainage patterns
- New single-family home
- Patios (new and expanded)
- Outdoor kitchens
- Porches/ pergolas
- Retaining walls
- Sheds (over 64 s.f. or on a solid base)
- Spas, hot tubs, Jacuzzi (in-ground)
- Sport courts (including tennis and basketball)
- Stairs below grade
- Stormwater management systems
- Swimming pools (installation and removal)
- Walks (on the public right-of-way)
- Window wells

Group 4

- Demolition of a single-family home/coach home

Group 5

- Dumpsters
- Fences, fence posts, arbors, trellises (new and repair)
- Portable storage containers
- Roofs (new and repair over 100 s.f.)
- Tree removal (10" DBH and greater)

Village of Wilmette Permit Application Required Submittals and Checklists

For projects in **GROUPS 1, 2 AND 3**, please submit:

- Completed permit application Page A sections 1 through 3, including:
 - Project description
 - Estimated cost of construction
 - Owner information
 - Applicant information
 - Contractor information, including professional license and insurance information where applicable
- Completed permit application Page C
- Boundary Plat of Survey (if exterior work proposed), 2 copies
- Construction plans, 2 sets
- Floor area ratio worksheets (if change in lot coverage or floor area)
- Tree protection affidavit (if there is change in structure footprint on the lot) (see pages 16 and 20-21 of this handbook)
- Plumber letter of intent (if plumbing work on the project)
- Plumbing fixture worksheet (if replacing or adding plumbing fixtures) (see pages 14 and 33 of this handbook)
- Permit deposit/plan review fee
 - Due at the time of application
 - See the fee schedule for the fee amount
- ResCheck printout or similar (for addition and substantial remodel projects)
- Fire Sprinkler Information (if a fire sprinkler system is proposed) (see pages 11 and 26 of this handbook)
- Tree Canopy Worksheets (for an addition that expands the house footprint by 50% or more) (see pages 15 and 31-32 of this handbook)

For **New Single-Family Homes**, please **ALSO** submit:

- Entry Authorization Form (see pages 11 and 29 of this handbook)
- Building Height Certification Form (see pages 9 and 30 of this handbook)
- ResCheck printout or similar documentation of compliance with the Energy Code

For new single-family homes, associated projects including water/sewer service, demolition, generator, swimming pool/spa, accessory structures, flatwork, and lawn sprinklers are to be filed as separate permit applications

For projects in **GROUP 2**, please **ALSO** submit:

- Completed permit application Page B, sections 4, 6, 7 and 8
- Boundary plat of survey, 2 copies
- Site plan, 2 copies (may be drawn on plat of survey)
- Certificate of insurance for the contractor(s) working in the right-of-way (see page 9 of this handbook)

[CONTINUED ON NEXT PAGE]

Village of Wilmette
Permit Application Required Submittals and Checklist (Continued)

For projects in **GROUP 3**, please **ALSO** submit:

- Completed permit application Page B, sections 4, 5 and 8
- Boundary plat of survey
- Site Grading Plan OR site plan (minimum requirements / checklist available on Village website)
- For new single-family construction or an addition that expands the footprint by 50% or more, completed Tree Canopy Worksheets (see pages 16 and 31-32 of this handbook)
- Site development plan/contractor acknowledgement form (see page 15 of this handbook)
- Site development plan – 11” x 17” in size

For projects in **GROUP 4**:

- Completed permit application Page A sections 1 through 3, including:
 - Estimated cost of construction
 - Owner information
 - Applicant information
 - Contractor information, including professional license and insurance information where applicable

Please see the separate Demolition Handbook for requirements and permit submittals.

Please see Groups 1, 2, and 3 above for the new construction portion of the project.

For projects in **GROUP 5**:

Please see the tables on page 6 of this handbook for the project submittals. Request the individual permit applications from the staff.

Have questions? Contact the Community Development Department

at (847) 853-7550 or at comdev@wilmette.com

Visit the website at www.wilmette.com

Visit the office at 1200 Wilmette Avenue, Wilmette, Illinois, 60091

Monday through Friday from 7:30 a.m. to 4:30 p.m.

Village of Wilmette

Requirements for Projects When No Permit is Required

For all of these projects, **property owners are encouraged to review their plat of survey and their plan with the Community Development Department to verify compliance prior to starting the project.** If the following work is performed and found non-compliant with the applicable zoning, building, or Village Code requirements, the homeowner will be required to remedy the situation.

- ☑ Gutters and downspouts may require a permit. Notice: The Village Code requires that downspouts must be directed to splash toward green infrastructure, or the street, or alley, but no closer than 10' from the public right-of-way, and should splash in such a manner as to prevent basement seepage into the building foundation or the expulsion of runoff onto adjacent property. Any buried drain lines should be a minimum of 3 feet below grade.
- ☑ Ponds for koi and/or landscaping purposes only (not for swimming) must conform to front, side, and rear yard setbacks. Any grade change, landscape lighting, electricity, and/or plumbing associated with the pond requires a building permit.
- ☑ Sheds must conform to front, side, and rear yard setbacks, height requirement, number of accessory structures, and minimum separation from other structures. A permit is required for sheds over 64 square feet and sheds of any size that are proposed with a solid base/foundation and/or with electricity and/or plumbing.
- ☑ Modifications to existing sump pump discharges may require a permit. Notice: The Village Code requires that foundation drain discharges must splash on grade and flow overland toward the street or alley, and that (a) shall be located no greater than ten feet from the building foundation, or (b) discharges may be located greater than ten feet from the foundation but must flow overland or underground to green infrastructure with point source discharges, if applicable, no closer than ten feet from the public right-of-way. Discharges creating a nuisance for neighboring properties or on the public right-of-way shall be required to be modified.
- ☑ Tents installed for residential uses such as private events do not require a tent permit, however, such installations are still required to meet applicable building and fire codes. Please see the tent permit handbook or Village's web site at www.wilmette.com for more information about tent permits and applicable codes.
- ☑ Tree houses supported entirely by one or more trees, and playhouses and playground equipment do not require a permit and must conform to front, side, and rear yard setbacks. They may not exceed a height of 15' above grade and may not exceed 150 square feet in area.
- ☑ Tree houses that include support from the ground or have an exterior raised deck require a permit and must conform to front, side, and rear yard setbacks. They may not exceed a height of 15' above grade and may not exceed 150 square feet in area.

Village of Wilmette Summary of Permit Submittals by Project Type

The following tables summarize the necessary permit submittals by project type.

	Required Submittals	New House	Addition Out (Change in Footprint)	Addition Up Only (Above Existing)	Detached Garage	In-Ground Swimming Pool & Spa ⁽¹⁾	
Building Permit	Permit Application Page A Sections 1-3	X	X	X	X	X	
	Permit Application Page C	X	X	X	X	X	
	2 Copies of Plat of Survey	X	X	X	X	X	
	2 Sets of Building Plans	X	X	X	X	X	
	ResCheck/Energy Code Compliance	X	X	X			
	FAR Worksheet Packet	X	X	X	X		
	Plumbing Contractor Letter of Intent	X	X	X		X	
	Plumbing Fixture Worksheet	X	X	X			
	Entry Authorization Form	X					
	Site Development Plan	X	X	X	X	X	
	Contractor Acknowledgement	X	X	X	X	X	
	Building Permit Deposit Payment	X	X	X	X	X	
	Dumpster Permit	When a dumpster is to be used					
	3 Sets of Fire Sprinkler Plans ⁽²⁾	When a fire sprinkler is proposed					
	1 Set of Cut Sheets for Fire Sprinkler ⁽²⁾	When a fire sprinkler is proposed					
Fire Plan Review Fee ⁽²⁾	When a fire sprinkler is proposed						
Right-of-Way Permit	Permit Application Page B Section 4	X	X	X	X	X	
	Permit Application Page B Section 6	X	X	X	X	X	
	Permit Application Page B Section 7	When the street is to be opened					
	Permit Application Page B Section 8	X	X	X	X	X	
	Certificate of Insurance	X	X	X	X	X	
Grading and Drainage Permit	Permit Application Page B Section 5	X	X	X	X	X	
	Grading and Drainage Review Fee ⁽³⁾	X					
	Site Grading Plan	X	X	X	X	X	
	1 Copy of Plat of survey	X	X		X	X	
	Affidavit of Grading and Drainage Notice to Neighbors	X	X		X	X	
	Tree Notice Affidavit	X	X		X	X	
Other	Tree Canopy Coverage Worksheet	X	X ⁽⁴⁾				
	Tree Removal Permit	For any tree 10" DBH or greater that is to be removed					
	Demolition Permit ⁽⁵⁾	X			X ⁽⁶⁾		
	Water/Sewer Disconnect/New Permit ⁽⁷⁾	X					

- (1) All swimming pool and/or spa requests require Administrative Zoning Review Committee review. Please see the separate handbook for swimming pools and spas.
- (2) Fire sprinkler submittals and plan review fee apply only when a fire sprinkler system is proposed. See page 11 for information about when fire sprinkler systems are required.
- (3) The review fee covers the cost of an outside consultant to do basic plan review and inspections. Additional inspections, re-inspections, and plan reviews will be billed to the applicant upon completion of the project.
- (4) Tree canopy coverage worksheet required for addition projects that expand the building footprint by 50% or more.
- (5) Demolition is a separate permit. See the Demolition Handbook for more information.
- (6) The demolition checklist does not need to be completed for the removal of a detached garage by itself (not as part of a house demolition). For detached garage only demolition and replacement, the demolition is part of the new garage permit. However, Cook County requires a demolition permit for detached garages and proof of this permit must be provided.
- (7) Water/sewer disconnect/new service is a separate permit. See the water/sewer permit submittals in the table on page 6.

Village of Wilmette Summary of Permit Submittals by Project Type - Continued

	Required Submittals	Decks	Driveways & Sidewalks	Lawn Sprinklers	Patios & Sport Courts	Porches & Pergolas ⁽¹⁾	Water/ Sewer Service
Building Permit	Permit Application Page A Sections 1-3	X	X	X	X	X	X
	Permit Application Page C	X	X	X	X	X	X
	2 Copies of Plat of Survey	X	X	X	X	X	X
	2 Sets of Building Plans	X	X		X	X	
	FAR Worksheet Packet	X ⁽²⁾				X	
	Plumbing Contractor Letter of Intent			X			X
	Plumbing Fixture Worksheet						
	Building Permit Deposit Payment						
Dumpster Permit	When a dumpster is to be used						
Right-of-Way Permit	Permit Application Page B Section 4		X	X			X
	Permit Application Page B Section 6		X	X			X
	Permit Application Page B Section 7						X ⁽³⁾
	Permit Application Page B Section 8		X	X			X
	1 Copy of Plat of Survey		X	X			X
	Certificate of Insurance ⁽⁴⁾		X	X			X
Grading and Drainage Permit	Permit Application Page B Section 5		X		X	X	
	1 Copy of Plat of Survey		X		X	X	
	Site Plan		X		X		
	Affidavit of Grading and Drainage Notice to Neighbors		X		X		
	Other	Tree Removal Permit	For any tree 10" DBH or greater that is to be removed				

- (1) Porches and pergolas require a grading permit when a foundation is poured and when a new impervious base is installed.
- (2) The floor area worksheets are required when the railing on a deck is at or above 6.5' above grade.
- (3) When the street is to be opened.
- (4) For contractor(s) working in the public right-of-way.

Required Submittals	Air Conditioners	Fences	Generators	Roofing
Permit Application Page A Sections 1-3	X	Separate application	X	Separate application
Permit Application Page C	X		X	
2 Copies of Plat of Survey	X	X	X	
2 Sets of Plans	Site plan with location		Site plan with location	
Other Information		Details on fence	Generator and transfer switch specs	Details on roofing work

Required Submittals	Dumpster	Portable Storage Containers	Tree Removal
Permit Application	Separate application	Separate application	Separate application
Plat of Survey or Site Plan			X
Other Information	Duration on site, location on site	Duration on site, size of unit	Species and size of trees to be removed

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Other forms are available separately – request these forms from staff

Application page A
Application page B
Application page C
Dumpster permit application
Fence permit application
Floor area worksheets (also available on website)
Hydrant meter rig permit application
Portable storage container application
Roof permit application
Site development plan and contractor acknowledgement form
Tree removal permit application

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Explanation of Requirements

Building Codes

Single-family construction is subject to the following codes, including amendments made from time to time:

International Residential Code (IRC) 2006	Life Safety Code 2006
National Electric Code (NEC) 2005	Illinois Accessibility Code 1997
International Mechanical Code (IMC) 2006	International Energy and Conservation Code (IECC) 2012
Illinois State Plumbing Code 2014	Wilmette Village Code
International Fire Code (IFC) 2006	

Building Height Certification

For new residential construction only, a building height certification form is required to be submitted at the time a demolition permit is filed. The building height certification form is on page 30 of this handbook. To complete the form, follow these steps:

1. Identify the established front yard setback for the subject property. Contact Community Development at (847) 853-7550 or comdev@wilmette.com to confirm the established setback.
2. Identify the existing pre-construction elevations on the existing grading plan for the new home.
3. From the grading permit submittal, calculate the existing elevation of grade.
4. Add the proposed building height to the elevation of grade.
5. Identify the elevation of grade on the building plans.

The grading plan submittal should include identifying the two elevation points that make up pre-existing grade. The building permit plans should indicate the grade for height purposes on the elevation and/or building section of the architectural plans.

Certificates of Insurance

When any work is to take place in the public right-of-way, the contractor(s) doing the work must provide the Village with a current certificate of insurance before a permit will be issued. The certificate of insurance must name the Village of Wilmette as additional insured. If the insurance policy requires an endorsement, this must also be provided. See the Village website for an example of a certificate of insurance.

Construction Hours

Construction is permitted:

Monday through Friday 7:00 a.m. to 7:00 p.m.

Saturday 9:00 a.m. to 6:00 p.m.

Construction on Sundays and holidays is not permitted except that a homeowner or occupant may personally engage in construction activities between 9:00 a.m. and 5:00 p.m. Holidays for this purpose are: New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Construction Plans (Architectural Plans)

Construction plans should consist of plans drawn to scale and including but not limited to information listed below. The plan reviewers reserve the right to request additional information as necessary.

An Illinois Registered Architect or Structural Engineer must sign and seal the plans where the construction

involves structural work or the cost of construction exceeds \$25,000. Exceptions to the \$25,000 threshold include: exterior paving, including driveways, walks, and patios; unheated porches; decks; exterior stairs; non-habitable detached garages (unless there is a brick exterior or unsuitable soil conditions), kitchens; baths; exterior windows; and basement remodeling.

- Site plan including existing and proposed structure with dimensions of proposed structure, show setbacks to primary structure and first and second floor encroachments, include all existing and proposed impervious surface with dimensions, and A/C condenser location (if new/relocated condenser)
- Floor plans for each entire floor with proposed work including dimensions to exterior walls, and showing all existing and proposed plumbing fixtures and drains, electric fixtures and devices, and demolition
- Roof framing plan showing all existing roofs and framing plan for new roof
- Complete elevations indicating overall height of structure and chimneys measuring from grade to peak for each elevation that will change with the proposed work
- Wall section(s)
- Building cross-sections indicating interior ceiling heights

Construction Water

When a service address is not equipped with a water meter, including water service for construction activities temporarily supplied, the water customer will be billed a flat rate of \$5.15 per day on their water bill. For more information about your water bill, contact the Finance Department at (847) 853-7620.

A hydrant meter rig may be rented from the Village for construction water usage. Contact the Department of Engineering and Public Works at (847) 853-7500 to verify the availability of a hydrant meter rig prior to applying for the permit. For a hydrant meter rig permit application, please see the Village staff for the separate form.

Construction Signage

The site maintenance ordinance requires that all construction sites post construction signage that contains the name and telephone number of the general contractor and the week construction is expected to commence. The signage is to be posted not less than 7 days in advance of the start of construction and is to remain until the construction is completed. There are specific requirements for the content and size of this signage, which may be found on page 24 of this handbook.

For demolition and new construction, a construction sign specifically stating this is required. The signage must contain the name and telephone number of the general contractor and the week demolition is expected to take place. The signage is to be posted not less than 7 days in advance of the demolition. The signage is to remain until the completion of demolition or new construction, whichever is longer. There are specific requirements for the content and size of this signage, which may be found on page 25 of this handbook.

Contractor Licensing

All contractors doing work under a building, demolition or other permit are required to have a Wilmette contractors' license. The license is effective each calendar year. The license is required to be obtained no later than at the time the permit is issued. In addition to a Wilmette contractors' license, electrical contractors are required to provide their current local registration/license. Roofing contractors are required to provide their current State roofing license. Plumbing contractors are not required to obtain a Wilmette contractors' license but must provide their current State of Illinois Plumbing Contractor Registration and Plumbing License.

Dumpster Permit

A dumpster permit is required whenever a dumpster is to be used for a project. Dumpsters are required to be placed on private property. If there is no room on private property, the dumpster can be placed on public property only with

the approval of the Engineering and Public Works Department. For a dumpster permit application, please see the Village staff for the separate form.

Entry Authorization for New Construction

For new construction only, entry authorization granting the Village permission to enter the construction site and to take any remedial action deemed necessary upon failure of the property owner to comply with the terms of the site maintenance ordinance. The entry authorization form is on page 29 of this handbook.

Fire Sprinkler Systems/Use of Light-Weight Construction

An approved automatic fire sprinkler system is to be installed in all new one- and two-family dwellings and townhouses where light-weight frame construction is used.

Light-weight frame construction is defined as a type of construction whose vertical and horizontal structural elements are primarily formed by a system of repetitive wood or cold-formed steel framing members. The wood elements are comprised of engineered structure elements such as trusses, glue laminated beams, truss-type open-web or perforated floor joists; I-joists, structural composite lumber, structural insulated panels, and wood structural panels. Traditional milled or sawn-cut dimensional lumber such as “2x4”, “2x6”, “2x8”, “2x10” and continuing are not considered as light-weight frame construction.

When an automatic fire sprinkler system is installed, it shall be installed in compliance with the following codes:
2006 International Fire Code
2006 National Fire Protection Association (NFPA) Life Safety Code, as amended
NFPA 13D Standard on fire Sprinklers for One and Two Family Dwellings and Townhomes

Fire Department Requirements and Design Expectations:

- Installation shall be performed by a licensed plumber or fire sprinkler contractor
- Audible and Visual alarm shall be installed on exterior of home
- Domestic water service may be utilized, tied in before the meter
- All materials must adhere to CPVC product listings (includes fire stopping)
- All new piping shall be hydrostatically tested for 2 hours at 200 PSI (manufacturer’s recommendations)
- **Do not** have communication wiring contact CPVC, guards shall be installed
- Attached garages shall be protected by sprinkler installed in common wall, dry type sprinkler
- Head coverage for all rooms to be field verified
- 6” inside bell shall be mounted to bottom of each return air system

Permit and Review Process

In addition to the required building and grading permit submittals, for a fire sprinkler system, please also submit:

- Three sets of fire sprinkler plans to Community Development
- Full set of cut sheets for all components including pipe, backflow, flow switch, sprinklers, and glue
- Payment of the review fee of \$100 plus cost of consultant, if any

Inspection Process

The following additional inspections will be during required during the construction process to ensure that the fire sprinkler system is installed properly. See pages 26-28 for a list of building, fire, plumbing, and engineering inspections.

1. Rough
2. Hydrostatic
3. Pre-drywall
4. Final

For more information, contact the Fire Department at (847) 251-1101 or fire@wilmette.com.

Grading and Drainage Permit

No person may fill, store or dispose of earth materials; alter an existing land grade, contour or drainage pattern; or perform any other land-disturbing activity, without first obtaining a grading and drainage permit pursuant to Chapter 8, Art. V.

All grading/drainage work shall comply with the Department of Engineering and Public Works Handbook, which is available on the Village website at www.wilmette.com.

A *Site Grading Plan* is required for projects including, but not limited to, the construction of new structures, such new single family homes, additions, new garages, etc. The Site Grading Plans for new homes must be e-mailed to sfnew@wilmette.com and formatted to an 11" x 17" PDF. The Site Grading Plans for all other projects must be e-mailed to grading@wilmette.com and formatted to an 11" X 17" PDF.

A *Site Plan* is required for all other projects such as patios, driveways, landscaping, etc., that alter drainage patterns. The Engineering Department may determine a Site Grading Plan is required upon review of the proposed Site Plan and depending upon the scope of work. E-mail the Site Plan to grading@wilmette.com. Site plans may be drawn on a plat of survey.

An *As-Built* plan is required after the construction of new homes, and may be required for other projects such as additions and new garages.

The minimum requirements/checklists for engineering Site Plans, Site Grading Plans, and As-Built plans are available on the Village website.

The Engineering Conditions Letter provided with the approved permit plans will outline additional information required for your project.

Special note for projects located within a flood area

- New construction located within a flood area identified in the current FEMA flood plain maps must provide elevations of the property using USGS datum.
- Please check the Village website (www.wilmette.com) to review the FEMA flood plain maps. Residents can also check <https://msc.fema.gov> or <http://www.floodsmart.gov> for more information.

New construction within a flood area must follow the requirements of Chapter 8, Article XXIX, Appendix 9-A of the Village code.

Occupancy Requirements

New construction and some extension addition/remodel projects require the building to pass occupancy inspection before it may be occupied.

No building or dwelling shall be used or occupied until the building official has issued a certificate of occupancy. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of the adopted code or any other state law or local requirements.

A Certificate of Occupancy (CO) is granted once ALL conditions of the building permit have been satisfied. This includes, but is not limited to, finalization of all permits and inspections (Fire, Site, Civil, Building, Electrical, Mechanical, Plumbing). All interior spaces shall be considered substantially complete and habitable.

A Conditional Certificate of Occupancy (CCO) will be considered on a case by case basis and the time period noted on the CCO. CCO's are typically granted only for projects where the building owner desires to occupy a building or dwelling during the completion of exterior elements not impacted by the occupation of any habitable space. ***“The building official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid.” 2006 International Residential Code, § R110.4.***

The following is a list of minimum requirements that must be met before consideration is given for a Conditional Certificate of Occupancy:

- A written request from the owner or owner's agent for the Conditional Certificate of Occupancy indicating the reason for the request outlining the exterior elements that require completion;
- Building address plainly legible and visible from the street or road fronting the property
- Fire Department access provided
- No overhead lifting above floor(s) of occupancy
- Other issues pursuant to field conditions

Any CCO issued with outstanding exterior elements will require a cash bond (refundable at completion) that will be determined by the cost to complete the exterior elements necessary for the CO.

Permits issued for the following work are separate permits and not part of a Conditional Certificate of Occupancy and shall be completed and inspected as required:

- Generators
- Fences
- Flatwork
- Lawn sprinklers
- Swimming pools and hot tubs/spas

Please note that the Director of Community Development may suspend or revoke a CCO whenever it is issued in error, or on the basis of incorrect information provided, or when it is determined that the building or portion thereof is in violation of any codes, regulations, and/or the terms and conditions of approval.

Pavement Degradation Fee

Because street openings shorten the life of a street, a pavement degradation fee is required whenever the surface of a street is to be opened, typically to access utilities. The pavement degradation fee is based on the size of the opening, the material of the street, and the condition of the street. The calculations for the pavement degradation fee are to be recorded on Permit Application Page B Section 7.

Permit Expiration After Issuance

All permits, except for dumpster, fence, grading, portable storage container, and roof permits, are issued for a 12-month period. If the construction continues beyond 12 months, a permit extension is necessary. A permit extension fee of 1/12th of the original permit fee will be assessed for each 30 days beyond the original 12-month period. If the permit is not extended, the permit will be considered expired and no further inspections will be conducted until the permit is renewed. Any continuation of work under an expired permit may be subject to citation and fines. Portable storage container permits expire 30 days after issuance. Dumpster, fence, and roof permits expire 6 months after issuance. Grading permits expire 18 months after issuance.

Permits from Other Agencies

Some projects require a permit from agencies in addition to Wilmette such as Cook County and Illinois Department of Transportation (IDOT). For example, the demolition of homes and detached garages requires proof of Cook County demolition permit. Driveway and other right-of-way work in the jurisdiction of Cook County or IDOT requires proof of a County or IDOT right-of-way permit. The Village will **not** issue permits until all permits from other agencies are obtained. Please contact the Village if you have questions about how these requirements apply to your project.

Plat of Survey

A plat of survey is required for all projects that take place on the exterior of the home including changes to window and door openings. The plat of survey is required to be a boundary survey; surveys that are marked for mortgage purposes only will not be accepted. Plats must be accurate and free of markings from previous projects. The plan reviewers reserve the right to request updated, corrected and/or clean plats of survey.

Plumbing Contractor Letter of Intent

For projects that involve a plumbing contractor and potable water, a letter of intent must be submitted by the plumbing contractor prior to the permit being issued.

Plumbing Fixture Form

For all projects that include adding water fixtures (sinks, toilets, showers, dishwashers, washing machines, laundry tubs, etc.), please submit the complete plumbing fixture form. The plumbing code requires a minimum water service size based on the plumbing fixture load in a home. Your project may require a water service upgrade.

Right-of-Way Permit

If there is any work on the public right-of-way included as part of the project, a public right-of-way permit is required. This permit is in addition to any permits required for work on private property. Some of the most common projects requiring a right-of-way permit are listed below. A refundable deposit of \$1,000 is required upon issuance of the right-of-way permit. For work in a Cook County or IDOT right-of-way, proof of their permit must be submitted as part of the Wilmette right-of-way permit application however no right-of-way deposit with Wilmette will be required. For a right-of-way permit, please complete Permit Application Page A Sections 1 through 3 and Permit Application Page B Sections 4 and 5.

- Curb cuts
- Driveway aprons
- Carriage walks
- Lawn sprinklers
- Trenching/boring for utilities
- Sidewalks
- Sewer/water upgrades

Right-of-Way Protection Deposit

The site maintenance ordinance requires a deposit of \$1,000 to be paid prior to the issuance of any building permit to be held for the repair of any damage to the public right-of-way caused by the construction work and not otherwise repaired, replaced or otherwise remedied by the property owner. A right-of-way permit is also required. The deposit applies to building permits for new construction, additions, detached garages, swimming pools, and all projects that require a Site Development Plan. The deposit is not required for decks, porches, patios, spas, interior remodeling, and interior plumbing or electrical work. The applicant is asked to call for an inspection of the right-of-way after the project is completed to facilitate a partial or full refund of the deposit as appropriate.

School Walking Route

Construction and demolition work that takes place at a property along a school walking route is subject to the additional requirements listed below. School walking routes are to be indicated on the site development plan, where applicable (see below). The school walking route map may be viewed on the website at www.wilmette.com or at the Community Development Department at Village Hall.

- There shall be no construction activity within the right-of-way at least one half-hour before school starts in the morning and one half-hour after school ends in the afternoon. This includes accepting deliveries of material or equipment and removal or delivery of dumpsters.
- The sidewalks, crosswalks and roadways shall be completely free from debris, construction material, and equipment.
- There shall not be any open holes within any sidewalk, crosswalk or roadway.
- Open holes in the vicinity of school walking routes shall be protected with backfill material, construction fencing or well-barricaded and protected with yellow caution tape.

Walking surfaces that are backfilled with stone shall be graded such that the surface is level and does not pose a trip hazard.

Site Development Plan

A site development plan is required for any project that requires a grading and drainage permit (see page 12) with an excavation in excess of 100 square feet, or to a depth of three feet. No building permit will be issued until the site development plan is submitted and approved and a signed contractor acknowledgement of site maintenance requirements has been submitted. For a [site development plan/contractor acknowledgement form](#), please see the Village staff.

Site Development Plan Requirements

The plan is to be drawn to scale on an 11 x 17" sized copy of the site plan and should contain the following information.

- The location of the six (6) foot chain link fence around the perimeter of site, disturbed areas, excavation, and stockpiles;
- The location of all silt fencing to be installed around the perimeter of site, disturbed areas, excavation, and stockpiles;
- Tree protection measures for all parkway trees, and any applicable measures for trees located on private property;
- The location of the demolition or construction sign;
- Source and location of construction electricity and water, including water meter, as well as the location of any generator and/or compressor equipment;
- The location of portable toilets, if required;
- The location of school walking route, if applicable;
- Routes of access for ingress and egress to the construction site, which will provide protection to pedestrians and minimize disruption of traffic and damage to the public right-of-ways. If the right-of-way is to be obstructed, then an alternate pedestrian traffic plan must also be identified; and
- The proposed location for storage of materials and spoils on the subject property, including the location of the dumpster(s).
- The Village reserves the right to require a parking plan to be submitted as part of the site development plan.

Site Maintenance Requirements

All construction sites are to be maintained in a safe and clean manner throughout construction. All construction sites must comply with the site maintenance requirements. These requirements may be found on [Permit Application Page C](#).

Tree Canopy Coverage Requirements

New residential construction, demolitions, and additions that are expanding the structure footprint by 50% or more must meet tree canopy requirements. Tree canopy coverage for lots with this type of construction must maintain a tree canopy of 35% of the total lot area. To obtain approval of the tree canopy, please provide a copy of the plat of survey or site plan showing the location of the tree(s). You will also be asked to note the size, species, and reason for removal and to provide the contractor information on the permit application. Building permits for qualifying construction will not be issued until the tree canopy worksheets have been approved. [The tree canopy worksheets are on pages 31-32 of this handbook.](#)

For more information on tree canopy requirements, please contact the Department of Engineering and Public Works at (847) 853-7660.

Tree Protection and Notification Requirements

Tree protection measures are required on private property and notification to neighboring properties of construction work where there is a tree within 15' of the lot line.

Applicants who undertake any construction work that results in a change to the footprint of the structure(s) on the property are required to provide tree protection measures for protected trees, which are defined as any tree that is 10" or greater in DBH (diameter at breast height), defined as 4.5' above the existing grade at the base of the tree. Trees on the parkway and within adjacent properties adjoining a construction site must also be protected. Work that results in a change to the footprint of the structure(s) includes:

- New construction
- Demolition
- Additions
- New accessory structures (detached garage, swimming pool, etc.)
- Does not apply to exact replacement of driveways, sidewalks, decks, patios, etc.

All protected trees shall be protected with temporary fencing placed along the Critical Root Zone (CRZ). The area of the CRZ is defined as 1' for every 1" of tree diameter at breast height. The temporary fencing shall be secured with metal posts no farther apart than 3' on center. To the extent the property owner has demonstrated that it is not reasonably practical to install a temporary fence along the entire CRZ, the Village shall have the authority and discretion to modify these requirements, including requiring that a surface barrier such as mulch and plywood be placed on those areas unprotected by fencing.

Neighbor Notification:

- The property owner(s) of any tree within 15 feet of the lot line must be notified prior to a building permit being issued for work on the applicant's property. [The notice form is on page 20 of this handbook.](#)
- No building permit will be issued until five (5) days after the tree notice has been received by adjacent property owners.
- The applicant must submit an affidavit attesting either that there are no neighboring trees within 15 feet of the lot line or that he/she has provided proper notice to the adjoining property owner(s), indicating who was

notified and when on the affidavit. The affidavit form is on page 21 of this handbook.

For more information on tree protection requirements, please contact the Forestry Division of Public Works at (847) 853-7500 or forestry@wilmette.com.

For more information on the permit process, please contact the Community Development Department at (847) 853-7550 or comdev@wilmette.com.

Tree Removal Permit

A tree removal permit is required to remove any tree 10” or greater in diameter at breast height (DBH). There are currently no restrictions on the size or type of trees that may be removed and no requirements for replacement, except that removal of trees must be consistent with the tree canopy requirements that apply to new homes and substantial additions (see page 15). For a tree removal permit application, please see the Village staff for the separate form.

Water Service Upgrade Requirement

Based on the number of plumbing fixtures existing and proposed, the State of Illinois Plumbing Code requires a minimum water service size. A completed plumbing fixture form (see pages 17 and 33) is required to determine the water service requirements. If a proposed project requires an increase in the water service size, the property owner will be required to sign an acknowledgement form (see page 34).

A separate building permit is required for a water service upgrade. While a building permit may be issued for construction that ultimately requires an increase in the water service size, the project will not be scheduled for final inspections until a water service upgrade permit is issued and the water service passes all inspections.

Work Without a Permit

When construction-related work is started prior to a permit being issued, a permit surcharge will be added to the permit that is ultimately obtained. The permit surcharge is \$153.00 or 50% of the cost of the permit, whichever is greater. This also includes construction work that is undertaken beyond the scope of a permit that has already been issued. Work that is done without a permit is also subject to a stop work order, citations, and fines. In addition, work that has already been completed may need to be removed to facilitate inspection and/or to be reconstructed to meet the applicable code(s).

Village of Wilmette Construction Notices

Tree Protection Notice Requirements

The property owner(s) of any tree within 15 feet of the lot line on the neighboring property must be notified prior to a building permit being issued for work on the applicant's property. The applicant must submit an affidavit attesting either that there are no neighboring trees within 15 feet of the lot line or that he/she has provided proper notice to the adjoining property owner(s), indicating who was notified and when on the affidavit. The affidavit must be submitted prior to the building permit being issued. The notice form is on page 20 of this booklet. The affidavit form is on page 21 of this booklet.

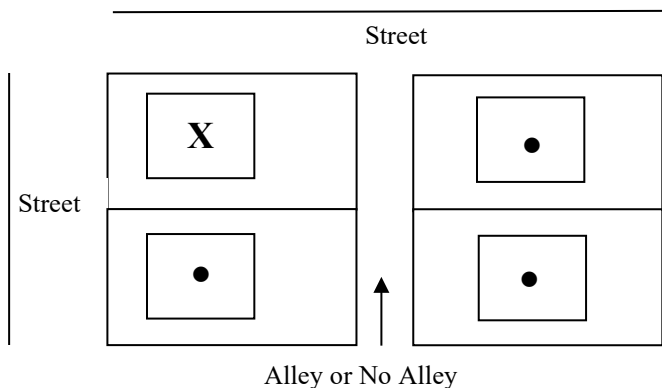
Grading and Drainage Notice

Adjacent Property Notification

- Property owners of all adjacent property are to be notified of a grading and drainage permit application. The notice form is on page 22 of this booklet.
- No grading and drainage permit will be issued until 5 days after the notice has been received by adjacent property owners.
- The applicant must submit an affidavit attesting that he/she has provided proper notice to the adjacent property owner(s), indicating who was notified and when on the affidavit. The affidavit form is on page 23 of this booklet.

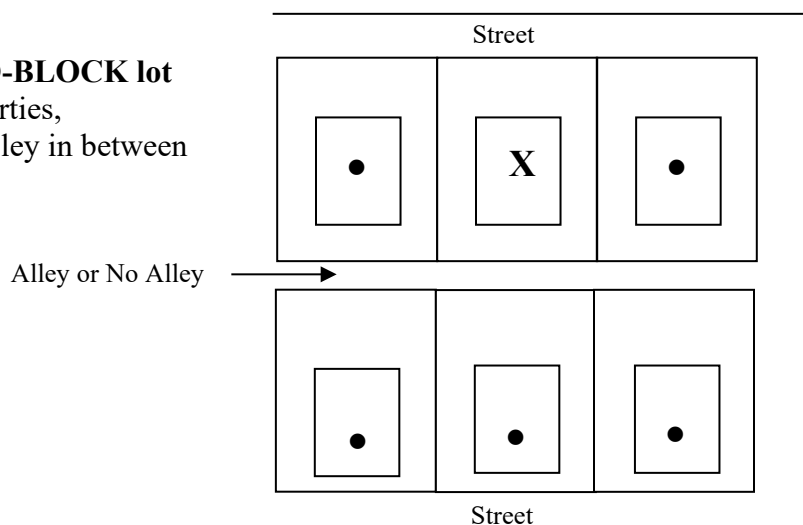
Example of notice area for CORNER lot

Notify 3 adjacent properties, regardless of presence of alley in between



Example of notice area for MID-BLOCK lot

Notify 5 (or more) adjacent properties, regardless of the presence of an alley in between



How To Find Property Address and Owner Information

Visit the Village of Wilmette website at www.wilmette.com.

Click on “Map Gallery” on the left menu.

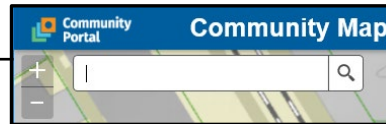



A gallery of map thumbnails will open up.

Click on the thumbnail called “Interactive Community Map”



Enter the subject property address in the box and hit Enter on your keyboard.



Click on the  + / - buttons to zoom in / out to adjust your view.

This map will show the address numbers of the neighboring properties.

Next, visit www.cookcountypropertyinfo.com. For each neighboring property, use the “By Address” search function to locate the tax payer information.



Click the “Search” button, then on the next page, select the link indicating the address searched.

The “mailing address” can be used as the contact information for purposes of the notices.

**NOTIFICATION TO ADJACENT PROPERTY OWNERS
REGARDING TREE PROTECTION DURING CONSTRUCTION**

A copy of this notice is to be given to all adjacent property owners as required below.

Address of Subject Property _____
Name of Property Owner _____
Phone No. of Property Owner _____
Name of Contact Person _____
Phone No. of Contact Person _____

PLEASE BE ADVISED that a building permit application has been submitted to the Village of Wilmette for the above-referenced property. Pursuant to Section 8-445 of the Wilmette Village Code, no building permit subject to the notification requirements can be issued by the Village until 5 business days after receipt of notice by any and all adjacent property owners.

Notice is being provided to you as an adjacent property owner whose property contains one or more trees within 15' of the property lot line. This notice is intended to give you the opportunity prior to the initiation of construction to discuss what impact, if any, there may be to the tree(s) on your property. You may contact the person(s) listed above in this regard.

Should you have additional questions regarding the requirements feel free to contact the Forestry Division at (847) 853-7600 and TDD (847) 853-7634 between the hours of 7:00 a.m. and 3:00 p.m. Monday through Friday.

**Village of Wilmette
Notice of Construction/Tree Protection
Affidavit of Compliance**

INSTRUCTIONS:

1. Identify all adjacent properties that contain a tree within 15 feet of the property line.
2. For all properties identified in #1 above, serve written notice, in the form provided by the Village, upon all persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate tax collector, and all parties residing on or in possession of any portion of the property. Notice may be served by first class mail or by hand delivery.
3. Complete this Affidavit with the information requested below and submit to the Village.

ADDRESS OF SUBJECT PROPERTY: _____

I, _____, state upon oath that I have complied with the applicable

(Print Name of Person Completing Affidavit)

notice requirements of Section 8-445 of the Wilmette Village Code in that (*check A or B*):

- A. There are no adjacent properties that contain a tree within 15 feet of the property line.
- B. Written notice has been served and received by all adjacent property owners who have a tree within 15 feet of the property line as identified below.

Address of Adjacent Property	Name of Property Owner(s)	Hand Delivery	First Class Mail	Date Received

Subscribed and sworn before me
this ____ day of _____, 20____.

NOTARY PUBLIC

(SEAL)

I hereby certify that the statements in this Affidavit are true and correct. I understand that any false or inaccurate information contained in or in connection with this Affidavit may result in prosecution under Section 24-196 of the Wilmette Village Code, in addition to any other civil or criminal penalties provided by law, including but not limited to revocation of this permit.

(Signature of Person completing Affidavit)

Date: _____

**NOTIFICATION TO ADJACENT PROPERTY OWNERS
REGARDING GRADING AND DRAINAGE PERMIT APPLICATION**

A copy of this notice is to be given to all adjacent property owners as required below.

Address of Subject Property _____

Name of Property Owner _____

Phone No. of Property Owner _____

Name of Contact Person _____

Phone No. of Contact Person _____

PLEASE BE ADVISED that a grading and drainage permit has been applied for at the property mentioned above. Any proposed grade change may be required to be designed by a Licensed Professional Engineer and any change in drainage flow must not negatively affect any adjacent property. Alterations caused by the construction activities on the property must be returned to the original grade as required by the Village Code. In accordance with Sec. 8-210 (d) of the Village Code the property owner(s) is/are required to notify adjacent property owners prior to a grading and drainage permit being issued for work that will alter an existing grade, contour, drainage flow and/or includes any land-disturbing activity.

Type of work this grading permit covers:

- New Home
- Addition
- Porch
- Garage
- Grading/Drainage
- Other (specify) _____

For questions or concerns about the grading associated with the above mentioned property, please contact the Engineering Department at (847) 853-7660 (TDD (847) 853-7634) between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday.

For questions or concerns about the building permit project that may be associated with this notice, please contact the Community Development Department at (847) 853-7550 (TDD (847) 853-7634) between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday.

Village of Wilmette
Notice of Grading and Drainage Permit Application
Affidavit of Compliance

INSTRUCTIONS:

1. Identify all adjacent properties. For the purpose of this notice, adjacent properties include those on either side, behind, and diagonally behind the subject property. Properties that are beside or behind and are across an alley should be notified, however properties across a public street do not require notice.
2. For all properties identified in #1 above, serve written notice, in the form provided by the Village, upon all persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate tax collector, and all parties residing on or in possession of any portion of the property. Notice may be served by first class mail or by hand delivery. When delivering by hand, please have the recipient initial and date the form below where indicated.
3. Complete this Affidavit with the information requested below and submit to the Village.

ADDRESS OF SUBJECT PROPERTY: _____

Type of work this grading permit covers:

- | | |
|--|--|
| <input type="checkbox"/> New Home | <input type="checkbox"/> Garage |
| <input type="checkbox"/> Addition w/foundation | <input type="checkbox"/> Grading/Drainage |
| <input type="checkbox"/> Porch w/foundation | <input type="checkbox"/> Other (specify) _____ |

I, _____, state upon oath that I have complied with the applicable notice requirements of Sec. 8-210 (d) of the Wilmette Village Code.

Address of Adjacent Property	Name of Property Owner(s)	First Class Mail	Hand Delivery	Neighbor Initials	Date Received

Subscribed and sworn before me
 this ____ day of _____, 20 ____.

 NOTARY PUBLIC

(SEAL)

I hereby certify that the statements in this Affidavit are true and correct. I understand that any false or inaccurate information contained in or in connection with this Affidavit may result in prosecution under Section 24-196 of the Wilmette Village Code, in addition to any other civil or criminal penalties provided by law, including but not limited to revocation of this permit.

 (Signature of Person completing Affidavit)

Date: _____

**Village of Wilmette
Construction Sign Specifications**

Construction projects shall post the following notice for the duration of the construction:



The sign shall be of weather-resistant construction with black lettering on a white background.

Signs may be provided by the vendor of your choice including these Wilmette Chamber of Commerce members:

Mid-Central Printing and Mailing
1211 Wilmette Avenue
Wilmette, IL 60091
(847) 251-4040
www.midcentralprinting.com

Speedpro Imaging North Shore
8246 Kimball Avenue
Skokie, IL 60076
(847) 983-0095
www.speedpro.com/north-shore

**Village of Wilmette
Demolition and New Construction Sign Specifications**

Demolition and New Construction projects shall post the following notice for the duration of the demolition and construction:



The sign shall be of weather-resistant construction with black lettering on a white background.

Signs may be provided by the vendor of your choice including these Wilmette Chamber of Commerce members:

Mid-Central Printing and Mailing
1211 Wilmette Avenue
Wilmette, IL 60091
(847) 251-4040
www.midcentralprinting.com

Speedpro Imaging North Shore
8246 Kimball Avenue
Skokie, IL 60076
(847) 983-0095
www.speedpro.com/north-shore

Village of Wilmette Building and Fire Inspections
--

It is the applicant's responsibility to call to schedule an inspection.

Inspection requests must be made at least 24 hours in advance. Building inspections are scheduled in the morning from 8:00 a.m. to 12:00 p.m. and in the afternoon from 1:00 p.m. to 3:00 p.m. Monday through Friday.

See page 27 for more information about plumbing inspections.

See page 28 for grading and right-of-way inspections.

CALL (847) 853-7550 TO SCHEDULE AN INSPECTION
--

Please have the project number ready when you call.

- Footings (pre-pour)
- Foundation and drain tile
- Base for pavement/slabs, sidewalks, driveways, patios, etc., on private property
- Spot survey, required after foundation pour;
NOTE: Upon approval, post pink approval sticker; framing work is not to proceed until this approval has been issued.
- Sewer and ground work on private property
- Water and ground work on private property
- Elevation survey (height of 1st floor above grade);
NOTE: Upon approval, post green approval sticker; framing work is not to proceed until this approval has been issued.
- Fire sprinkler rough – contractor should be on site for inspection
- Fire sprinkler hydraulic test – contractor should be on site for inspection
- Plumbing rough – contractor should be on site for inspection
- Framing rough – contractor should be on site for inspection
- Electrical rough – contractor should be on site for inspection
- Mechanical rough
- Roof material – wood shingles/shakes only, prior to installation
- Electrical service
- Rough masonry/fireplace
- Insulation
- Fire sprinkler pre-drywall inspection
- Basement and garage floors
- Plumbing final – contractor should be on site for inspection
- Lawn sprinkler final, on private property
- Lawn sprinkler final, on public property
- Electrical final – contractor should be on site for inspection
- Construction final – contractor should be on site for inspection
- Fire sprinkler final – contractor should be on site for inspection

Note: not all inspections apply to all projects.

Village of Wilmette Plumbing Inspections

The following is a list of common items they look for on **plumbing** inspections. See page 26 for building and fire inspections. See page 28 for grading and right-of-way inspections.

Underground

1. Roll vents up on 45.
2. More than one 90 degree turn requires cleanout.
3. Foundation must be backfilled and have ladder ready.

Rough

1. Roll vents up on 45
2. Hangers every 4' maximum on PVC
3. J-hooks upside down to have support under pipe
4. 75lb air test or water on
5. 25lb air test on gas pipe
6. Kitchen sink vents cannot be run horizontal below spill level
7. Maximum 4' from vent to trap on kitchen sink waste arm
8. Maximum one lav into water closet for wet vent
9. Need cleanout at base of stacks in basement
10. Ejector must discharge into 4" pipe
11. Main water line to be full size to heater and first set of risers
12. Future vents more than ten feet from ejector basin must be connected
13. Brace all water pipe. Brace look out for bathtub spout.
14. Maximum 6 D.F.U. on 2" horizontal waste
15. Master bath tub sprays must have a dual check
16. Dual check required on water supply to steam units
20. Stack test required

Final

1. Minimum 120 degree water and temper showers from 85 to 115 maximum
2. Toilets tight and don't rock
3. Seal around all pipes through walls
4. Grate on floor drain
5. Pipe relief valve on heater to 6" from floor.
6. Sump pit minim 2" above floor
7. Gaskets installed on ejector lid and all bolts installed
8. Dishwasher hose strapped up to counter top
9. Future waste pipe capped off
10. Future water capped within two feet of main
11. Laundry tubs must be secured
12. Double wye with a clean out required on kitchen sink
13. Vacuum breaker on all hose threads
14. Water meter installed
15. Everything must be complete

Village of Wilmette

Engineering (Grading/Drainage and Right-of-Way) Inspections

It is the applicant's responsibility to call for an inspection. Inspection requests must be made at least 24 hours in advance and are scheduled based on availability. Engineering department inspections are typically conducted Wednesdays, and Thursdays, and Fridays.

All grading/drainage and right-of-way (ROW) work shall comply with the Department of Engineering and Public Works Handbook which is available on the Village website at www.wilmette.com.

See page 26 for building and fire inspections. See page 27 for more information about plumbing inspections.

CALL (847) 853-7550 TO SCHEDULE AN INSPECTION

Please have the project number ready when you call.

- Top of foundation (new homes only)
- Base for pavement/slabs, sidewalks, driveways, patios, etc.
- Sewer and ground work on public property
- Water and ground work on public property
- Pre-pour of public street patch
- Lawn sprinkler final, on public property
- Grading pre-sod – before sod is laid
- Grading final – after sod is laid
- Storm water management
- Provide As Built drawings to the Engineering Department via e-mail to sfnew@wilmette.com (showing actual constructed utilities and grade elevations compared to proposed)
- Deposit refund – final right-of-way restoration
- The Engineering Conditions Letter provided with the approved permit plans may delineate additional inspection requirements for specific projects

GRADING INSPECTIONS FOR NEW HOMES

Grading inspections for new homes are conducted by Christopher B. Burke Engineering, Ltd. (CBBEL). These inspections are scheduled between 9:30 a.m. and 2:30 p.m. Monday through Friday. Please provide a minimum of 24 hours' notice. To schedule, call Dan Lynch at Christopher B. Burke Engineering: (847) 823-0500 or contact him via e-mail at dlynch@cbbel.com.

Village of Wilmette
Entry Authorization for New Construction

This form is to be completed and submitted for all new construction projects.

Address of Subject Property _____
Name of Property Owner _____
Phone No. of Property Owner _____
Name of Contact Person _____
Phone No. of Contact Person _____

The undersigned hereby grants the Village of Wilmette, its employees, agents or subcontractors, the authority to enter the above-referenced property, and take any and all remedial actions deemed necessary by the Village pursuant to Section 8-412 of the Wilmette Village Code.

It is understood and acknowledged that any and all loss, damage, costs and expenses, including legal fees and administrative costs, incurred by the Village in the course of exercising its rights pursuant to Chapter 8, §§8-412 and 8-413(b), or incurred in repairing or restoring damage to the public right of way or other public property, shall be reimbursed by the property owner. The Village shall not be responsible for any loss or damage incurred as a result of exercising its rights under the Chapter 8, §§8-412 and 9-413(b).

By: _____ Date: _____
Property Owner or Authorized Agent

**Village of Wilmette
Building Height Certification
New Single-Family Construction**

Property Address: _____

Established Front Yard Setback: _____ (see Community Development Department)

The height of a single-family home is measured from grade. For the purposes of the Zoning Ordinance, grade is defined:

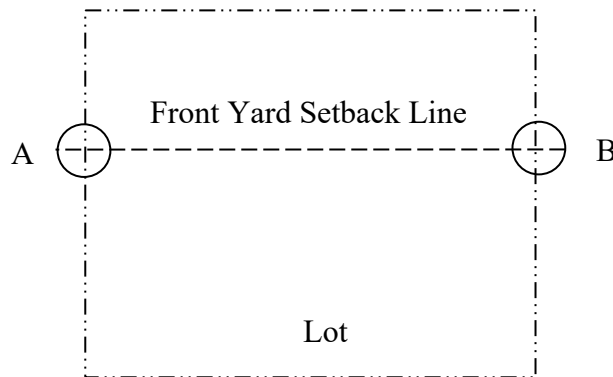
GRADE: The height of the principal structure shall be measured from a baseline elevation that is the computed average of the existing elevations as measured at the side property lines at the required front yard setback line.

“Existing Elevation” or “Existing Grade” shall be defined as the pre-construction elevation of the ground contour or as determined by the Village Engineer.

Calculate Pre-Existing Grade

Pre-Existing Grade Elevations at Intersection of Front Yard Setback at Side Lot Lines

A _____ + B _____ = _____ / 2 = _____



Determine Proposed Building Height

Add pre-existing grade elevation to proposed building height from architectural plans

_____ + _____ = _____
Pre-Existing Grade Height of Building Proposed Height Above Grade

I hereby certify that the statements in this Form are true and correct. I understand that any false or inaccurate information contained in or in connection with this Form may result in prosecution under Section 24-196 of the Wilmette Village Code, in addition to any other civil or criminal penalties provided by law, including but not limited to revocation of this permit.

Name/Signature

Date: _____

**Village of Wilmette
Tree Canopy Coverage Worksheet
Residential New Construction, Demolitions, and Substantial Footprint Addition**

Property Address: _____

This worksheet is prepared in conjunction with a grading permit application for:

- Construction/demolition of single-family home
- Net Increase in 50% or more of lot coverage

A. Tree Removal Calculation

Are there any trees being removed as a result of the proposed construction? Yes No

If yes, what is the size and species of the tree(s) being removed?

Tree Number	Species	Existing Size (DBH)*	Tree Number	Species	Existing Size (DBH)*

*Note that trees greater than or equal to 10-inch DBH will require a separate tree removal permit.

B. Determination of Canopy Coverage Requirements

Determine lot size, not including drainage, utility or access easements or right-of-way:

_____ feet (X) _____ feet (=) _____ sq ft
(A)

Calculation of coverage:

Lot size: _____ sq ft (X) 35% (=) _____ sq ft
(A) (B)

C. Determination of Existing Tree Canopy Coverage

The trees listed in the following table must be accurately numbered on the site grading plan and must be preserved during construction. The site grading plan shall include a proper tree preservation and protection measures to prevent the potential damage of all trees used in this calculation. This includes trees in the parkway and adjacent property. The size of the existing trees shall be determined from the **actual canopy size measured in square feet**. The mature canopy coverage of Oak trees (24-inch DBH or greater), Hickory trees (16-inch DBH or greater) and American Elm trees (30-inch DBH or greater) may be multiplied by 1.5.**

Tree Number	Species	Existing Size (DBH)	Existing Canopy Coverage (sf)	** 1.5 x Bonus	Total Canopy (sq ft)

Total: _____ sq ft (C)

Calculation of Existing Coverage: $\frac{\text{(C)}}{\text{(A)}} = \frac{\text{(D)}}{\text{(D)}}\%$

If (D) is **35% or greater**: Continue to Section F.

If (D) is **less than 35%**:

Applicant is required to plant additional trees in order to bring the lot canopy coverage to at least 35% or greater. Continue to Section D.

Calculation of canopy shortage in sq ft: $\text{(B)} - \text{(C)} = \text{(E)} \text{ sq ft}$

D. Tree Planting Schedule

All proposed new trees to be planted on the subject property shall be credited toward the required minimum canopy coverage based on their projected canopy at maturity. Refer to the Species and Mature Canopy Area Table for this information. The mature size shall be equal to or greater than (E) as calculated above.

Tree Number	Species	Planted Size (DBH)	Mature Size (sf)	Total Canopy (sq ft)

Total: $\text{(F)} \text{ sq ft}$

F. Applicant Certification

I hereby certify that the statements in this Worksheet are true and correct. I understand that any false or inaccurate information contained in or in connection with this Worksheet may result in prosecution under Section 24-196 of the Wilmette Village Code, in addition to any other civil or criminal penalties provided by law, including but not limited to revocation of this permit.

Applicant Name (Print)	Applicant Signature
Property Address	Date

- Legend:
- A: Lot size in sq ft **not** including the public right-of-way, utility, drainage or other easements.
 - B: Minimum tree canopy coverage required in sq ft.
 - C: Existing tree canopy coverage in sq ft.
 - D: Existing tree canopy coverage as percent of total lot area.
 - E: Existing tree canopy coverage shortage in sq ft.
 - F: Proposed tree canopy to be planted in sq ft.

**Village of Wilmette
Residential Plumbing Fixture Review Sheet**

Address _____ Project Number _____

Scope of work:

- New Construction
- Additions with an increase in water fixtures
- Remodeling with an increase in water fixtures
- New Water Service

	Number Existing	+	Number New	=	Number Total	x	WSFU =	Load Value
Kitchen Sinks	_____		_____		_____		2	_____
Dish Washers	_____		_____		_____		1	_____
Water Closets	_____		_____		_____		3	_____
Lavatories	_____		_____		_____		1	_____
Bathtubs	_____		_____		_____		2	_____
Showers	_____		_____		_____		2	_____
Washing Mach	_____		_____		_____		2	_____
Bar Sinks	_____		_____		_____		1	_____
Lawn Sprinkler	_____		_____		_____		10	_____
Hose Bib	_____		_____		_____		5	_____
Laundry Tray	_____		_____		_____		3	_____
Other	_____		_____		_____			_____
Other	_____		_____		_____			_____

	Existing	Proposed
Water Service Size	_____	_____
Water Meter Size	_____	_____

Proposed gallons per minute _____

I hereby certify that the statements in this Review Sheet are true and correct. I understand that any false or inaccurate information contained in or in connection with this Review Sheet may result in prosecution under Section 24-196 of the Wilmette Village Code, in addition to any other civil or criminal penalties provided by law, including but not limited to revocation of this permit.

Signature

Name

Date

The Village of Wilmette reserves the right to make the final decision about the water meter and/or water service size.

**Village of Wilmette
New Water Service Required
Property Owner Acknowledgement Form**

Pursuant to Chapter 8 of the Village of Wilmette Village Code of Ordinances and Chapter 8-499 (a) as adopted, The Illinois Plumbing Code, 77 Ill. Admin Code 890 et seq. states:

During the course of any improvements to a dwelling or commercial property that requires a permit for the proposed work, the water service size shall be evaluated for the correct size to provided adequate potable water to the structure.

Furthermore, the Illinois Plumbing Code, 77 Ill. Admin Code 890.1200 a) requires the water service pipe to be sized in accordance with Appendix A, Tables M, N, O, P and Q.

Upon review of the proposed building plans for project _____, it has been determined that the water service pipe to your dwelling does not provide the adequate supply to meet the demands of the existing and proposed improvements **as required by the applicable codes.**

I, _____, acknowledge that I have received this New Water Service Required
(Property Owner)

Acknowledgment Form and will comply with the requirements described herein. I understand that a new (upgraded) water service is required. A separate permit application will be filed for the water service and the permit issued prior to such work commencing. The water service upgrade will be completed prior to any final inspections and any other improvements proposed at this time.

PROPERTY ADDRESS: _____

PROJECT NUMBER: _____

APPLICANT: _____

GENERAL CONTRACTOR: _____

This form is to be signed by the PROPERTY OWNER. Signatures by the general contractor or plumbing contractor are **not** acceptable.

Signature of Owner

Date

Printed Name

Role