



## **ADDITION – COMMERCIAL CHECKLIST**

### **Required Application Forms:**

- Building Permit Application
- Trade Specific Work Form
- Contractors of Record Form (if known)
- Certificate of Appropriateness Application

### **Required Additional Documents:**

- One (1) current Plat of Survey (to scale) not more than 5 years old
- Six (6) complete sets of Architectural plans (two sealed & signed)
- Five (5) complete sets of Civil Engineer plans

### **Required Supplemental Permit Applications:**

The Village utilizes a third-party plan review service for review of fire safety related installations. Accordingly, the following plans must be submitted as a separate permit application:

- Fire Sprinkler System (new system, or modifications to existing system)
- Fire Detection and Alarm System

### **Additional items may be required depending on project scope:**

- Demolition/Construction Recycling Plan (Step 1)
  - New structures larger than 2,000 sq. ft.
  - Renovations of existing structures in excess of 10,000 sq.ft
  - Demolition of area in excess of 1,500 sq. ft.
- Tree Removal Application (if applicable)
  - Tree removal larger than 8"
- Two (2) copies tree protection plan (if applicable)
  - Any street tree located in public parkway adjacent to site;
  - Any "protected tree" located on subject parcel or within 15 feet of lot lines;
- Elevator Permit Application – obtained through the State Fire Marshall's Office
- Generator Permit
- Parking lot layout (include ADA compliant parking spaces) (if applicable)
- Site parking plan



Village of Winnetka  
Community Development  
510 Green Bay Rd.  
Winnetka IL 60093

## Adopted Codes to Note on Cover Page of Plans:

- International Building Code, 2015 Edition
- International Existing Building Code, 2015 Edition
- International Property Maintenance Code, 2015 Edition
- International Mechanical Code, 2015 Edition
- International Fuel Gas Code, 2015 Edition
- State of Illinois Plumbing Code, 2014 Edition
- National Electrical Code, NFPA 70, 2014 Edition
- International Fire Code, 2015 Edition
- NFPA 101 Life Safety Code, 2015 Edition
- NFPA Publication 13, 14, 72, 2016 Edition
- International Energy Conservation Code 2018 Edition with the Illinois Amendments
- Illinois Accessibility Code, 2018 Edition
- Village of Winnetka Building Code Amendments, August 1, 2019



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(847) 716-3520

## Building Permit Application

Permit #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Permit Address \_\_\_\_\_ Winnetka, IL 60093

Description of Work \_\_\_\_\_

**Estimated Construction Cost \$ \_\_\_\_\_ (required)**

CONSTRUCTION COST includes cost of material and labor; we may request submittal of a signed contract. The applicant hereby certifies that the total value of construction as stated above is an accurate and truthful estimate of the total value of all labor and materials for the new construction or improvement, including all finish work, painting, roofing, electrical, plumbing, HVAC, paving as well as any general contractor's fee. The general contractor's fee shall be included even if the owner and general contractor are the same.

### **Property Owner Information**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

### **Primary Contact** *(Note: all correspondence will be with the primary contact)*

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### **Architect's Information** **Not Applicable**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

### **General Contractor's Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_



**Submittal Requirements:**

Please refer to the appropriate checklist for your particular type of permit work for application submittal requirements. All items identified on the worksheet(s) must be submitted with this application form in order for the application to be deemed complete.

**Disclosure & Signatures:**

*The information submitted in this Building Permit Application may be used by the Village of Winnetka and/or any of its contractors or consultants. By signing below you certify that:*

- the information and exhibits herewith are true and correct;*
- you are the owner of record of the named property, the proposed work is authorized and that the registered professional or contractor submitting the application is authorized to do so;*
- you agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference; and*
- if the permit sought is approved, the permit work will be completed in accordance with the Village Codes and within the scope of work described in the application and the approved construction documents*

*Application for a permit shall constitute the owner's consent to all inspections of the permit work that may be required pursuant to the Village Codes and to the right of all building officers to enter onto the premises during reasonable hours to conduct such inspections.*

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Owner's Authorized Designee: \_\_\_\_\_ Date: \_\_\_\_\_

*(Must attach Designee Form)*

Print Name: \_\_\_\_\_

Relationship to Property Owner: \_\_\_\_\_



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# PLUMBING/ELECTRIC/MECHANICAL

## PERMIT FEE WORKSHEET

*(Must be submitted with the Application for Building permit)*

PROJECT ADDRESS: \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

### PLUMBING

- Base fee up to five (5) fixtures \$70.00 = \$70.00
  - Plus \$10 each additional fixture \_\_\_\_\_ \$10.00 per fixture = \$ \_\_\_\_\_
- Quantity

### WATER SERVICE UPGRADE

*Fee includes—making tab, tapping sleeve, corporation stop, curb stop and box& inspection  
 (Meter fee additional)*

- Meter 1" \$625.00
- Meter 2" \$990.00
  
- New 1 ½" service (tap/main) \$852.00
- New 2" service (tap/main) \$960.00
- Larger Please Call
  
- Right-of-Way opening \$125.00

### IRRIGATION SYSTEM

- Base fee \$80.00 = \$80.00
  - Plus \$.90 per sprinkler head \_\_\_\_\_ \$.90 each = \$ \_\_\_\_\_
- Quantity

### SEWER (SANITARY OR STORM)

- New/repair sanitary or storm – each \$150.00
- Right-of-Way opening \$125.00
- Alteration (add cleanout, sump pump, etc.) \$150.00





# CONTRACTOR(S) OF RECORD

**\*\*IMPORTANT – Must be completed before issuance of permit\*\***

This **completed** form may be submitted anytime during review process.

Permit Address: \_\_\_\_\_ Date: \_\_\_\_\_

**Please check all boxes that apply to this Project**

|                       | Required                 | Not Required             |                       | Required                 | Not Required             |
|-----------------------|--------------------------|--------------------------|-----------------------|--------------------------|--------------------------|
| General Contractor    | <input type="checkbox"/> | <input type="checkbox"/> | Carpentry Contractor  | <input type="checkbox"/> | <input type="checkbox"/> |
| Concrete Contractor   | <input type="checkbox"/> | <input type="checkbox"/> | Demolition Contractor | <input type="checkbox"/> | <input type="checkbox"/> |
| Electrical Contractor | <input type="checkbox"/> | <input type="checkbox"/> | Landscape/Hardscape   | <input type="checkbox"/> | <input type="checkbox"/> |
| Plumbing Contractor   | <input type="checkbox"/> | <input type="checkbox"/> | Plumbing Contractor   | <input type="checkbox"/> | <input type="checkbox"/> |
| Mechanical Contractor | <input type="checkbox"/> | <input type="checkbox"/> | Roofing Contractor    | <input type="checkbox"/> | <input type="checkbox"/> |
| Sewer Contractor      | <input type="checkbox"/> | <input type="checkbox"/> |                       |                          |                          |

|   |              |
|---|--------------|
| <b>General Contractor ★\$20,000 license/permit bond</b> |              |
| Name: _____   |              |
| Address: _____  |              |
| City, State, Zip: _____                                 |              |
| Phone: _____  | Email: _____ |

|  |              |
|--|--------------|
| <b>Carpenter ★\$20,000 license/permit bond</b> |              |
| Name: _____                                    |              |
| Address: _____                                 |              |
| City, State, Zip: _____                        |              |
| Phone: _____                                   | Email: _____ |

|   |              |
|---|--------------|
| <b>Electrician ★\$20,000 license/permit bond<br/>copy of current electric license</b> |              |
| Name: _____   |              |
| Address: _____  |              |
| City, State, Zip: _____   |              |
| Phone: _____  | Email: _____ |

|   |              |
|---|--------------|
| <b>Plumber ★ State 055 &amp; 058 or Chicago J licenses<br/>★ letter of intent</b> |              |
| Name: _____   |              |
| Address: _____  |              |
| City, State, Zip: _____   |              |
| Phone: _____  | Email: _____ |

|   |              |
|---|--------------|
| <b>HVAC ★\$20,000 license/permit bond</b> |              |
| Name: _____                               |              |
| Address: _____                            |              |
| City, State, Zip: _____                   |              |
| Phone: _____                              | Email: _____ |

|   |              |
|---|--------------|
| <b>Concrete ★\$20,000 license/permit bond</b> |              |
| Name: _____                                   |              |
| Address: _____                                |              |
| City, State, Zip: _____                       |              |
| Phone: _____                                  | Email: _____ |

|  |        |
|--|--------|
| <b>Roofer ★ \$20,000 license/permit bond<br/>copy of State license</b> |        |
| Name:  |        |
| Address:   |        |
| City, State, Zip:  |        |
| Phone:   | Email: |

|  |        |
|--|--------|
| <b>Sewer ★\$20,000 license/permit bond</b> |        |
| Name:                                      |        |
| Address:                                   |        |
| City, State, Zip:                          |        |
| Phone:                                     | Email: |

|  |        |
|--|--------|
| <b>Demolition/Excavation ★\$20,000 license/permit bond</b> |        |
| Name:  |        |
| Address:   |        |
| City, State, Zip:  |        |
| Phone:   | Email: |

|   |        |
|---|--------|
| <b>Water Service ★State 055 &amp; 058</b> |        |
| Name:                                     |        |
| Address:                                  |        |
| City, State, Zip:                         |        |
| Phone:                                    | Email: |

|                                      |        |
|--------------------------------------|--------|
| <b>Irrigation ★State 060 license</b> |        |
| Name:                                |        |
| Address:                             |        |
| City, State, Zip:                    |        |
| Phone:                               | Email: |

|   |        |
|---|--------|
| <b>Landscaper ★\$20,000 license/permit bond</b> |        |
| Name:   |        |
| Address:  |        |
| City, State, Zip:                               |        |
| Phone:  | Email: |

COA



VILLAGE OF WINNETKA, ILLINOIS

DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS  
APPLICATION

In accordance with Winnetka Village Code [Section 15.40.010] a Certificate of Appropriateness of Design is required when work to be performed affects or involves an external architectural feature of a building, structure or site, whether or not such work requires a building permit.

A Certificate of Appropriateness is not required for single family residences, but is required for any exterior building alterations, site alterations, or additions to multiple family residences, institutional uses, and commercial buildings.

External architectural features include any building or site element(s) that affect the architectural style, or the general arrangement and appearance of the exterior of a building, other structures or site. Such elements include, but are not limited to, the characteristics, colors, finishes, and placement of windows, doors, lighting components and other appurtenant features of a building; the species, placement and overall arrangement of plant materials; the location of appurtenant site elements such as parking and service areas and the necessity of screening; the location, appearance, finish, and design of building and site lighting.

Evaluation by the Design Review Board is based upon Design Guidelines adopted by the Design Review Board. A copy of the Design Guidelines can be requested by contacting the Community Development Department at 847.716.3527. The Design Guidelines are also available online at [www.villageofwinnetka.org](http://www.villageofwinnetka.org).

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#### REQUIRED MATERIALS FOR SUBMISSION

The Applicant must provide 1 hard copy and 1 electronic copy (.pdf), of the following information. (Email electronic copy to [cmarx@winnetka.org](mailto:cmarx@winnetka.org).)

- Complete application form (attached);
- Application Fee
  - o Alteration to existing building           \$125.00
  - o Building additions, new construction   \$450.00
- Current color photographs of building and site subject to alterations;
- One (1) set of plans, renderings, elevations and material specifications (see "Submittal Requirements" on following page);
- One (1) material sample board, consisting of actual material samples, color chips, and/or color catalog sheets, as may be appropriate to the scope of the project;
- It is highly recommended that an application be accompanied by a statement from the appropriate design professional describing the project's design approach and means used to satisfy the general requirements and specific elements of the Design Guidelines.

Awnings – additional application required. New awnings and modifications to existing awnings are subject to approval by the Design Review Board. A separate awning permit application must be submitted if work includes new or modified awnings.

Signs – additional application required. Any permanent sign (to be displayed more than 30 days) and any temporary sign larger than eight (8) square feet are subject to approval by the Design Review Board. A separate sign permit application must be submitted if work includes new or modified signs.

## S U B M I T T A L R E Q U I R E M E N T S

### ALTERATIONS TO EXISTING BUILDINGS OR NEW BUILDINGS

Maintaining the character of the Village is of prime importance to the Design Review Board and the Village residents. Therefore, it is required that each submission to the Design Review Board demonstrate sensitivity to context by providing the necessary street elevation(s) and cross sections along with current photos of the adjacent buildings within a 50-foot distance on each side of the proposed building and the elevations of the existing buildings located across the street.

In order to retain the Village character, it is required that the dominant architectural forms, materials and style be incorporated into the proposed building/development. Building materials and finishes shall be called out and specified in as full detail as possible.

Items which should be submitted will vary depending on the scale of a project. Therefore, it is recommended that a pre-application conference be scheduled with Village staff to determine what may be necessary for an application. Please call Christopher Marx, Associate Planner at 847.716.3587 to discuss submittal requirements or to make an appointment.

Examples of submittals include, but are not limited to:

#### Site Work

- Architectural site plan, detailing proposed location of buildings and other site improvements, parking and internal circulation;
- Detailed landscape plan, indicating character and arrangement of plant materials, hardscapes and site circulation pattern;
- Open space features;
- Plant schedule with size, species and quantities indicated;
- Detailed plans for compliance with parking area, internal and perimeter screening requirements;
- Public streetscape plan, indicating all existing trees and improvements, plus any modifications to streetscape hardscapes or plant materials;
- Preliminary grading plan, if any changes are contemplated;
- Site lighting plan.

#### Neighborhood / Adjacent Building Context

- Photos of adjacent buildings within 50 feet of each side of the proposed building in all directions including across the street(s);
- Elevation drawings of proposed building(s) in context of adjacent buildings, with adjacent building shown at proper scale and appropriate level of detail.

#### Architectural Elevations and Plans

- Detailed conceptual building elevations, roof plan and other details which visualize building scale, massing and level of detail;
- Specific call-outs of all exterior building materials;
- Windows and doors fully detailed, including dimensions, materials and glazing patterns;
- Ancillary building details, including lighting and signage;
- Where existing buildings are being modified, plans should show existing and proposed details;
- Exterior millwork details;
- Any other exterior details or elements of design.

#### Manufacturer Cut-Sheets and/or Product Samples

- Roof materials
- Wall materials
- Window / door products
- Light fixtures

Village of Winnetka  
**CERTIFICATE OF APPROPRIATENESS APPLICATION**

Applicants and/or their representatives are required to attend the Design Review Board meeting in order to address issues raised by Board members. The Design Review Board meets on the third Thursday of each month. Please refer to the following schedule of meetings and submittal deadlines:

| <b>MEETING DATE</b> | <b>SUBMITTAL DEADLINE</b> |
|---------------------|---------------------------|
| January 17, 2019    | December 20, 2018         |
| February 21, 2019   | January 31, 2019          |
| March 21, 2019      | February 26, 2019         |
| April 18, 2019      | March 28, 2019            |
| May 16, 2019        | April 25, 2019            |
| June 20, 2019       | May 30, 2019              |
| July 18, 2019       | June 27, 2019             |
| August 15, 2019     | July 25, 2019             |
| September 19, 2019  | August 29, 2019           |
| October 17, 2019    | September 26, 2019        |
| November 21, 2019   | October 31, 2019          |
| December 19, 2019   | November 27, 2019         |
|                     |                           |
| January 16, 2020    | December 27, 2019         |
| February 20, 2020   | January 30, 2020          |
| March 19, 2020      | February 27, 2020         |
| April 16, 2020      | March 26, 2020            |
| May 21, 2020        | April 30, 2020            |
| June 18, 2020       | May 28, 2020              |
| July 16, 2020       | June 25, 2020             |
| August 20, 2020     | July 30, 2020             |
| September 17, 2020  | August 27, 2020           |
| October 15, 2020    | September 25, 2020        |
| November 19, 2020   | October 29, 2020          |
| December 17, 2020   | November 25, 2020         |

V I L L A G E O F W I N N E T K A, I L L I N O I S  
D E P A R T M E N T O F C O M M U N I T Y D E V E L O P M E N T

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

Project Address: \_\_\_\_\_

Name of Business(es): \_\_\_\_\_

Application is hereby made for the following work (please check all that apply):

- Sign                                      Sign Permit Application attached?
- Awning                                      Awning Permit Application attached?
- Other (general description) \_\_\_\_\_

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We hereby certify that as \_\_\_\_\_(Lessee/Owner) of the property located at \_\_\_\_\_(address), I am/we are authorized to submit plans for alterations of the subject property. I/We agree to perform the subject work in accordance with the conditions of approval by the Winnetka Design Review Board as well as all other applicable codes, rules and regulations of the Village of Winnetka.

SIGNED \_\_\_\_\_  
PRINTED NAME(S) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NO. \_\_\_\_\_  
EMAIL \_\_\_\_\_

|                                   |       |
|-----------------------------------|-------|
| <b><u>FOR OFFICE USE ONLY</u></b> |       |
| COA applied for (date):           | _____ |
| COA Case Number:                  | _____ |
| COA Issued (date):                | _____ |

|                     |                |
|---------------------|----------------|
| PRIMARY DESIGN FIRM | _____          |
| CONTACT NAME        | _____          |
| ADDRESS             | _____<br>_____ |
| PHONE NO.           | _____          |
| EMAIL               | _____          |