



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:

- **In addition to the hard copies listed below, one digital copy of each of the required documents must also be submitted**
- 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



Adopted Codes to Note on Cover Page of Plans:

- International Building Code, 2021 Edition
- International Existing Building Code, 2021 Edition
- International Property Maintenance Code, 2021 Edition
- International Mechanical Code, 2021 Edition
- International Fuel Gas Code, 2021 Edition
- State of Illinois Plumbing Code, 2014 or Current Edition
- National Electrical Code, NFPA 70, 2020 Edition
- International Fire Code, 2021 Edition
- NFPA 101 Life Safety Code, 2024 Edition
- NFPA Publication 13, 14, 72, 2022 Edition
- Illinois Energy Conservation Code 2024 or Current Edition
- Illinois Accessibility Code, 2018 Edition
- Village of Winnetka Building Code Amendments, September 3, 2024

Required Supplemental Permit Applications:

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

Items Requiring a Separate Permit Submittal:

- Back-up Generator
- Elevator – obtained through the State Fire Marshall's Office
- Tree Removal (If applicable)
- Signs and/or Awnings



Village of Winnetka
Community Development
510 Green Bay Rd.
Winnetka IL 60093
(847) 716-3520

Building Permit Application

Permit #: _____

Date: _____

Permit Address _____ Winnetka, IL 60093

Description of Work _____

Estimated Construction Cost \$ _____

CONSTRUCTION COST includes cost of all materials and labor. 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. **The Village may request submittal of sign contract(s) to verify construction cost estimate.**

Square Footage of Building/Structure Work Area (complete applicable sections)

- a. Newly constructed building areas (new principal or accessory structures, additions) _____ sq. ft.
b. Remodeled building areas (kitchens, baths, etc.) _____ sq. ft.
c. Total (a+b) _____ sq. ft.

Property Owner Information

Name _____

Address _____ City _____ State _____

Daytime Phone _____ Email _____

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

Name _____ Phone _____

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 checklist(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: _____



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

MECHANICAL/ELECTRIC/PLUMBING PERMIT FEE WORKSHEET

REMODEL, ADDITIONS, & NEW CONSTRUCTION PERMITS

(Must be submitted with the Application for Building permit)

PROJECT ADDRESS: _____

DESCRIPTION OF PROJECT: _____

WATER SERVICE

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

- Existing Water Service Size _____ inches
- New Meter 1" \$725.00
- New Meter 1 1/2" \$950.00
- New 1 1/2" Tap w/ 8" or less Main \$1,950.00
- New 2" Tap w/ 8" or less Main \$2,050.00
- All other sizes Please Call
- Right-of-Way opening \$200.00

ELECTRIC SERVICE

Existing electric service capacity at main panel _____ amps

UPGRADES

- New 200amp service \$13,200.00
- New 400amp service \$26,000.00 = \$ _____
- New 3-phase Cost of installation to be determined by Village Water/Electric Dept.
- Temporary Electric Service
 - overhead \$450.00
 - underground \$740.00
- Back-up Generator \$190.00

SEWER (SANITARY OR STORM)

- Right-of-Way opening \$200.00



CONTRACTOR(S) OF RECORD

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

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

Permit Address: _____ Date: _____

Bond Now Required Only for Projects Involving Work in the Public Right-of-Way or on Village Property

For any permit that also includes work within a public right-of-way or on Village property, including public utilities, a permit may not be issued until a License and Permit Bond payable to the Village of Winnetka is filed with the Department of Community Development in the amount of \$25,000. The License and Permit Bond should be filed by the property owner or the property owner's general contractor if there is a general contractor. If there is not a general contractor, the License and Permit Bond may be filed by the person performing the work on Village property or within the public right-of-way. (Winnetka Village Code, Section 15.32.060)

General Contractor	Carpenter
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone: Email:	Phone: Email:

Electrician ★ Electric License	Plumber ★ State 055 & 058 or Chicago J Licenses ★ Letter of intent
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone: Email:	Phone: Email:

HVAC	Concrete
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone: Email:	Phone: Email:

Roofer ★ State License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Sewer	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Demolition/Excavation	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Water Service ★ State 055 & 058 ★ Letter of intent	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Irrigation ★ State 060 License	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Landscaper	
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.

REQUIRED MATERIALS FOR SUBMISSION

The Applicant must provide 1 hard copy and 1 electronic copy (.pdf), of the following information. (Email electronic copy to dkirincic@winnetka.org.)

- Complete application form (attached);
- Application Fee
 - Alteration to existing building \$135.00
 - Building additions, new construction \$575.00
- 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 Davorka Kirincic, Building & Code Enforcement Manager at 847.716.3522 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:

MEETING DATE	SUBMITTAL DEADLINE
January 18, 2024	December 28, 2023
February 15, 2024	January 25, 2024
March 21, 2024	February 29, 2024
April 18, 2024	March 28, 2024
May 16, 2024	April 25, 2024
June 20, 2024	May 30, 2024
July 18, 2024	June 27, 2024
August 15, 2024	July 25, 2024
September 19, 2024	August 29, 2024
October 17, 2024	September 26, 2024
November 21, 2024	October 31, 2024
December 19, 2024	November 26, 2024
January 16, 2025	December 26, 2024
February 20, 2025	January 30, 2025
March 20, 2025	February 27, 2025
April 17, 2025	March 27, 2025
May 15, 2025	April 24, 2025
June 19, 2025	May 29, 2025
July 17, 2025	June 26, 2025
August 21, 2025	July 31, 2025
September 18, 2025	August 28, 2025
October 16, 2025	September 25, 2025
November 20, 2025	October 30, 2025
December 18, 2025	November 25, 2025

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
DEPARTMENT OF COMMUNITY DEVELOPMENT

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 _____

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

PRIMARY DESIGN FIRM	_____
CONTACT NAME	_____
ADDRESS	_____ _____
PHONE NO.	_____
EMAIL	_____