



NEW BUILDING – COMMERCIAL CHECKLIST

Required Application Forms:

- Building Permit Application
- Trade Specific Work Form
- Contractors of Record Form (if known)
- Demolition Permit Application, if an existing principal structure on the property is proposed to be demolished
- Step 1 Demolition/Construction Recycling Plan
- Street Restoration Permit Application

Required Additional Documents:

- One (1) copy current Plat of Survey (to scale) not more than 5 years old
- Six (7) complete sets of Architectural plans (two sealed & signed)
- Five (5) complete sets of Civil Engineer plans
- Two (2) complete sets of Mechanical duct layout & corresponding Manuals J, S & COMCheck
- Two (2) copies tree protection plan (if applicable)
- Parking lot layout (include ADA compliant parking spaces) (if applicable)

Adopted Codes to Note on Cover Page of Plans:

- International Building 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



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

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

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 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: _____



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"/>			

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

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

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

Plumber ★ State 055 & 058 or Chicago J licenses ★ letter of intent	
Name: _____	
Address: _____	
City, State, Zip: _____	
Phone: _____	Email: _____

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

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

Roofer ★ \$20,000 license/permit bond copy of State license	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

Sewer ★\$20,000 license/permit bond	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

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

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

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

Landscaper ★\$20,000 license/permit bond	
Name:	
Address:	
City, State, Zip:	
Phone:	Email:

DEMO



VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT
DEMOLITION PERMIT APPLICATION

Applications for demolition of a principal structure on any property are subject to review by the Landmark Preservation Commission (LPC) and shall be accompanied by the attached completed application and all required supporting documentation. Incomplete applications will not be processed.

Upon receipt of a complete application, Village staff will consult property files and the Winnetka Historical Society to document the property history. The applicant is encouraged, but is not required, to submit any additional information on the property and alterations thereto.

The application and information gathered by Village staff will be transmitted to the LPC and evaluated at its regular monthly meeting, scheduled for the first Monday of each month at 7:00pm.

An application for demolition of a structure that is found upon initial review by the LPC to have possible architectural or historical significance must be further evaluated by the applicant and their agents in accordance with the Phase II Historical Architectural Impact Study (HAIS). Once the HAIS is submitted by the applicant, the HAIS is transmitted to the LPC for review and to the Historical Society for comment. An HAIS need not be submitted, and will not be accepted, until the LPC makes a determination of necessity during the Phase I review.

Applicants are required to attend the LPC meeting in order to address issues raised by Commissioners. The LPC meets on the first Monday of each month. Please refer to the following schedule of meetings and submittal deadlines:

MEETING DATE	SUBMITTAL DEADLINE
January 6, 2020	December 6, 2019
February 3, 2020	January 3, 2020
March 2, 2020	January 31, 2020
April 6, 2020	March 6, 2020
May 4, 2020	April 3, 2020
June 1, 2020	May 1, 2020
July 6, 2020	June 5, 2020
August 3, 2020	July 2, 2020
September 21, 2020	August 21, 2020
October 5, 2020	September 4, 2020
November 2, 2020	October 2, 2020
December 7, 2020	November 6, 2020

If you have any questions, you may contact Christopher Marx, Associate Planner, at 847.716.3587 or cmarx@winnetka.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 cmarx@winnetka.org.)

- Complete application form (attached);
- Application Fee and Deposit
 - Primary Structure \$16,070.00
 - Accessory Structure \$45.00
 - Deposit \$3,000.00
- Proposed demolition and construction schedule;
- Deed proving ownership (if property is owned by a trust or LLC, additional documentation is required);
- Signed Acknowledgment of Property Maintenance Responsibilities. Signed by owner (and applicant if different individual or entity) acknowledging responsibility to maintain property in accordance with Village Code;
- Full-size property/topography/tree survey, (not reduced or enlarged) which is legible and includes the legal description of the property. The survey shall be prepared by an Illinois licensed land surveyor and shall show at a minimum the following information:
 - Dimensions of all lot lines, and a description of all easements upon, or abutting the property;
 - Location of all existing underground utilities;
 - All current improvements on the property;
 - Site topography, with spot elevations and elevation contours at a minimum 1-foot contour interval;
 - Location of all trees with a diameter of 8 inches or greater and 15 inches or greater aggregate total for clump or multi-stem trees, with notations of size and species. Any other concentrated areas of smaller trees or vegetation should also be shown and described.
- Older photos of the property, if available.

Important Notes Regarding Issuance of Demolition and Construction Permits

Demolition permits will not be issued and no demolition or construction activity may occur until the following items are completed:

- Building permit or site restoration permit is approved;
- Demolition permit from Cook County;
- Written confirmation from Village Water & Electric Department that water and electric meters have been removed and all electric power terminated;
- Written confirmation from gas company to Community Development Department that gas has been terminated.

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

DEMOLITION APPLICATION

Permit No. _____

Property Information

Site Address: _____

Parcel Identification Number(s) (PIN): _____

Description of all structures to be demolished: _____

Current Property Owner Information

Legal Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Date owner acquired property: _____

Applicant Information

Legal Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Phone No. _____

Email: _____

Applicant's relationship to current property owner: _____

(If contract purchaser, attach copy of executed purchase agreement)

Contractor Information *(If known, otherwise indicate "not known")*

Legal Name: _____

Address: _____

City, State, ZIP: _____

Phone No. _____

Email: _____

Property Maintenance Requirements

During processing of the demolition permit, it is important that the owner and contractor maintain the property in accordance with the Village Property Maintenance Code to avoid generation of nuisances. Accordingly, the following minimum requirements shall be adhered to:

- Grass shall be mowed and maintained at a height not to exceed 8 inches.
- Garbage, yard waste, miscellaneous rubbish, mail, and debris shall be removed from the property and not allowed to accumulate.
- Building(s) shall be secured (doors and windows in working order, closed and locked).
- No demolition or removal of building components may commence until the demolition permit has been issued. Commencement of demolition prior to issuance of permit will result in a Stop Work Order and double permit fees for all subsequent permits
- Approved tree fencing protections must be installed as directed by Village Forester prior to commencement of demolition. Lack of tree fencing will result in Stop Work Order and fines.

_____ (I/We) hereby agree to demolish the above structure or portion thereof, in accordance with the information submitted herewith and in strict compliance with all provisions of the Building Code and other related ordinances and regulations of the Village of Winnetka, and _____ (I/We) hereby consent to inspection of the work during demolition and to the responsibility of maintaining the subject site and adjacent public and private properties in a good, safe and clean condition.

Applicant Signature: _____

Date: _____

Printed Name: _____

Owner Signature: _____

Date: _____

Printed Name: _____

Acknowledgement of Owner and Applicant Property Maintenance Responsibilities

I hereby acknowledge that in submitting the attached application for demolition, the subject property is and will continue to be maintained in accordance to all requirements of the Winnetka Village Code, including but not limited to the following specific standards:

- Grass is, and shall be, mowed and maintained at a height not to exceed 8 inches;
- Garbage, yard waste, miscellaneous rubbish, and debris have been removed from the property and will not be allowed to accumulate;
- Building(s) shall be secured (doors and windows in working order, closed and locked).

Applicant Signature: _____

Date: _____

Printed Name: _____

Owner Signature: _____

Date: _____

Printed Name: _____

Village of Winnetka
Department of Community Development

**Construction and Demolition Debris Recycling
Waste Reduction and Recycling Plan**

Step 1

This application must be submitted and approved prior to issuance of a building or demolition permit for any “covered” project as defined in Section 15.54.040 of Chapter 15.54 of the Village Code.

Name of Applicant: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone #: _____ Email: _____

Contact Person: _____ Cell Phone #: _____

Company Name: _____

PROJECT ADDRESS: _____

PROJECT DESCRIPTION (Include square footage of project): _____

TYPE OF PROJECT:

- New Structure: ≥ 2,000 square feet of Gross Floor Area
- Renovation: ≥ 10,000 square feet of Gross Floor Area
- Demolition: ≥ 1,500 square feet of Gross Floor Area
- None of the above applies.

Filing Fee of \$250 required at time of submittal.

Deposit of \$2,000 required at the time the building or demolition permit is issued.

Return completed form to the Department of Community Development, Village Hall 510 Green Bay Rd.
For more information or questions contact Ann Klaassen at 847.716.3525 or aklaassen@winnetka.org.

For Office Use Only:

\$250 Filing Fee Paid: _____

Date Plan Approved: _____ Date Plan Denied: _____

Village of Winnetka
Department of Community Development

Waste Reduction and Recycling Plan
Step 1
Project Information

1. **Project Address:** _____

2. **Project Background Information:**

- Square footage of structure to be demolished/constructed/renovated: _____
- Start date: _____

3. **Construction and demolition debris recycling information:**

The following materials are to be diverted from disposal to recycling. Check all that will be diverted:

- | | |
|--|---|
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Clean Wood |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Gypsum Wallboard |
| <input type="checkbox"/> Acoustical Tile | <input type="checkbox"/> Carpet |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Insulation |
| <input type="checkbox"/> Plastic | <input type="checkbox"/> Other |

4. **A minimum of 75% of the construction and demolition debris shall be diverted/recycled for covered projects. Select below how the requirement will be met:**

- Taking mixed construction and demolition debris to one or more certified mixed debris recycling facilities;
- Sorting materials for recycling, reuse, or salvage on the project site;
- A combination of these methods.

5. **Specify how construction and demolition debris will be managed on site:**

- Separated in designated containers
- Co-mingled in storage containers

6. **Estimated weight of construction and demolition debris:**

- Inert Debris _____ (concrete, brick, rock, etc.)
- Non-inert Debris _____

7. **Estimated weight of debris to be recycled:** _____

8. **Estimated weight of debris to be disposed of as solid waste (not recycled):** _____

9. **Identify location of recycling vendors or facilities that will collect or receive the debris:**

10. **Estimated date demolition and/or construction is to begin:** _____

Compliance Report Required—not less than five (5) business days prior to the scheduled date for the final inspection of a covered project, the owner or builder shall file a compliance report on a form provided by the department (Step 2).

Contents of Compliance Report:

Dates of demolition and construction actually commenced

Actual weight of construction and demolition debris, divided between inert debris & other debris

Actual weight of inert and other construction & demolition debris that was diverted

Specification of the method used to determine weight

Original receipts/spreadsheet from all vendors and facilities which collected or received the construction and demolition debris, including actual weights received by each

Certifications from the general contractor and any vendor or facility that handled construction and demolition debris stating the extent to which the project complies with the Village Ordinance

Such other information as the Director of Community Development may require to determine compliance with the construction and demolition recycling plan

As the general contractor for the covered project, I hereby agree to comply with all the terms of the waste reduction and recycling plan and Chapter 15.54 of the Village Code.

General Contractor Signature: _____ Date: _____

Village of Winnetka
Department of Community Development

Waste Reduction and Recycling Plan
Step 1
Construction and Demolition Debris Management Plan Estimate

On the construction and demolition debris calculation table below separately estimate quantities of (1) total construction and demolition debris and (2) construction and demolition debris to be collected or received by a recycling vendor or facility. For each quantity, list the facility collecting or receiving the materials. Use additional sheets if necessary. Weight tickets or receipts for all recycled and landfilled materials must be attached to the Compliance Report as required by Section 15.54.090.

Construction and Demolition Debris Calculation Table				
	Estimated Weight (in tons)			
Material Type	Diverted (Recycled/Reused)	Landfill Disposal	Recycling Vendor/Facility	Vendor/Facility Address
Total construction and demolition debris				
Construction and demolition debris to be collected or received by recycling vendor or facility				
Estimated Total Weights				



**VILLAGE OF WINNETKA
DEPARTMENT OF PUBLIC WORKS
RIGHT-OF-WAY EXCAVATION/RESTORATION PERMIT**

APPLICANT (PROPERTY OWNER) – PLEASE PRINT		
Name:		
Address:		
City:	State:	Zip:
Day Phone:	PM Phone:	Email:

EXCAVATION/UNDERGROUND CONTRACTOR PLEASE PRINT		
Company Name:		Contact Person Name:
Address:		
City:	State:	Zip:
Office Phone:	Office Email:	Contact Person Mobile #.:

WORK LOCATION (Address/Intersection)	WORK SCHEDULE Street Openings Will Be PROHIBITED between November 15 th – March 15 th * * = Unless Otherwise Approved by Public Works Department – Weather Dependent Work within the Public R.O.W. in all Business Districts will require a specific schedule be submitted for review and approval by the Village of Winnetka. Start Date: Completion Date:
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TYPE OF UTILITY/EXCAVATION (Check all that apply) <input type="checkbox"/> Water <input type="checkbox"/> Landscaping <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Driveway Apron <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Sidewalk <input type="checkbox"/> Electrical <input type="checkbox"/> Curb <input type="checkbox"/> Traffic <input type="checkbox"/> Telephone <input type="checkbox"/> Gas <input type="checkbox"/> Cable TV	PURPOSE OF CONSTRUCTION (Check all that apply) <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Repair <input type="checkbox"/> Disconnection <input type="checkbox"/> Other _____	TYPE OF CONSTRUCTION (Check all that apply) <input type="checkbox"/> Trench <input type="checkbox"/> Directional Bore <input type="checkbox"/> Hole <input type="checkbox"/> Curb/Sidewalk/Driveway Apron/Parkway Landscaping/Grading
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EXCAVATION SIZE(S) <input type="checkbox"/> Length (Min. 48"): _____; _____; _____ <input type="checkbox"/> Width (Min. 48"): _____; _____; _____ <input type="checkbox"/> Depth: _____; _____; _____ *PAVEMENT CUTS MUST NOT OVERCUT AT CORNERS OF OPENING	RIGHT-OF-WAY EXCAVATION LOCATION(S) <input type="checkbox"/> Driving Lane <input type="checkbox"/> Parking Lane <input type="checkbox"/> Sidewalk <input type="checkbox"/> Parkway
---	---

VILLAGE PARKWAY TREES
(Check all that apply)
<input type="checkbox"/> Excavation Adjacent to Root Zone (Work will need Approval from Village Forester: Contact the Village Forester at 847-716-3535 <input type="checkbox"/> Trees to be Removed (Separate Tree Removal Permit will be Required: Contact the Village Forester at 847-716-3535)

I (the Contractor/Applicant), state that I have read and understand and accept the following conditions:

- Excavations within the Village Right-of-Way are not permitted after 12:00 p.m. on Fridays or on Saturdays and Sundays except under emergency circumstances and as approved by an Authorized Village of Winnetka Representative. In case of after hour emergency related excavations Contractors must immediately contact the Village's 24-hour Emergency Phone Number at 847-501-2531.
- Commencement of the work set forth under this permit application constitutes acceptance of the permit as issued.
- The undersigned agrees to perform the above designated work under his/her license and in accordance with the provisions of the ordinances of the Village of Winnetka and the rules and specifications of the Public Works Department for such work.
- The undersigned agrees to follow and observe all noted and referenced Requirements and Conditions, as set forth on the back of this Right-of-Way Excavation/Restoration Permit in addition to the attached Specifications for Right-of-Way Excavation and Restoration.

APPLICANT/AUTHORIZED AGENT SIGNATURE – If Authorized Agent, I certify that I am acting as Authorized Agent on behalf of named Applicant		
Signature	Printed Name & Title	Date
CONTRACTOR'S SIGNATURE		
Signature	Printed Name & Title	Date

FOR VILLAGE OF WINNETKA OFFICE USE ONLY	
Permit Approved By: _____	Date: _____
Inspected By: _____	Date: _____
Inspection Results: _____	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
Village Forester Approval (if applicable): _____	Date: _____

RIGHT-OF-WAY EXCAVATION/RESTORATION PERMIT REQUIREMENTS AND CONDITIONS

- 1. On Site Permit Possession:** The Contractor/Applicant must have a copy of the approved permit at the work site and available for inspection by any representative of the Village of Winnetka. Failure to have a valid permit on site may constitute immediate work suspension in the Right-of-Way (ROW).
- 2. Specifications:** All work performed under this permit must be done in accordance with the plans, specifications, and all statements filed with and approved by the Village of Winnetka and must comply with the Village's current requirements, specifications and ordinances. The Permittee/Applicant shall be responsible for all material, labor and equipment associated with this permit including: all excavation, proper placement and compaction of required backfill materials and both the temporary and final restoration of the public ROW including all pavement patching, parkway top soil and sod damaged during the execution of this permit to a condition equal to or better than the existing conditions prior to commencement of the described work.
- 3. Notification of Start and Completion of Work and Inspections:** The permittee must notify the Village of Winnetka Community Development Department at least 72 hours prior to starting any work within the public ROW and at least 24 hours to schedule EACH required inspection. Inspections will be required for: **Utility Connection/Disconnection/Repair** - which shall include the observation and approval of the required aggregate bedding in place and the placement of aggregate trench backfill – prior to the placement of flowable fill. **Flowable Fill/Trench Backfill** - flowable fill must cure a minimum of 48 hours prior to the placement of the pavement patch material. **Pavement Patch Placement** - both pre and post placement and **Excavation/Pre-Pour** of all public curb/gutter/sidewalk/driveway apron. All material tickets must be provided at the time of the inspection. All notifications and inspection requests must be made to the Community Development Department at (847)716-3520. Potable Water related connection/repair/disconnection inspections must be confirmed with the Water & Electric Department at (847)716-3551
- 4. Utility Locates (JULIE):** The Permittee/Contractor will be responsible for coordinating all construction excavation activities with JULIE 1-800-892-0123
- 5. Pavement Excavation Restoration (Temporary):** Pavement excavations, trenches and holes must be properly backfilled and plated with steel plate(s) adequately anchored and sealed with asphalt along all edges within 24 hours of the utility excavation work. Advance excavation of trenches/openings **WILL NOT BE PERMITTED.** All excavation openings must be safely covered by the end of each work day. Steel plates are not permitted longer than 72 hours.
- 6. Restriction of Construction During Winter Season:** Without authorization from the Director of Public Works, construction activities located within the Public ROW will be prohibited between November 15th – March 15th. These dates may vary due to current weather conditions and should be verified with the Village of Winnetka Public Works Department prior to commencing any work within the Public ROW at (847)716-3568. **ALL PAVEMENT EXCAVATIONS MUST BE FULLY RESTORED AND APPROVED BY THE VILLAGE OF WINNETKA BY DECEMBER 1ST.**
- 7. Safety:** The Permittee/Contractor agrees to perform all work in the Village of Winnetka ROW in compliance and accordance with the current safety procedures and recommendations of the National Transportation Safety Board (NTSB). Private Contractors and Excavation crews must IMMEDIATELY notify emergency services (Call 911) and the Gas Company (North Shore Gas) should they sever, nick or otherwise damage/impair a gas service and gasses or other hazardous substances are released while excavating in the Village ROW. The North Shore Gas Company's emergency phone number is 1-800-228-6734.

The Permittee/Contractor agrees to work under this permit in a safe manner and to keep the area affected by this permit in a safe condition to both vehicular and pedestrian traffic until all the work has been completed. All work site conditions shall also comply with the Manual of Uniform Traffic Control Devices (MUTCD) with the provision and maintenance of all necessary traffic control including but not limited to signage, barricades and flaggers. All work shall be done during the Village's prescribed work hours unless expressly authorized by the Director of Public Works and in accordance with related Village ordinances.
- 8. Indemnification:** The Permittee/Contractor shall hold harmless and indemnify and keep indemnified the Village of Winnetka, its Officers, Board Members, Agents and Employees from all claims, suits and judgements to which the Village of Winnetka, its Officers, Board Members, Agents or Employees may be subject and for all costs and actual attorney fees which may be incurred on account of injury to persons or damage to property including property of the Village of Winnetka whether due to the negligence of the Permittee/Contractor or the joint negligence of the Permittee/Contractor and the Village of Winnetka, arising out of the work under this permit or in connection with work not authorized by this permit or resulting from failure to comply with the terms of this permit or arising out of the continued existence of the work product which is the subject of this permit.
- 9. Parkway Trees/Shrubs:** The Permittee/Contractor shall not trim, cut or in any way disturb any landscaping (trees or shrubbery) within the Village ROW without the approval of the Village Forester or a duly authorized representative. Contact the Village Forester prior to the commencement of work at (847)716-3535.
- 10. Restoration and Repair of Pavement/Parkway/ROW:** The Permittee/Contractor will be responsible for the complete restoration of the pavement and ROW to a condition equal to or better than its condition before work began and to repair any damage to the road or ROW which is the result of the work performed whenever it occurs or appears. All restoration must be performed in compliance with the attached Village details and specifications. All street openings and parkway construction must be restored to a safe condition within 72 hours upon completion of the permitted work
- 11. Soil Erosion and Sedimentation Control:** The Permittee/Contractor must comply with the requirements set forth in the Village of Winnetka Engineering Guidelines and implement all applicable measures and Best Management Practices controlling soil erosion and sedimentation including but not limited to Inlet Protection.
- 12. Limitation of Permit:** This permit does not relieve the Permittee/Contractor from meeting other applicable laws and regulations of other agencies. The Permittee/Contractor is solely responsible for obtaining all additional permits or releases which may be required in connection with the proposed work from other governmental agencies, public utilities, private entities and individuals including property owners. Permission may be required from adjoining property owners should the work be performed outside the Village ROW.
- 13. Revocation or Violation of Permit:** This permit may be suspended, revoked at will and/or immediately become null and void if the Permittee/Contractor violates the terms of this permit. The Permittee/Contractor shall surrender the permit and the Village may require alteration, relocation and/or removal of all facilities for which this permit was granted; all at the Permittee's/Contractor's sole expense.
- 14. Non-Compliance Fee:** Non-compliance with any portion of this permit will result in the issuance of a full site "STOP WORK" Order and a fee of **\$5,000** that must be paid to the Village of Winnetka prior to the release of the "STOP WORK" order and resuming any and all work.
- 15. Assignability:** This permit may not be assigned without the prior approval of the Village of Winnetka. If approval is granted the assignor shall remain liable and the assignee shall be bound by all the terms and conditions of this permit.