



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:

- **In addition to the hard copies listed below, one digital copy of each of the required documents must also be submitted**
- One (1) copy 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
- 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, 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



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: _____

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
 - o Alteration to existing building \$135.00
 - o 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	_____

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 \$325 required at time of submittal.

A deposit of \$2,500 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/questions contact Anita at 847.716.3520 or alichterman@winnetka.org.

For Office Use Only:

\$325 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
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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.