



RESTAURANT/FOOD SERVICE

CHECKLIST

Required Application Forms:

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

Required Additional Documents:

- In addition to the hard copies listed below, one digital copy of each of the required documents must also be submitted
- Seven (7) complete sets of Architectural plans (two sealed & signed)
- Kitchen Equipment Schedule
- Kitchen Equipment manufacturer cut sheets / specifications
- Sample menu

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:

- Cooking Exhaust Hood and Wet Chemical/Ansul System
- Fire Sprinkler System (new system or modifications to existing system)
- Fire Detection and Alarm System

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
(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 _____



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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: _____



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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 ½" | \$950.00 | |
| ☐ New 1 ½" 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 |
|--|----------|



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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

Name:

Address:

City, State, Zip:

Phone: _____ Email: _____

Carpenter

Name:

Address:

City, State, Zip:

Phone: _____ Email: _____

Electrician ★ 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

Name:

Address:

City, State, Zip:

Phone: _____ Email: _____

Concrete

Name:

Address:

City, State, Zip:

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: