

Construction Site Management Requirements

Village of Winnetka

GENERAL CONDITIONS

1. Post **permit card** in a location clearly visible from street. Please also make sure that street address number is posted and visible from the street.
2. Construction plans, including engineering plans, must be kept onsite at all times for use by Village inspector(s).

CONSTRUCTION HOURS

3. Regular construction hours include weekdays from 7 AM to 7 PM and Saturdays 9 AM to 6 PM. Workers for any of the trades should not be on site before or after posted construction hours. **Building material and equipment deliveries shall also be scheduled to occur within permitted construction hours.**
4. Demolition, excavation, and foundation concrete work are not allowed on Saturdays and Sundays.
5. Construction activity is prohibited on Sundays and holidays. Holidays are as follows: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

TRADES PARKING AND OTHER ROADWAY USES

6. **Contractors and subcontractors should park on site** to the maximum extent possible.
7. **Observe posted parking regulations**, and do not block access to nearby driveways. Parked vehicles must be a minimum of two (2) feet from any driveway ([Winnetka Village Code 10.24.020.G](#)).
8. Staging of excavation or concrete delivery trucks on local residential streets is prohibited.
9. Deliveries of building materials and equipment shall be conducted in a fashion that protects the safety of pedestrians and vehicular traffic and must provide for continued passage of vehicles and pedestrians. No street detours, lane closures or shoulder usages shall occur without the prior approval of the Director of Public Works.
10. Idling vehicles, music, loitering and littering by contractors and trades on neighborhood streets is prohibited.

GENERAL CONSTRUCTION SITE CLEANLINESS & MAINTENANCE

11. The job site shall be kept in a clean, orderly, and workmanlike condition for the duration of construction activity. **Accumulation of surplus building materials, debris, pallets, food and beverage packaging and other rubbish is not permitted.** A roll off box or dumpster shall be provided for use by all trades and shall be kept secure within the site perimeter fencing with no overflow of debris.
12. General contractors should establish with sub-contractors who is responsible for the **daily clean up and disposal of each trade's debris.**
13. **Toilet facilities shall be provided** for all trades. If portable facilities provided, they should be securely located within the site perimeter fencing and away from adjacent private properties, adjacent streets, and sidewalks.
14. **Maintain grass and other vegetation**, including all fenced areas and public right-of way. Keep all growth at maximum height of eight (8) inches.
15. **Maintain all required security, tree protection, and silt fencing** taut and upright.
16. **Cutting of masonry.** Water must be used to control the release of dust when cutting all stone, brick, concrete or similar materials.

For further info contact Community Development Department
(847)716-3521

code-enforcement@winnetka.org

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INSTALLATION OF REQUIRED FENCING PRIOR TO START OF CONSTRUCTION

17. Install required **tree protection fencing**, as specified in approved *Tree Protection Plan* issued by Village Forester. Fencing must be maintained for duration of construction activity. Tree fencing should be held back minimum of 18" from public sidewalk and streets/curbs.
18. Install required **site security fencing**, to completely secure the perimeter of the site. Fencing shall be 6' high chain link on driven posts, with lockable gates. Gates shall be locked at the end of each day, and all other times when no one is on site.
19. Install any required **silt fencing**, along with any other required erosion control measures, consistent with approved *Civil Engineering Plan*. In sensitive root zones refer to approved *Tree Protection Plan* in permit documents for guidance on required installation methods.

DEMOLITION, EXCAVATION & CONCRETE WORK - MINIMIZE AIR, WATER AND NOISE POLLUTION

20. **Site access** - Unless an existing paved access exists on site, temporary access shall be constructed (1.5" to 3" stone), consistent with approved *Civil Engineering Plan*. The entrance shall be maintained in a condition that prevents tracking or flowing of dirt or sediment onto public or private streets. When necessary, wheels shall be cleaned prior to entrance onto public or private streets.
21. Demolition and excavation **trucks may not park, idle or stage on area residential streets**.
22. Demolition crews must use an ample supply of water, high volume pumps, large diameter hoses, and appropriate sprayer attachments for control airborne particles and dust during demolition.
PLAN AHEAD: Residential garden hoses are inadequate for control of dust during demolition.
23. **Prompt cleanup of mud from streets, gutters and sidewalks is required.** Tracked mud should be shoveled from streets immediately, and streets and walks shall be broom clean at the close of each workday. Extensive tracking of mud will require contractors to arrange for a commercial street sweeping service (contact your refuse hauler).
24. **Excavation stockpiles shall be limited** to that amount necessary to complete backfill work and shall be located on the site consistent with approved *Civil Engineering Plan*.
25. **De-watering requires appropriate sediment control** measures such as filter bags or straw wattle (see *Diagram 1*). Pumped water must be discharged in a location that does not impact adjacent properties.
26. **Provide concrete washout facilities** – use of streets or storm sewers is strictly prohibited.
27. **Stormwater management** - Where projects incorporate new stormwater inlets, installation of storm sewer should be completed as soon as possible.
28. Construction activity **may not cause any adverse drainage impact on neighboring properties**. Existing grades shall be maintained along all property lines for the duration of construction.
29. **Minimize soil erosion** by stabilizing disturbed/cleared areas with mulch, wood chips, or erosion blankets, or by hydro seeding. Appropriate methods will vary based on site conditions.

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TEMPORARY POWER

30. **The use of gasoline-powered electrical generators in construction activity is prohibited.** In the absence of an established permanent electric service, power shall be provided by a temporary service connection to the Village's electrical distribution system.

For a temporary service connection (after demolition) please contact Winnetka Electrical Service at (847)716-3552 for a site meeting to determinate the location of the temporary pedestal. You must have a temporary electrical service approved by the Village Building Inspector prior to the footing inspection. To schedule the temporary electrical service inspection call Community Development at (847) 716-3520.

UTILITY CONNECTIONS & STREET / SIDEWALK OPENINGS

31. **A street opening permit ([application](#))** is required to open any pavement for utility connections and or disconnections. Permit holder is responsible for appropriate protective measures and completion of street repairs in accordance with the [Right-of-Way Excavation and Restoration Policy](#).
32. **Street openings must be backfilled on the same day** as opening or a steel plate anchored in place over the excavation (steel plates are permitted for a maximum duration of 72 hours) until permanent patching is complete.
- PLAN AHEAD** - Street openings are prohibited between November 15 and March 15.
33. **All other excavations in rights-of-way**, including parkways and sidewalk areas, shall be performed in a workmanlike fashion with appropriate safety measures in place. Excavations in rights-of-way shall be promptly backfilled (following approval of required inspections) and they shall be provided with a secured steel plate at the end of each workday. **Steel plates may only be used for a maximum of 72 hours.**
34. **Removed sidewalk sections** shall be marked with safety barricades as soon as sidewalks prevent pedestrians and cyclists from safely passing and removed concrete sidewalk sections shall be restored with a temporary compacted asphalt patch the same day, upon completion of backfill.
35. **Restoration of all other areas disturbed by construction activity** such as neighboring property landscaping, pavement, fences, or irrigation equipment must be completed as soon as possible. Restoration of curb, gutter, pavement, sidewalks, driveway aprons and the like within the public right-of-way shall be completed in compliance with the Village of Winnetka [Public Works & Engineering Design Guidelines](#). Restoration must be completed prior to final inspections and/or issuance of *Certificates of Occupancy*.

PUBLIC RIGHT-OF-WAY

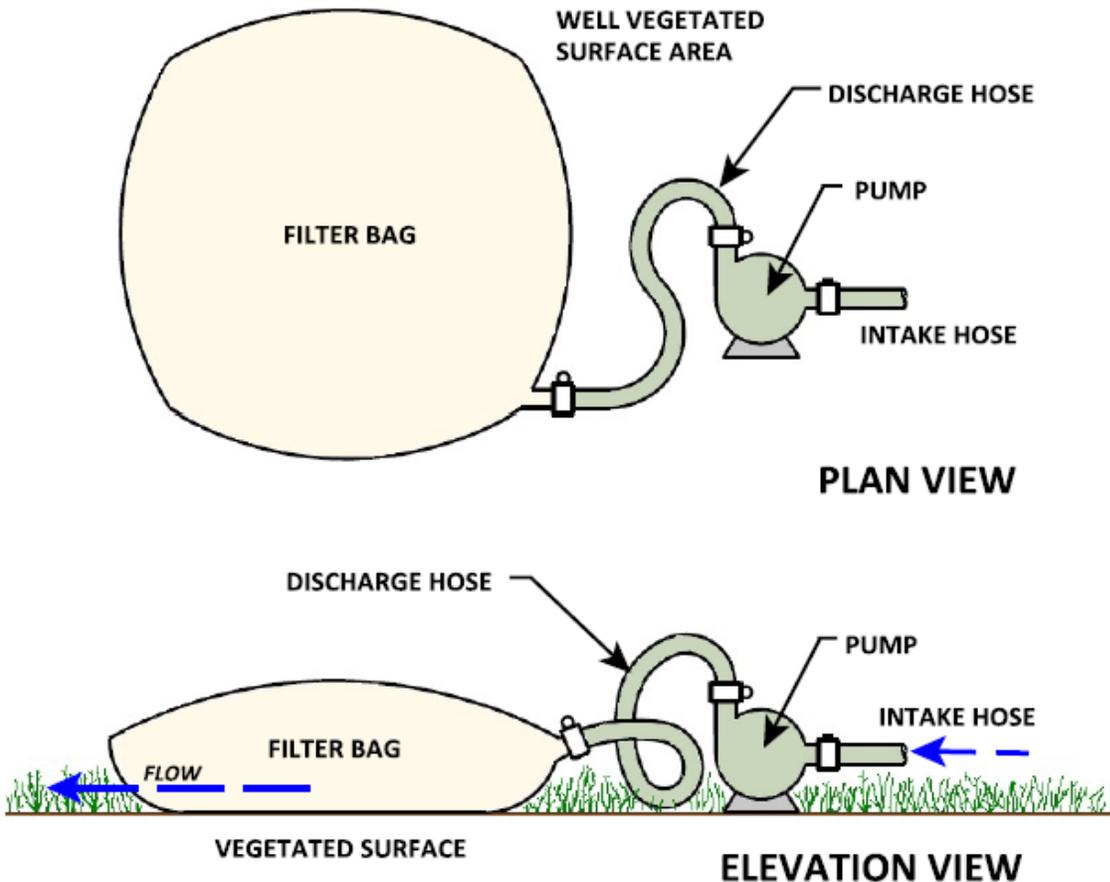
36. No storing of building materials, equipment, or tools on public property.
37. No mixing of mortar or concrete on public property.
38. Sidewalk clearance of not less than five feet four inches (5'-4") shall be maintained at all times.
39. It is unlawful to excavate or tunnel under any street, alley, or public place without a permit.

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DIAGRAM 1



NOTES:

1. FILTER BAGS SHALL BE MADE FROM NON-WOVEN GEOTEXTILE MATERIAL SEWN WITH HIGH STRENGTH, DOUBLE STITCHED "J" TYPE SEAMS. THEY SHALL BE CAPABLE OF TRAPPING PARTICLES LARGER THAN 150 MICRONS.
2. A SUITABLE MEANS OF ACCESSING THE BAG WITH MACHINERY REQUIRED FOR DISPOSAL PURPOSES MUST BE PROVIDED. FILTER BAGS SHALL BE REPLACED WHEN THEY BECOME 1/2 FULL. SPARE BAGS SHALL BE KEPT AVAILABLE FOR REPLACEMENT OF THOSE THAT HAVE FAILED OR ARE FILLED.
3. BAGS SHALL BE LOCATED IN WELL-VEGETATED (GRASSY) AREA, AND DISCHARGE ONTO STABLE, EROSION RESISTANT AREAS. WHERE THIS IS NOT POSSIBLE, A GEOTEXTILE PROTECTED FLOW PATH SHALL BE PROVIDED. BAGS SHALL NOT BE PLACED ON SLOPES GREATER THAN 5%.
4. THE PUMP DISCHARGE HOSE SHALL BE INSERTED INTO THE BAGS IN THE MANNER SPECIFIED BY THE MANUFACTURER AND SECURELY CLAMPED.
5. THE PUMPING RATE SHALL BE NO GREATER THAN 750 GPM OR ONE-HALF THE MAXIMUM SPECIFIED BY THE MANUFACTURER, WHICHEVER IS LESS. PUMP INTAKES SHOULD BE FLOATING AND SCREENED.
6. FILTER BAGS SHALL BE INSPECTED DAILY. IF ANY PROBLEM IS DETECTED, PUMPING SHALL CEASE IMMEDIATELY AND NOT RESUME UNTIL THE PROBLEM IS CORRECTED.

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