

VILLAGE OF GOLF
1 Briar Road
Golf, Illinois 60029
(847) 998-8852
Police Non Emergency (847) 998-8857

Permit Checklist

PERMIT: _____

DATE: _____

**The Building Commissioner has received the following documents for review.
Upon completion of that review and approval, a permit may be issued.**

_____	Meet with Village Representative
_____	Demolition Checklist
_____	Completed Building Permit Applications
_____	(3) Sets of Building Permit Drawings
_____	Drawing Sealed by Licensed Architect
_____	(3) Copies of Plat of Survey
_____	(3) Copies of Site Plan
_____	(3) Copies of the Grading Plan
_____	(3) Sets of Electrical Drawings
_____	(3) Sets of HVAC Drawings

Any questions regarding the permit requirements may be directed to the Building Commissioner.

Village of Golf

1 Briar Road
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847-998-8852

Demolition Check List

A representative from the Company applying for Demolition Permit work, or the person specified below must sign this form. This representative and/or the General Contractor must contact the appropriate agencies listed below prior to performing any Demolition work in the Village of Golf. Supply the dates you contacted these agencies listed below in the spaces provided.

- _____ 1. Village Building Commissioner for Demolition Permit Application (available at the Village Hall)
- _____ 2. For Sewer and Water information contact the Village Hall at (847)-998-8852
- _____ 3. Cook County Department of Environmental Control-County Demolition Permit: (312)-603-8200. This Permit is related to lead paint and asbestos containing materials. This Permit must be obtained before the Village will issue a Demolition Permit.
- _____ 4. Glenview Fire Department: Fuel Oil Tank removal (847)-904-4340
- _____ 5. NICOR Disconnection Representative for Gas Service: (888)-642-6748
- _____ 6. COM ED Service Representative: 1-(800)-334-7661
- _____ 7. Joint Utility Locating Information for Excavators (J.U.L.I.E.) 1-(800)-892-0123
- _____ 8. Village Clerk- Water Billing: To assure the Water Bill has been paid; to schedule a Final Meter reading; and to arrange for the Water Meter to be removed. Call the Village Hall at (847)-998-8852
- _____ 9. Well, Septic Tank or Oil Tank must be abandoned. Wells must be plugged/sealed, Septic and Oil tanks removed.
- _____ 10. Meet with Village Representative

THE PROPERTY MUST BE MAINTAINED AT ALL TIMES. GRASS/WEEDS MUST BE CUT ROUTINELY. DUST MUST BE MINIMIZED DURING DEMOLITION.

REFER TO BUILDING ORDINANCE SECTIONS 8-3-1 THROUGH 8-3-8

Date: _____ Project Address: _____

Applicant: _____

Signature: _____

Address: _____

Phone Contact Number: _____

Village of Golf, Illinois
Chapter 3
CONSTRUCTION AND DEMOLITION REGULATIONS

8-3-1: APPLICABILITY AND INTERPRETATION:

- A. **Applicability:** The standards and conditions set out in this chapter shall apply to all work undertaken in the village in conjunction with a permit issued under the building code of the village¹. The provisions of this chapter shall apply to every application for a permit filed on or after the effective date hereof. In addition, the provisions of this chapter shall apply to every pending application for a permit, regardless of when that application was filed, and to every permit issued pursuant to the village building code, regardless of when that permit was issued.
- B. **Interpretation:** The requirements of this chapter shall apply to all work, whether demolition work or construction work, for which a permit is required under the building code of the village.
- C. **Inconsistency With Other Codes And Ordinances:** In the event of any inconsistency or conflict in the application or operation of the provisions of this chapter and other provisions of the building code of the village, the provisions of this chapter shall apply and control.
- D. **Administrative Rules And Regulations:** The building commissioner shall promulgate such administrative rules and regulations as may be necessary or appropriate to carry out the purposes and intents of this chapter. (Ord. 02-03, 5-13-2002)

8-3-2: DEFINITIONS:

For purposes of this chapter, the following terms are hereby adopted:

COMMENCEMENT OF CONSTRUCTION: The beginning of any work under permit for the structure being constructed.

COMMENCEMENT OF DEMOLITION: Any work done in conjunction with a permit issued pursuant to the village building code, other than the installation of the protective fencing required pursuant to other code provisions and any approved soil sedimentation and erosion control.

COMPLETION OF DEMOLITION: Removal of the walls of the first floor above the foundation of the structure being demolished or removal of all foundation material from the excavation in the case of a foundation removal.

CONSTRUCTION: All the on site work done in building or altering structures from land clearance to completion, including excavation, erection and the assembly and installation of components and equipment.

DEMOLITION: Where a permit to raze a structure or part thereof is required, the razing and removal of all or substantially all of a structure or the removal of such portions of a principal structure as to make the structure uninhabitable or unsafe for human occupancy. (Ord. 02-03, 5-13-2002)

8-3-3: PERMIT REQUIREMENTS:

No permit or approval made pursuant to the village building code, shall be valid for a period of more than one year after the date of issuance. (Ord. 02-03, 5-13-2002)

8-3-4: REQUIRED PLANS AND SPECIFICATIONS:

Every application for a permit shall be accompanied by the following plans and specifications:

A. Building Plans And Specifications:

1. If the application includes demolition of a principal structure, then the application shall include building plans and specifications prepared in compliance with the provisions of the building code, for any structure to be built on the subject property.
2. If commencement of construction of such structure is not planned to occur, or does not occur within thirty (30) days after completion of demolition, then the application also shall include a detailed site restoration plan as provided in subsection B of this section.

B. Site Restoration Plans And Specifications: If the application includes demolition of a principal structure and if commencement of construction of a new structure is not planned to occur, or does not occur within thirty (30) days after completion of demolition, then the application shall include a detailed site restoration plan depicting all work required to restore the subject property, within thirty (30) days after completion of demolition, to a safe, clean condition until construction of a new structure has commenced, including, without limitation, backfilling of any excavation, grading, seeding, fencing, stormwater management and the like. (Ord. 02-03, 5-13-2002)

8-3-5: ADDITIONAL REQUIRED PLANS AND STANDARDS:

A. Stormwater Management And Soil Sedimentation And Erosion Control Plans: In addition to all other village regulations, village ordinances, plans and specifications, the application shall include detailed plans and specifications for stormwater management, soil sedimentation and erosion control and grading on the subject property. Such plans and specifications shall be on a drawing or drawings separate from all other plans and specifications, labeled as stormwater management plans and/or soil sedimentation and erosion control plans. Such plans and specifications shall be prepared and certified by a professional engineer, shall be made in conformance with the requirements of the village and shall include a certification by the applicant, in a form provided by the village, that all requirements of the village's codes, ordinances and regulations relating to stormwater management, soil erosion control and grading shall be satisfied by the applicant at all times. Among other details, the required stormwater management plans shall include:

1. Drainage plans and soil erosion control during demolition, if any.
2. Stormwater management and soil sedimentation and erosion control during any period of time between completion of demolition and commencement of construction.
3. Stormwater management and soil sedimentation and erosion control commencing with preparation for foundation pouring and continuing during the entire construction process until final grading of the subject property.

B. Accessibility, Parking And Loading Plans: The application shall include separate plans and specifications showing the location of all work affecting, and all parking and loading activities planned to take place on public streets, sidewalks and other rights of way. Such plans and specifications shall include, among other things, the location of pavement, sidewalk and trees that may be affected by the proposed work; the impacts on such pavement, sidewalk and trees; the proposed location for all parking of contractor and worker vehicles; the proposed location of any loading or unloading activities including concrete to occur within any right of way.

C. Materials And Spoils Storage Plans: The application shall include plans depicting the proposed location for storage of materials and spoil on the subject property that are consistent with village soil sedimentation and erosion control requirements.

D. Dust And Airborne Particulate Control Provisions: The application shall include provisions for controlling dust and other airborne particles from the subject property, including, without limitation, a source of water and spraying equipment and any other measures to be taken to control airborne particles.

- E. Fencing: If the permit authorizes demolition or authorizes construction of a new principal structure, then the applicant shall cause a six foot (6') chain link fence to be installed around the perimeter of either the excavation, the structure under construction or the entire construction area in a location and manner approved by the building commissioner. The fencing shall be installed not more than seven (7) days nor less than four (4) days before commencement of any work on the subject property pursuant to any permit issued by the village. In addition to such perimeter fencing, the applicant shall cause safety fencing to be installed around every tree in the parkway abutting the subject property. Such tree fencing shall be located, so far as feasible, at the drip line of the tree, whether on public or private property; provided, however, that this subsection shall not be construed or applied to authorize placement of tree fencing on private property not owned by the applicant unless written authorization therefore has been secured from the property owner by the applicant. If placement of tree fencing is not feasible at the drip line of the tree, then such fencing shall be installed in a location approved by the building commissioner. (Ord. 02-03, 5-13-2002)

8-3-6: SITE MANAGEMENT STANDARDS:

The following site management standards shall apply to all work:

- A. Accessibility, Parking And Loading Standards: No pavement or sidewalk within any public right of way shall be unavailable for public use at any time except when such pavement or sidewalk is removed and replaced. No such pavement or sidewalk that is removed and replaced shall be out of service for more than three (3) days without the prior approval of the village. No parking, loading or storage of demolition debris, spoil or construction materials shall be permitted within any right of way, on any public property, or within ten feet (10') of any right of way adjacent public or private property unless specifically approved by the village. The village may prohibit parking in any particular location on a public right of way if the village determines that such parking has an adverse impact on neighboring property or on traffic control. All uses of vehicles shall comply with applicable codes related to parking and time of operation of vehicles.
- B. Particulate Control: Airborne particles shall be controlled at the subject property at all times during work by means of a water truck and spraying equipment or other water source capable of spraying and thoroughly saturating all portions of the structure and surrounding property affected by the work. Such spraying shall be undertaken at all times necessary to thoroughly control the creation and migration of airborne particles, including, without limitation, dust from the subject property.
- C. Gravel Mat: When determined by the village to be appropriate and practicable, the applicant shall cause a gravel mat to be installed on the subject property of a size and in a location sufficient to wash down all vehicles used on the subject property and to cause dirt and mud to be removed from the tires of such vehicles. The gravel mat shall be located so as not to interfere with any use by the public of public rights of way and not to cause any nuisance or inconvenience to adjacent public or private property.
- D. Sanitation Facilities: A portable toilet shall be provided at every site of construction of a new principal structure, or addition thereto, prior to the commencement of construction, unless an existing facility is available on the construction site.
- E. Litter Control And Cleanup: Litter and debris at the subject property shall be controlled at all times. The applicant shall designate a person regularly present at the subject property as having responsibility to assure that no litter or debris leaves the subject property and that all litter and debris is removed from the subject property before the end of every day, including weekends regardless of whether or not work was conducted that day on the subject property.
- F. Street And Sidewalk Cleaning: The applicant shall cause all dirt, mud, gravel and other debris from the subject property or related to any work conducted on the subject property to be cleaned regularly from all sidewalks and streets adjoining and in the area of the subject property on every day that construction occurs on said property.
- G. No Trespass: No permit issued pursuant to the village building code, shall authorize or shall be construed to authorize any entry onto property adjoining the subject property or any work for which entry onto

property adjoining the subject property is or may be necessary, unless a proper right of entry has been secured from the owner of such property.

H. Stormwater Management: Stormwater shall be managed during all phases of demolition and construction so as not to impact adjacent properties and/or public right of way.

I. Wastewater Discharge: No person shall undertake any work pursuant to a permit issued under the village building code, from which the discharge of any wastewater will be caused or associated without prior approval. It shall be the duty of the person undertaking any such work to direct all wastewater flow to the particular location designated by the building commissioner. No person undertaking such work shall cause or allow any cement truck wash to be discharged on to any public property or into any catch basin or other village sewer facility.

J. Limitations On Noise: No person shall operate or cause to be operated any radio, phonograph, telecommunications device or other such object at such a volume or in any other manner that would cause a nuisance or a disturbance to any person. Every contractor and every permittee shall be responsible for all actions of their employees, agents and subcontractors hereunder, and shall be liable for all violations of the provisions of this chapter committed by such employees, agents or subcontractors.

K. Permissible Hours Of Construction: All work undertaken pursuant to a permit issued under the village building code may occur only between the following hours:

7:00 A.M. to 7:00 P.M. on weekdays
8:00 A.M. to 6:00 P.M. on Saturdays
No construction allowed on Sundays

(Ord. 02-03, 5-13-2002)

8-3-7: COMMENCEMENT OF DEMOLITION OR CONSTRUCTION:

A. Posted Notice: The applicant shall cause notice of demolition or construction to be given by posting the subject application in a prominent place with a sign announcing such commencement. Such sign shall include notice that the rules and regulations applicable to demolition and construction work are available at the village hall. Such sign shall be posted not less than fourteen (14) days in advance of such commencement, and shall be maintained on the subject property until all work on the subject property has been completed and approved, or until removal of the sign is approved by the building commissioner or the building inspector.

B. Site Restoration: Construction of an approved structure shall have commenced, or the subject property shall have been fully restored in conformance with the approved site restoration plan, if any, or with such other plans as may be approved by the village, within forty five (45) days after completion of demolition. (Ord. 02-03, 5-13-2002)

8-3-8: PENALTIES:

Any person who violates, disobeys, omits, neglects or refuses to comply with or resists the enforcement of any of the provisions of this chapter shall be subject to a class C penalty as provided in section 1-4-1 of this code. Each day such violation or failure to comply is permitted to exist after notification thereof shall constitute a separate offense. No certificate of occupancy shall be issued for any construction undertaken in conjunction with the provisions of this chapter until such time that all penalties and fines have been resolved to the satisfaction of the building commissioner or the building inspector. (Ord. 02-03, 5-13-2002)

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ENGINEERING DEPARTMENT SITE PLAN CHECKLIST FOR NEW SINGLE FAMILY RESIDENCES AND ADDITIONS, GARAGES, OR OTHER SUBSTANTIAL IMPROVEMENTS TO EXISTING RESIDENCES (400 S.F., OR GREATER NET IMPERVIOUS COVERAGE INCREASE) AND ALL IMPROVEMENTS IN PROBLEMATIC DRAINAGE AREAS.

- _____ 1. Dated Site Plan drawn at a specified engineering scale (1"=10', or 1"=20' only) with north arrow and the name, address & phone number of plan preparer (**Licensed Civil Engineer, Architect or Land surveyor only**). **For new single-family residences, the Site Plan may only be prepared by a Licensed Civil Engineer.** The addresses of the subject and any adjacent properties also need to be included.
- _____ 2. Provide the elevation and description of the benchmark utilized for the plan. The benchmark must be on the Village's datum. The FEMA datum should be used for all properties located either entirely or partially in the regulatory floodplain. Call the Village Engineer's office (847-478-9700) for additional information.
- _____ 3. Include existing and proposed ground contours at one-foot intervals and spot elevations at all lot corners and at twenty-five foot (25') intervals extending at least 25' into adjacent properties with enough detail to show the existing and proposed drainage patterns. In addition, at least three cross-sections will be required for the side yard and rear yard between another residence. Cross section shall extend between the top of foundation (T/F) of the proposed residence to the T/F of the existing residence.
- _____ 4. Adequate swales or a closed drainage system must be provided to direct the runoff to the public right-of-way and/or an existing drainage structure. In addition, a statement signed by a Licensed Civil Engineer that reads "The proposed improvements will not adversely impact the subject property, the surrounding properties, or the public right-of-way with respect to drainage, and a safe overflow route for storm water has been established", must be provided underneath the P.E. seal and signature.
- _____ 5. Provide the top of foundation (T/F) elevation for the subject property and all adjacent properties.
- _____ 6. Include a note to specify that all downspouts are to splash on grade in the front or rear directions only and not extend more than 5' beyond the structure. For additions, this includes any and all downspouts on the existing structure that are currently directly connected to the storm sewer system, unless otherwise directed by the Village Engineer. Also, indicate the location of all downspouts.
- _____ 7. Minimum 1.5% slopes shall be provided for swales and ditches in areas of all yards.
- _____ 8. Include all drainage and utility easements on the subject property as well as all building setback lines. In addition, include a note that specifies to refer to the approved Zoning Application for all setback dimensions.
- _____ 9. Indicate the locations of all manholes, fire hydrants, street lights, curbs, sidewalks, utility poles, transformers, junction boxes and pads/pedestals located in the public right-of-way, or in any easements on the subject property.
- _____ 10. Include the location, size and type of all Village parkway trees and protected trees (front yard and corner lot side yards) 6" or greater on the subject property.

- _____ 11. Provide the size and location of all sanitary and storm sewers, water mains, power poles with overhead utility lines and open ditches located in the public right-of-way or in any easement. The rim and invert elevations shall be provided for all storm and sanitary structures within the near vicinity of the subject property. The direction of flow for all storm and sanitary sewers and open ditches must also be provided.
- _____ 12. Include the locations and pipe material for all existing and proposed utility (water, sanitary and storm) services and stubs. Standard Village details for all utility service connections must also be included.
- _____ 13. Include the proposed structure footprint, window well locations, fences and the outline of all driveways, service walks, patios and decks.
- _____ 14. Indicate the locations of all manholes, fire hydrants, street lights, curbs, sidewalks, utility poles, transformers, junction boxes and pads/pedestals located in the public right-of-way, or in any easements on the subject property.
- _____ 15. All driveways shall be a minimum of 5 feet from the edge of the property line in areas where an easement exists, the driveway will not encroach into the easement. Maximum driveway slopes from the garage to the street is 6%.
- _____ 16. Include proposed impervious coverage calculations (both as a numeric value and percentage) for the entire lot. Also include existing impervious coverage calculations for the entire lot, if applicable.
- _____ 17. Indicate the type and thickness of the surface and base material to be used for the driveway, patio and service walks, if applicable. Village guidelines are available.
- _____ 18. Include a note to specify that any Village street that is disturbed will be restored as follows: Asphalt Pavements (2" Bit. Surface Course and 8" BAM); Concrete Pavements (7" PCC Class SI with #6 bars doweled @ 30" O.C. into the existing adjacent pavement) and that all topsoil or spoil material shall be removed from the public R.O.W. and pavement on a daily basis.
- _____ 19. Include a note to specify that all excavated soil/materials not to be used for backfill will be **immediately** removed from the site. No on-site stockpiling of excavated materials will be allowed, with the exception of topsoil for final grading purposes.
- _____ 20. Include a note to specify that all disturbed parkway lawn areas will be restored with six inches (6") of topsoil and sod and any damaged portions of public sidewalk will be restored with 5" PCC Class SI over a 3" CA-6 base within five (5) days of completion of work in said areas, weather permitting. All sod must be watered as required to sustain growth.
- _____ 21. Include a note to specify that the Owner must furnish an "As-Built" Site Plan certified by the original plan preparer stating that the finished lot grades, utilities, and impervious coverage calculations conform to the approved Site Plan prior to the issuance of the Temporary Occupancy Permit and release of the Engineering Escrow.
- _____ 22. Include a note to specify the installation of silt control fencing around all perimeters of areas that will be disturbed by construction prior to issuance of Building Permit and commencing work. Include a detail to ensure proper installation.

- _____23. Village standards require that all new sump pump discharge lines must be directly connected to a storm sewer where available. If a storm sewer is not available, the discharge line must splash on grade in a manner that will not result in an adverse drainage impact to the surrounding properties or public right-of-way. If the existing sump pump discharge line is altered by the proposed improvements, the discharge line must also be direct connected in accordance with the above mentioned Village requirements.
- _____24. Include a note to specify that the Contractor must contact the Village Engineer's Office at 847-478-9700 at least 48 hours in advance to schedule inspections for all proposed storm sewer pipe and related drainage structures, driveway and patio work and lawn grading work.
- _____25. Basement openings will be a minimum of 2.0' above the emergency overflow elevation.
- _____26. Include the FIRM zone, the limits of the regulatory floodway and/or flood fringe as scaled from the N.F.I.P. Floodway Map, 100 year base flood elevation, lowest floor elevation and the critical water entry elevation for **all properties located either entirely, or partially in the regulatory floodplain**. A Floodplain Development Permit will also be required for all properties located either entirely or partially in the regulatory floodplain.
- _____27. Provide a storm water exhibit illustrating the pre and post-developed drainage areas. The proposed tributary drainage areas are to reflect existing conditions.

Additional questions may be answered by contacting the Engineering Office at 847-478-9700.

Please submit 2 sets of the Site Plan and one (1) copy of the Plat of Survey as the initial submittal to the Village Engineering Consultant Office, 850 Forest Edge Drive, Vernon Hills, Illinois 60061, Attn: Patrick Glenn, P.E., Village Engineer.

Revised February 2009