

Building Department:

General Building Information:

Personnel:

- Marybeth Kovacevich, Administration 708-343-8700 ext. 4764
- Peter Kohut, Building Inspector 708-343-8700 ext. 4763

Office Hours:

9:00 A.M. -5:00 P.M. Monday – Friday

Inspection Hours:

9:00 A.M. -4:30 P.M. Monday – Friday

Call 24 hours in advance to schedule onsite inspections

General Hours for Construction:

7:00 A.M. to 6:00 P.M. Monday –to Saturday

City of Northlake Building Codes

- 2003 International Building Code including Appendices
- 2003 International Property Maintenance Code
- 2003 International Mechanical Code
- 2003 International Fire Code
- 2003 International Residential Code
- 2002 National Electric Code
- State of Illinois Plumbing Code current edition (see General Plumbing Requirements)
- 2009 Edition of the International Energy Conservation Code as mandated by the State of Illinois

Contractors:

All contractors and sub-contractors working in the City of Northlake must be registered with the City. Please complete the contractor's registration form and submit with the \$75 fee along with a \$10,000 bond and a Certificate of Insurance naming the City of Northlake as the holder. License is good for one (1) year. Always ask to see your contractor's City of Northlake Contractor's License.

NEW FEDERAL LEAD LAW: all renovators, and contractors

Beginning April 22, 2010, contractors who are paid to replace windows or renovate residential houses, apartments and child-occupied facilities built before 1978 must be certified by the U.S. Environmental Protection Agency. This rule is aimed at preventing lead poisoning among children and adults.

Therefore the City of Northlake Building Dept. will be requiring all contractors to provide a Renovation Certification before obtaining building permits after April 22, 2010. Note: This is a federal rule it applies to every city and village in every state. Always ask to see your contractors lead certification.

For more information about the Renovation, Repair and Painting rule, contact the Cook County Department of Public Health at 708-492-2076 or log on to

<http://www.epa.gov/lead/pubs/renovation.htm>

SIDING DEPOSIT:

As of November 2009, the City of Northlake will be requiring a **\$167.50 deposit** for all siding permits. This deposit will cover any damage done to the water meter reading device attached to the house.

Your deposit will be refunded only after the Water Department has inspected the device and has found it to be in working order. If you have any questions, please contact the Building Department at 708-343-8700.

COOK COUNTY DEMOLITION PERMITS:

The City of Northlake and Cook County require a demolition permit whenever a house or garage is knocked down. Please contact Cook County Department of Environmental Control at 312-603-8200 for more information.

PERMITS

Residents should always make sure that a permit has been obtained and posted on the property prior to construction.

Permit application may be submitted in person, by email or fax. For small projects please allow at least 48 hours for review and processing, for large projects allow at least 15 working days for the first review to be completed. The applicant will be contacted when permit is ready for pick up.

City residents and builders need to obtain a building permit before starting work on any of the projects listed below.

- New construction
- Additions
- Adding a bathroom
- Basement remodeling
- Bathroom remodeling
- Cleanouts
- Driveways: concrete, asphalt or brick pavers
- Demolition: structures and interior gutting
- Dormers
- Doors: exterior replacement, adding or changing size
- Decks including porches and accessibility ramps
- Electric: service upgrades, adding circuits or equipment
- Fences: new fence and replacement of old fence
- Flood control systems
- Garages – new construction
- Gutter replacement
- Houses – new construction
- Kitchen remodeling
- Lawn irrigation systems
- Patio concrete and brick pavers
- Plumbing replacement or additions
- Roofs: Including repairs, tear offs and re-shingling
- Roofs over entrance doors, patios, decks or porches
- Sewer lines and connections
- Sheds
- Siding
- Sidewalks concrete or brick pavers
- Swimming pools and swimming pool decks.
- Window: replacement, adding or changing size
- Water line and connections

Plats of Survey:

A complete plat of survey including legal description and surveyor's stamp is required to be attached to the permit application for the following residential projects.

- New construction
- First and second floor additions.
- Garages detached and attached.
- Garage alterations
- Sheds
- Porches/decks
- Sun rooms
- Patios
- Sidewalks
- Driveways and driveway extensions
- Parking pads
- Fences
- Swimming Pools

Procedures for Obtaining a City of Northlake Building Permit for New Single Family Construction

1. Submit an Approved and Recorded Plat of Subdivision with PIN Numbers.
2. Submit 2 sets of Building Plans with Building Application
 - a. Must have architectural stamp
 - b. Must show all four (4) elevations
 - c. Must show framing from foundation to peak of roof
 - d. Must show electric schematic
 - e. Must show plumbing isometric
 - f. Must submit water supply fixture calculations
 - g. Must show HVAC
 - h. First floor must follow visibility code
 - i. Application must be completed. Please include cost of house and contractors.
3. Submit Site Improvement Plans – Prepared by a License Engineer
 - a. Geometric Plan
 - b. Grading & Utilities Plan – make sure new house will not flood surrounding homes
 - c. Detail Sheet for Grading & Utilities
4. If demolishing a house a Cook County Demo permit must be obtained and submitted to the building Department.

DECKS AND PORCHES:

Submit a completed Building Application along with 2 sets of plans, a plat of survey showing the location of deck/porch and a support and framing plan to the Building Department.

Use the following check list as a guide for drawing plans.

- Locate deck on plat of survey included dimensions.
- The deck is constructed of what type of material? _____
(Decay resistant wood is required in all deck/porch construction)
- What is the height of the deck floor above the grade of the yard? _____
- What is the thickness of the deck floor? _____
- What is the size of the floor joists? _____ X _____ 16" on center.
- What is the size of the posts? _____ X _____, spaced _____" a part.
- What is the size of the concrete post footings? _____ "Diameter, minimum 42" below existing grade.
- What are the size and spans of the beams? Double _____" x _____", spaced _____ a part.
- What is the height of the guardrail? _____ (Minimum 36" high if deck is 30" or more above grade)
- What is the spacing of the balusters? _____ (Maximum clear opening between balusters is 4")
- What is the height of the stair risers? _____ (Maximum 7-3/4") All risers must be of equal height.
- What is the width of the stair tread? _____ Minimum 10")
- Minimum width of stair is 3'
- Is a stair handrail provided? Yes _____ No _____ (Handrail is required for 3 or more risers. 2 steps=3 risers. Handrail minimum 30" and maximum 38").
- For front porches of a 30' front yard is required or a maximum width of 8' of decking.
- Enclosed front porches are prohibited.
- **Pre pour and framing inspections required. Call 24 hours in advance to schedule. 708-343-8700.**

DRIVEWAYS – PARKING PAD SIDEWALKS – PATIOS

Submit a completed Building Application along with 2 sets of plans and a plat of survey showing the location of driveway, parking pad, patio or sidewalks to the Building Department.

- Concrete driveways must be a minimum of 4" of crushed stone and 5" of concrete.
- Brick pavers must be a minimum of 4" – 6" of crushed stone base, 1" coarse sand, 2 3/8" minimum paver.
- Asphalt must be a minimum of 6" of crushed stone and 2 ½" – 3" of surface asphalt.
- No driveway shall exceed 24 feet in width except that the width of a driveway may exceed 24 feet at the point that the driveway connects to a garage and from the connection to the garage and from the connection to the garage for a distance not to exceed 30' toward the front lot line.
- No driveway shall have more than one curb cut.
- Circular driveways are prohibited.
- No lot shall have more than one driveway.
- The total paved area (including driveway, sidewalks, patios and parking pad) of a lot shall not exceed 25% of the total area of a lot.
- Abutting paved or gravel sidewalks or patios considered as part of driveway for purposes of determining overall width, size and area of driveway.
- A paved parking pad not to exceed 12' x 24' may be constructed adjacent to a garage on a lot provided that it complies with all other requirements of this section.
- No driveway located in a front yard of any lot shall extend more than 12' across the front elevation of the residence located on such lot except when the driveway connects to an attached garage.
- When submitting permit locate improvement on your plat of survey include dimensions.
- **Pre pour inspection required. Call 24 hours in advance to schedule. 708-343-8700.**

GENERAL PLUMBING REQUIREMENTS:

These general guidelines are intended to answer commonly asked questions and do not represent the entire Illinois Plumbing Code.

- Illinois Plumbing Contractor registration is required. City of Chicago Plumbing Registration is accepted.
- \$10,000 surety bond required for sewer and water installation.
- 4" schedule 40 PVC pipe below grade for waste.
- Schedule 40 PVC pipe above grade for waste and vents.
- PVC pipe shall be supported every 4" horizontally.
- Type L copper for water supply above grade.
- Type K copper for water supply below grade.
- 4" minimum cast iron pipe 5' past foundation wall.
- Flare fitting and brass fittings before water meter; **sweat fittings not allowed** before water meter.
- Irrigation installers must have Illinois irrigation contractor registration and licensed plumber for permit.
- RPZ backflow device must be installed and tested for lawn irrigation systems.
- Pressure balance or thermostatic control valve must be installed for all shower applications.
- Dual check valve or atmospheric vacuum breaker 7' – 6" above floor must be installed for hand held showers.
- A vacuum relief valve must be installed on hot water heater if above fixtures or bottom fed to fixtures.
- **No saddle valves** allowed on water supply lines.
- Gas valves must be installed on all gas appliances including fireplace lot lighters.
- Gas valves that are not hooked up to an appliance must be plugged or capped.
- Gas supply unions must not be installed in combustion compartment or furnaces.
- All soldered joints must be lead free.
- All silcocks must have approved anti-siphon devices.
- All RPZ backflow devices must be tested annually. Results must be forwarded to the City of Northlake Building Dept. attention Marybeth

ADDITIONAL RESIDENTAL REQUIREMENTS

- Toilets must be 1.6 gallons per flush.
- Minimum plumbing requirements for occupancy: 1 fully functional bathroom and 1 working kitchen sink.
-

ADDITIONAL REQUIREMENTS FOR COMMERCIAL/INDUSTRIAL

- RPZ backflow device must be installed and tested at domestic water meter.
- RPZ with detector for fire protection lines (UL or Factory Mutual approved)
- Water service must be brought in separately from fire line; it can be tapped off outside on fire main.
- Inspection manhole must be installed on sanitary service line outside of building.
- Expansion tank must be installed on cold water at hot water heater for RPZ

REQUIREMENTS FOR OBTAINING GARAGE PERMIT

Submit a completed Building Application along with 2 sets of plans that include a plat of survey showing location of garage, a foundation plan and a framing plan. **Submit Cook County Demo Permit if an existing garage is to be demolished.**

Maximum Height: 14 feet to the peak of roof

Maximum Size 900 square feet in R-1 and R-2 residential zoning districts.

No garage, shed and main dwelling shall occupy more than 40% of the area of a yard.

Location:

Detached Garages: At least 10 feet from the main dwelling; 3 feet off the side property line or alley line; 5 feet off center line of utility easement. Garages connected to main dwelling by a breezeway, porch or veranda, either of open or of closed construction, shall be considered as detached garages, provided the breezeway, veranda and porch are all located in the rear of the building. On corner lots, owners may erect garages with driveways connecting to the side streets, provided such garages are on the side of the building opposite from the frontage street, and at least as far back from this lot line as the foundation line of the main building.

Attached Garages: Shall be no closer than 6 feet from the side property line. Construction shall be the same as the main dwelling. The wall between the house and garage is to be 1- hour fire resistant construction with 5/8-inch drywall. Service doors common to dwelling are to be 1 hour resistant or 1- 3/4 inch solid wood.

Installation of house heating unit or other fuel burning appliances in garage space is not permitted. Install one-hour fire rated partition between space containing house heating unit and garage space. Doors are not permitted common to heater room and/or garage. Hot air duct openings shall be a minimum of 4 feet over floor of garage with a fusible line fire damper. Cold air returns are not permitted.

Specifications for Detached Garages:

Roofs: All garages must have a roof pitch of 3/12 or greater. No garage shall have a wall height in excess of nine feet (9') as measure from the top of the foundation.

Foundation wall and footing may not be less than 18" below finish grade; not less than 10" below existing grade at lowest point; 8" minimum thickness at top and must be flared to not less than 12" at the bottom: **Trench footings are prohibited.**

Grade beam construction permitted consisting of a 5" concrete floor on a minimum 4" crushed stone poured monolithically with a minimum 10" thickened outer edge, a width of 20" around perimeter of building, said 20" grade beam to be of equal depth and on undisturbed soil.

2" x 4" pressure treated bottom plate bolted to slab, with double 2" x 4" top plate lapped at corners. Corner bracing to 4' x 8' sheathing or 1" x 4" sway braces notched in. Corner post to be double 2" x 4" or 4" x 4". Headers for garage door to be double 2" x 10" up to 14 feet and double 2" x 12" for over 14' openings. Wall ties at eaves not less than 2" x 6" maximum 6' on center, nailed or bolted to rafter, resting on top plate. Rafters to be minimum 2" x 6" maximum spacing 16" on center. 2" x 8" ridge to be provided. Roof sheathing to be ½" plywood. Exterior grade roofing per code, with a minimum of 15 LB felt paper to be provided. Wall sheathing of fiber board or gypsum shall be minimum ½" thickness

Electric service to the garage is to be underground. Electric receptacles must be GFCI protected.

PRE POUR AND FRAMING INSPECTIONS REQUIRED CALL 24 HOURS IN ADVANCE TO SCHEDULE

FENCE GUIDE LINES

- The following materials are considered non-suitable for fence construction: chicken wire, square weld mesh wire, barbed wire, temporary snow fence, solid concrete block, and sharp edged material along the top or sides of fence.
- Electric fences prohibited.
- Any fence that has different sides shall be constructed so the attractive side faces away from the property on which the fence is constructed.
- No fence is allowed in the area between the front of the house and the street. Front yards cannot be fenced in.
- For fences on corner lots contact building department to determine if side yard is allowed to be fenced.
- Maximum height for fence is 6'.
- Post holes for 6' wood fence must be 42" deep
- Post holes for fences less than 6' should be at least 2' deep or 1/3 of the length of the post.
- Gravel
- Placement along lot line how many inches
- Submit plat of survey marking the fence location with permit application
- Post hole inspections required call the Building Department 24hrs in advance to schedule.

ABOVE GROUND POOL GUIDE LINES

- Pools are not allowed in the front or side yards.
- Pools are to be located not less than 10' from rear lot line and not less than 5' from side yard and at least 10' from the main building. All pool equipment shall be located at least 8' from any side property line.
- Pools are not to be located under any utility lines.
- Water supply
- At all times a pool shall be protected by a fence/structure that completely surrounds the pool. All gates/doors opening to the pool shall be equipped with a self - closing and self-latching device.
- Electric
- Pool location must be approved before permit is issued. Inspection will be scheduled when application is submitted.

APPLICATION FOR BUILDING PERMIT

CITY OF NORTHLAKE
DEPARTMENT OF BUILDING AND INSPECTIONAL SERVICES
55 E NORTH AVENUE
NORTHLAKE, IL 60164

Phone: 708-343-8700
 Fax: 708-343-8708
 mkovacevich@northlakecity.com

Date: _____
 Address where work will be done: _____
 Property Owners Name: _____
 Property Owners Phone #: _____

CHECK ONE

Work will be done by Homeowner/Property Owner **Work will be done by Contractor**
 Contractor's Name: _____
 Contractor's Address: _____
 Contractor's Phone and email _____

Please list additional contractors on page 2

PERMIT TYPE – SELECT ALL THAT APPLY

<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL/INDUSTRIAL
<input type="checkbox"/> Additions	<input type="checkbox"/> Additions
<input type="checkbox"/> Adding a bathroom	<input type="checkbox"/> Alterations
<input type="checkbox"/> Basement remodeling	<input type="checkbox"/> Demolition
<input type="checkbox"/> Deck	<input type="checkbox"/> Elevator
<input type="checkbox"/> Demolition	<input type="checkbox"/> Fire Sprinklers
<input type="checkbox"/> Dormers	<input type="checkbox"/> Interior build-out
<input type="checkbox"/> Doors	<input type="checkbox"/> Lawn sprinklers
<input type="checkbox"/> Driveway	<input type="checkbox"/> New building
<input type="checkbox"/> Fence	<input type="checkbox"/> Parking lots
<input type="checkbox"/> Front porch	<input type="checkbox"/> Roofing
<input type="checkbox"/> Garage	<input type="checkbox"/> Site improvements
<input type="checkbox"/> Gutters & downspouts	<input type="checkbox"/> Temporary Trailer
<input type="checkbox"/> Kitchen remodeling	<input type="checkbox"/> Whitebox Interior
<input type="checkbox"/> Lawn Sprinklers	
<input type="checkbox"/> New House construction	
<input type="checkbox"/> Patio	<input type="checkbox"/> Window replacement
<input type="checkbox"/> Reroof	<input type="checkbox"/> Other
<input type="checkbox"/> Roof (tear off)	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Roof over spaces	<input type="checkbox"/> HVAC
<input type="checkbox"/> Shed	<input type="checkbox"/> Machinery
<input type="checkbox"/> Siding	<input type="checkbox"/> Sign
<input type="checkbox"/> Sidewalks	
<input type="checkbox"/> Stairs	
<input type="checkbox"/> Stoop	
<input type="checkbox"/> Swimming pool	
<input type="checkbox"/> Swimming pool deck	
<input type="checkbox"/> Tuck-point	
<input type="checkbox"/> Window replacement	
<input type="checkbox"/> Other	

Explain all work to be performed and attach contractor's proposal, building plans or material list.

Cost of the Job: _____ **Fee:** _____

I hereby certify to the correctness of the above and agree to follow all the laws of the City of Northlake. I hereby certify the Building Inspector has the authority to enter and inspect the areas covered by this permit by any reasonable hour.

Signature of person applying for permit: _____
Signature of person performing/supervising the work: _____

APPLICATION FOR BUILDING PERMIT

CONTRACTOR'S INFORMATION		
	Name and Address:	Phone:
Architect		
Engineer		
General Contractor		
Excavation		
Concrete		
Carpentry		
Electrical		
Plumbing		
Sewer		
Mechanical		
Roofing		
Drywall		
Sprinkler		
Paving		
Fire Alarm		
Other		

APPLICATION FOR ELECTRICAL PERMIT

CITY OF NORTHLAKE
 DEPARTMENT OF BUILDING AND INSPECTIONAL SERVICES
 55 E NORTH AVENUE
 NORTHLAKE, IL 60164

Phone: 708-343-8700
 Fax: 708-343-8708
 mkovacevich@northlakecity.com

Date: _____
 Address where work will be done: _____
 Property Owners Name: _____
 Property Owners Phone #: _____

CHECK ONE

Work will be done by Homeowner/Property Owner **Work will be done by Contractor**

Contractor's Name: _____
 Contractor's Address: _____
 Contractor's Phone and email _____
 Contractor's Electrical Registration No. and City: _____

Explain all work to be performed and attach electrical contractor's proposal, building plans or material list

Wiring: _____	Fixtures _____			POWER		
	Lighting, Circuits and Outlets			Number	Total H.P.	
	2 Wire	3 Wire	4Wire	Air Conditioners	_____	_____
15 amp circuit	_____	_____	_____	Appliances	_____	_____
20 amp circuit	_____	_____	_____	Motors	_____	_____
30 amp circuit	_____	_____	_____			
40 amp circuit	_____	_____	_____	SIGNS		
50 amp circuit	_____	_____	_____	No of Signs	Transformer.	V.A Rating
Outlets on existing circuits	_____	_____	_____	_____	_____	_____
	Fluorescent Lamps			LAMPS FIXTURES, SOCKETS, RECEPTACLES		
20 Watt	40 Watt	100 Watt		50 Watt or Less	60 WATT	100 WATT
_____	_____	_____		_____	_____	_____
				200 WATT	300 Watt	Switches
				_____	_____	_____
Single family dwelling						100 Watt Rec
No of Sq.	No. of Openings					_____
_____	_____					_____
				Service revisions, other apparatus, repairs etc.:		

Cost of the Job: _____ **Fee:** _____

I hereby certify to the correctness of the above and agree to follow all the laws of the City of Northlake. I hereby certify the Building Inspector has the authority to enter and inspect the areas covered by this permit by any reasonable hour.

Signature of Supervising Electrician: _____

APPLICATION FOR PLUMBING PERMIT

CITY OF NORTHLAKE
DEPARTMENT OF BUILDING AND INSPECTIONAL SERVICES
55 E NORTH AVENUE
NORTHLAKE, IL 60164

Phone: 708-343-8700
Fax: 708-343-8708
mkovacevich@northlakecity.com

Date: _____
Address where work will be done: _____
Property Owners Name: _____
Property Owners Phone #: _____

CHECK ONE

Work will be done by Homeowner/Property Owner **Work will be done by Contractor**

Contractor's Name: _____
Contractor's Address; _____
Contractor's Phone and email _____
State of IL Plumbing Registration # (055): _____

SELECT ONE AND INDICATE NUMBER OF NEW FIXTURES

- | | | | |
|------------------------|-------------------------|---------------------------|-----------------------|
| ___ Bath Tub | ___ Shower | ___ Lavatory | ___ Toilet |
| ___ Urinal | ___ Hand sink | ___ Kitchen sink | ___ Laundry Tray |
| ___ Dishwasher | ___ Garbage Disposal | ___ Water Heater | ___ Water softer |
| ___ Wash Machine | ___ Triple Sink | ___ Drinking Fountain | ___ Mop Sink |
| ___ Prep Sink | ___ Back Flow Preventer | ___ Sewer Repair/Cleanout | ___ Inside Downspout |
| ___ Grease Trap | ___ Ejector Pump | ___ Sump Pump | ___ Water Pump |
| ___ Roof Openings | ___ Stand pipes | ___ Fire Sprinklers | ___ Water Service Tap |
| ___ Sanitary Sewer Tap | ___ Floor drain | ___ Miscellaneous | |
- Other: _____

Explain all work to be performed and attach plumber's proposal, building plans or material list.

Cost of the Job: _____ **Fee:** _____

I hereby certify to the correctness of the above and agree to follow all the laws of the City of Northlake. I hereby certify the Building Inspector has the authority to enter and inspect the areas covered by this permit by any reasonable hour.

Signature of Licensed Plumber: _____

Signature of Homeowner: _____

City of Northlake
 DEPARTMENT OF BUILDING AND INSPECTIONAL SERVICES
 55 E. NORTH AVENUE
 NORTHLAKE, IL 60164
 PHONE: 708-343-8700 FAX 708-343-8708
 EMAIL: mkovacevich@northlakecity.com

APPLICATION FOR CONTRACTOR'S LICENSE

DATE: _____

Fee: \$75

Every contractor, builder, or any person, firm or corporation engaging in; the business of a contractor in the construction, maintenance or remodeling etc., of buildings shall before engaging in any such business, be licensed with the City of Northlake, be insured and bonded in compliance with City Ordinances.

TRADE SELECT ALL THAT APPLY

<input type="checkbox"/> Asphalt	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> Paving - Bricks	<input type="checkbox"/> Window
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Garage Builder	<input type="checkbox"/> Remodeling	<input type="checkbox"/> Other
<input type="checkbox"/> Concrete	<input type="checkbox"/> General	<input type="checkbox"/> Sewer	<input type="checkbox"/> Alarm submit state license
<input type="checkbox"/> Demolition	<input type="checkbox"/> HVAC	<input type="checkbox"/> Siding	<input type="checkbox"/> Electric submit electric license
<input type="checkbox"/> Excavation	<input type="checkbox"/> Landscaper	<input type="checkbox"/> Sign	<input type="checkbox"/> Plumbing submit state license
<input type="checkbox"/> Fence	<input type="checkbox"/> Masonry	<input type="checkbox"/> Tree Services	<input type="checkbox"/> Roofing Submit state license

Name of Business: _____

Address: _____ City _____ State _____ Zip _____

Business Phone _____ Business Fax _____ Cell phone _____

Email: _____ Fed Tax No. _____

Contact Person: _____

Business Phone _____ : cell phone _____

Bond required: A license/permit bond is required in the amount of \$10,000. Cancellation of bond automatically revokes license. Please submit bond with application.

Name of Bond Co, _____ Bond No. _____ Expires _____

Insurance required: Certificate of Insurance naming the City of Northlake required. Please submit certificate of insurance with application

Name of Insurance Co. _____ Policy No _____ Expires _____

The undersigned hereby makes application for issuance of a Contractor's License. I understand the issuance of this license is conditioned upon compliance with all City Ordinances. This license, if issued, is under the condition that I understand all regulations, including the Building, Plumbing, Electric, Fire and Health Codes of the City of Northlake, and agree to abide by such.

I understand that I am to comply with all City Ordinances and Codes, and also will be responsible for removal of all debris, and keep premises in a clean and workmanlike manner.

Signature: _____

Title: _____

PRESALE INSPECTION INFORMATION AND REQUIREMENTS

The City of Northlake Municipal Ordinances requires inspection of all improved real estate (Single family, multi-family Commercial and Industrial) **prior to transfer** of the Property.

- Inspection should be ordered at least 30 days prior to closing.
- Fee includes initial inspection, a re-inspection and the transfer stamp.
- Inspections will be scheduled only after request application has been submit along with the fee to the Department of Building and Inspectional Services.
- A written report will be sent to the entity requesting the inspection.
- The seller of the property has the following options:
 - Correct all items listed as failed in the report and call for a re-inspection and receive a Certificate of Compliance upon payment of final water bill.
 - Sell the property “as is”. The purchaser will have 120 days from the day of closing to make all repairs and call for a re-inspection. A Conditional Certificate of Occupancy will be issued to take to closing for signing upon payment of the final water bill.

FEE SCHEDULE

<u>RESIDENTIAL</u>			<u>COMMERCIAL</u>	<u>INDUSTRIAL</u>
Single Family Home	\$250	0-3,000	\$200	\$400
Condo	\$250	3,001-5,000	250	450
Multi-Family	\$200 plus \$30 per unit	5,001-8,000	300	500
		8,001-10,000	350	550
		10,001-15,000	400	600
		15,001-25,000	450	650
		25,001-100,000	500	700
		100,001 and over	550	750

CLOSING PROCEEDURES

- Call at least 4 days in advance to order a final water meter reading with the water dept. 708-343-8700. **NOTE: Personal checks are not accepted for final water bill payment.**
- Call at least 4 days in advance to see if there are any liens on the property contact Debbie in the city clerk’s office 708-343-8700.
- The following items must be submitted before the Certificate of Occupancy the Conditional Certificate of Occupancy and the transfer stamp is issued.
 - Proof of final water bill payment
 - Proof of payment of liens.
 - The original deed that is transferring the property.
 - A current plat of survey if purchaser is assuming repairs they will have 120 days to submit an updated plat of survey

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NORTHLAKE, IL 60164
PHONE: 708-343-8700 FAX 708-343-8708
EMAIL: mkovacevich@northlakecity.com

REQUEST FOR RESIDENTIAL INSPECTION & TRANSFER STAMP

Date: _____

Address of Property to be inspected: _____

Seller's Name: _____

Address: _____

City, State, Zip Code: _____

Phone No.: _____ Cell No.: _____ Email: _____

Purchaser's Name: _____

Address: _____

City, State, Zip Code: _____

Phone No.: _____ Cell No.: _____ Email: _____

Real Estate Agent & Agency: _____

Address: _____

Phone No.: _____ Cell No.: _____ Email: _____

Type of sale please check one

Foreclosure: _____ Short Sale: _____ Conventional: _____

Non-refundable fee enclosed: **\$250.00** _____

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NORTHLAKE, IL 60164
PHONE: 708-343-8700 FAX 708-343-8708
EMAIL: mkovacevich@northlakecity.com

REQUEST FOR COMMERCIAL INDUSTRIAL INSPECTION AND TRANSFER STAMP

Date: _____

Address of Property to be inspected: _____

Square Footage of the Building: _____

Seller's Name: _____

Address: _____

City, State, Zip Code: _____

Phone No.: _____ Cell No.: _____ Email: _____

Purchaser's Name: _____

Address: _____

City, State, Zip Code: _____

Phone No.: _____ Cell No.: _____ Email: _____

Real Estate Agent & Agency: _____

Address: _____

Fee Enclosed: _____

Administrative Hearing Information

When: The 3rd Tuesday of the month at 6:00 P.M.

Where: 55 E. North Avenue, Northlake, IL 60164

Payment: The City of Northlake accepts cash, check or credit card. Payment may be made by mail or in person or online at www.violationspayment.com

You are appearing at this Administrative Hearing to contest the local parking, traffic, or municipal compliance violation that you received. Please read the following information prior to the beginning of the hearing.

ADMINISTRATIVE HEARING

When your name is called step up before the hearing officer, and state your name and address. You will be asked whether you are requesting a hearing. If you request hearing and are found liable you will be fined the at-hearing amount listed in the schedule below or on your notice to appear. You may prepay the violation for the amount shown, if you choose not to have a hearing. If you have multiple tickets the amount of the liability for each ticket is determined by notice level and the hearing officer will determine liability on all violations.

DEFENSES: To be found "Not Liable" for a violation, there are only four (4) defenses, which are as follows:

1. the vehicle was stolen or otherwise not owned in your legal possession at the time;
2. appropriate regulatory signs or markings were missing or obscured;
3. the ticket is legally defective; or
4. An emergency existed at the time of the ticket.

FINES: To determine the amount owed:

1. look at your violation or hearing notice and in the heading it will indicate First, Second or Final Notice
2. determine the type of violation (general, handicapped or vehicle equipment)
3. Therein will be the amount owed. There is a pre-pay and liable amount listed.
 - a) Liable Amount is the amount you owe, if you request a hearing and are found liable.
 - B) Pre-Pay Amount is the amount you may pay without a hearing.

	General Parking	Handicapped	Vehicle Equipment	
1st Notice				
Prepay Amount	\$50.00	\$250.00	\$50.00	
Liable Amount	\$50.00	\$250.00	\$50.00	
2nd Notice				
Prepay Amount	\$50.00	\$250.00	\$50.00	
Liable Amount	\$100.00	\$300.00	\$100.00	
Final Notice				
Prepay Amount	\$100.00	\$300.00	\$100.00	
Liable Amount	\$250.00	\$500.00	\$250.00	

FAILURE TO PAY: The failure to pay the indicated fine and any applicable penalty, or to appear at a hearing on the merits of the violation notice shall result in a final determination of violation liability in the maximum amount of the fine and penalty, as specified above, and will constitute a debt due and owing the municipality and will be turned over to a collection company.

NOTICE OF PAYMENT: Payment in full of the indicated fine and any applicable penalty for late payment shall be considered a final disposition of the violation for which payment is made.

ADMINISTRATIVE APPEAL: You have thirty-five (35) days from the date of your appearance before the hearing officer to file an appeal with the Clerk of the Circuit Court at the address below

CLERK OF THE CIRCUIT COURT
4TH MUNICIPAL COURT DISTRICT
COOK COUNTY, ILLINOIS
1500 MAYBROOK DRIVE
MAYWOOD, IL 60153