PLEASE READ
COMPREHENSIVE CODE CHANGES
EFFECTIVE 2016

MEMO TO: General Contractors

FROM: Development Services Department

SUBJECT: Construction Applications - **Renovations/Alterations** Only

The following information is being provided to help answer the most frequently asked questions regarding the permit process in Oak Brook. If, after reading this general information, you still have questions, please contact the Development Services Department Monday-Friday at (630) 368-5101 between 8:00 a.m. and 4:30 p.m. Specific code questions can best be answered by an inspector by calling (630) 368-5114. The Village adopted Building & Fire Prevention Codes are listed on the second page of this notice.

1. Oak Brook **does not** require business licenses or bonds, and General Contractors do not need to be registered. We **do require** copies of current tested Electrician, Plumbing, Environmental (i.e. lead, asbestos), Fire protection and Roofing licenses.

2. Two (2) sets of drawings are required; if the cost of the job exceeds $15,000, an Illinois architect's seal is required. Plans for work at Oakbrook Center, as well as many other commercial properties in the Village, require a stamp of approval from management on both sets prior to submittal.

3. Under certain circumstances, a Plat of Survey and/or Engineering Permit applications are required for some residential construction (e.g. fencing, pools, flood plain areas, driveways, accessory buildings, decks, lawn sprinklers, etc. - call the Development Services Department for determination).

4. Submitted plans are to include all building and lot square footages - dimensions and scale should be on each drawing.

5. **IMPORTANT:** Drawings are to be accompanied by any and all pertinent applications including a $50.00 submittal fee payable to Village of Oak Brook (fee changes annually). **The Village only accepts cash or checks.** Each job requires a general application. All electrical work & plumbing work require a separate permit application, which is to be completed and submitted with the general application. **DO NOT SUBMIT SEPARATELY!** Incomplete applications will not be accepted and will be returned to the applicant. This includes **all** applications including subcontractor names and addresses. All general applications must include the PIN - permanent index number. **They must also include square footage, height and cubic content.** If all the information is supplied as requested, the initial plan review process generally takes up to 21 working days. Any low voltage work, phone / data systems, etc. requires separate application submittal.

6. The DuPage County Health Department must be notified prior to the release of any residential demolition or residential addition permit applications regarding wells- including geothermal. Call DuPage County at (630) 682-7400 prior to submitting application.

7. Exterior signage requires separate permits. Effective January 2010, new sign regulations were adopted. Please review the new regulations prior to permit submittal.

8. Inspections are to be arranged by calling **(630) 368-5101** during regular department hours. Specific times for inspections are not given**.** To request an inspection, you will need to know both the address and the permit # of the job. Except for plumbing, inspections are done on a daily basis and must be requested the day before they are wanted. Plumbing inspections are done **Mondays** and **Wednesdays ONLY,** between the hours of 10 - 2 p.m. Inspectors set their own schedule on the morning of inspections. If you need to meet the inspector at the site, or if timing is critical to your job, you will need to call the inspector on the morning of your inspection at (**630) 368-5114.** These calls are taken **between 7:30 a.m. and 8:00 a.m. only.** On occasion, due to the volume of inspections, scheduling at a specific time may not be possible.

9. **Elevator drawings**, along with the permit applications, are to be sent to the Elevator Inspection Services Inc., 745 McClintock Dr., Suite 235, Burr Ridge, IL 60527, Attn. Frank Cervone for approval. His phone number is (630) 323-6541.

10. *Final inspections (including Fire Prevention inspections when applicable) are required before tenants/residents occupy the space in **any** manner. Call **(630) 368-5220** for **Fire Prevention.**

11. *The State of Illinois requires a Fire Sprinkler Technical Submittal to be completed, signed and sealed by an Illinois Licensed design professional prior to the issuance of any building permit in a building with sprinkler protection. NICET certification is not valid for this. This is **IN ADDITION** to any sprinkler permits, applications or drawings that may be required.

12. *General Contractors should check with the Oak Brook Fire Prevention Bureau to see if the extent of the renovation being done will require fire alarm and/or sprinkler drawings and an inspection by the Fire Prevention Bureau before occupancy. For **Fire Prevention**, call **(630) 368-5220.**

13. *Any construction that involves food handling must receive approval from the DuPage County Health Dept before the Development Services Department will approve a permit. The Health Dept can be contacted by calling (630) 620-7400 for further information. (Applies to commercial only.)

****Items 10, 11, 12 & 13 Apply To Commercial Buildings Only***

ICC Model Codes can be accessed on the Web at the following address:
http://publicecodes.cyberregs.com/icod/ Choose the applicable code from the list on the page.

Local Code Amendments can be accessed on the Web at the following address:
www.oak-brook.org On the home page choose "View the Village Code". Click on the link "CLICK HERE TO VIEW THE VILLAGE CODE" you will be directed to the Sterling Codifiers website www.sterlingcodifiers.com . Choose "Title 10 Building Regulations". All codes and local amendments are in this title.

BUILDING CODES -

A. **International Building Code 2009 (with amendments)**
B. **International Residential Code 2009 (with amendments)**
C. **International Mechanical Code 2009 (with amendments)**
D. **International Fuel Gas Code 2009 (by reference)**
E. **National Electric Code (NEC) 2008 (with amendments)**
F. **State of Illinois Plumbing Code 2014 -** Oak Brook follows the **State of Illinois Plumbing Code 2014 Edition** and the **International Plumbing Code: 2009 Edition**, including appendix chapters C and F, published by the International Code Council, Inc., which addresses subjects not expressly governed by the State of Illinois plumbing code, published by the department of public health**.**
G. **Safety Code for Elevators & Escalators – Elevator Safety Program in conformity with Section 140 of the Elevator Safety Act (225 ILCS 312/140) and the Administrative Rules adopted at 41Ill. Adm. Code 1000.**
H. **Illinois Accessibility Code**
I. **International Energy Conservation Code 2015 (with Illinois State amendments)**

FIRE PREVENTION CODES -

A. **International Fire Code 2009**
B. **Life Safety Code, NFPA #101, 2000**
C. **National Electric Code (NEC) 2008 (with amendments)**

ALL WORK IS SUBJECT TO FIELD INSPECTION & APPROVAL BEFORE OCCUPANCY.