



PLEASE READ AS CHANGES HAVE OCCURRED SINCE JANUARY 2010

MEMO TO: General Contractors
FROM: Department of Community Development
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 Community Development Department (formerly the Building Department) Monday-Friday at (630) 368-5101 between 8:00 a.m. and 4:00 p.m. Specific code questions can best be answered by an inspector by calling (630) 368-5114. The Village adopted Building & Fire Prevention Codes and is listed on the reverse side 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 and Roofing licenses.
2. Two (2) sets of drawings are required; **PLANS LARGER THAN 24" X 36" WILL NOT BE ACCEPTED WITHOUT PRIOR APPROVAL.** If the cost of the job exceeds \$10,000, an Illinois architect's seal is required on each page. Plans for work at Oakbrook Center, as well as many other strip malls in the Village, require a stamp of approval from Mall 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 Community Development 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 \$40.00 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 between 7-21 working days. Any low voltage work, phone / data systems, etc require 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. Call DuPage County at (630) 682-7979 ext. 5112 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.

**Village of
Oak Brook**
1200 Oak Brook Road
Oak Brook, IL 60523-2255
Website
www.oak-brook.org

Administration
630.368.5000
FAX 630.368.5045

**Community
Development**
630.368.5101
FAX 630.368.5128

**Engineering
Department**
630.368.5130
FAX 630.368.5128

Fire Department
630.368.5200
FAX 630.368.5250

Police Department
630.368.8700
FAX 630.368.8739

**Public Works
Department**
630.368.5270
FAX 630.368.5295

**Oak Brook
Public Library**

600 Oak Brook Road
Oak Brook, IL 60523-2200
630.368.7700
FAX 630.368.7704

Oak Brook Sports Core

Bath & Tennis Club
700 Oak Brook Road
Oak Brook, IL 60523-4600
630.368.6420
FAX 630.368.6439

Golf Club
2606 York Road
Oak Brook, IL 60523-4602
630.368.6400
FAX 630.368.6419

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 12 - 4 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) 368-5102**. These calls are taken **between 7:30 a.m. and 8:30 a.m. only**. On occasion, due to the volume of inspections, scheduling at a specific time is not always possible.
9. Final inspections (including Fire Prevention inspections when applicable) are required before tenants/residents occupy the space in **any** manner.
10. **Elevator drawings**, along with the permit applications, are to be sent to the Elevator Inspection Services Inc., 5 Stratford Court, Indian Head Park, IL 60525, attn. Frank Cervone for approval. His phone number is (708) 784-9438.
11. 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. (commercial only) For Fire Prevention, call (630) 368-5220.
12. Any construction that involves food handling must receive approval from the DuPage County Health Dept before the Community Development Department will approve a permit. The Health Dept can be contacted by calling (630) 620-3350 for further information. (Applies to commercial only)
13. For alarm supervision at the Village of Oak Brook communications center, please contact:
Ms. Delores Keating, Oak Brook Police Department, 1200 Oak Brook Rd., Oak Brook IL 60523
Phone number (630) 368-8706.

Items 11 & 12 Apply To Commercial Buildings Only

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 2000 (with amendments)
- B. International Residential Code 2000 (with amendments)
- C. International Mechanical Code 2000 (with amendments)
- D. International Fuel Gas Code 2000 (by reference)
- E. National Electric Code (NEC) 1999 (with amendments)
- F. State of Illinois Plumbing Code 2004 (with amendments)
- G. Safety Code for Elevators & Escalators 1996 (with current updates)
- H. Illinois Accessibility Code
- I. Illinois Energy Conservation Code 2009

FIRE PREVENTION CODES -

- A. B.O.C.A. National Fire Prevention Code, 1993 (with amendments)
- B. Life Safety Code, NFPA #101, 2000
- C. National Fire Codes, Volumes 1-12, 1994

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