



CITY of HIGHWOOD

Incorporated 1887

Asphalt & Concrete Driveway Application Checklist

General Items

Submission of Applications: Permits should be submitted to City Hall at 17 Highwood Avenue, Highwood, IL 60040. Business hours are M-F 8:30 AM-4:30 PM. Emailed and faxed applications are not accepted.

Hours of Construction:

M-F 7:00 AM – 7:00 PM

Sat & Legal Holidays 9:00 AM – 7:00 PM

Sun 10:00 AM – 7:00 PM

Stop Work Orders: No work shall be performed prior to the issuance and payment of the permit. Work that is commenced prior to the issuance of the permit is subject to a Stop Work Order and \$500.00 citation.

Residential Permits (IRC)	Commercial Permits (IBC)
<p>By Owner</p> <ul style="list-style-type: none"><input type="checkbox"/> Completed Building Permit Application<input type="checkbox"/> Description of the Work<input type="checkbox"/> Estimated cost of the project<input type="checkbox"/> Current Plat of Survey<ul style="list-style-type: none">o If change from existing, drawing must be provided on plat of survey<input type="checkbox"/> Requires plan review and inspections <p>By Contractor</p> <ul style="list-style-type: none"><input type="checkbox"/> Completed Building Permit Application<input type="checkbox"/> Copy of contract or signed quote including;<ul style="list-style-type: none">o Owner's signatureo Description of worko Estimated cost of the project<input type="checkbox"/> Current Plat of Survey<input type="checkbox"/> If change from existing, drawing must be provided on plat of survey<input type="checkbox"/> Requires plan review and inspections <p>Permit Fee; \$165.00 Re-inspection Fee; \$55.00</p>	<p>By Contractor</p> <ul style="list-style-type: none"><input type="checkbox"/> Completed Building Permit Application<input type="checkbox"/> Copy of contract or signed quote including;<ul style="list-style-type: none">o Owner's signatureo Description of worko Estimated cost of the project<input type="checkbox"/> Current Plat of Survey<ul style="list-style-type: none">o If change from current, drawing must be provided on plat of survey<input type="checkbox"/> Requires plan review and inspections <p>Permit fee; \$330.00</p> <p>Re-inspection Fee; \$110.00</p>

City of Highwood Building Codes

- 2012 International Residential Code (IRC) (One and Two-Family Dwellings), as amended
- 2012 International Building Code (IBC) (Commercial, Multi-Family Residential Dwellings), as amended
- 2012 International Mechanical Code (IMC), as amended
- 2014 National Fire Protection Association National Electrical Code (Electrical Code), as amended
- 2012 International Energy Code (IECC), as amended
- 2014 Illinois State Plumbing Code, as amended
- 2012 International Fire Code (IFC), as amended
- 2012 International Property Maintenance Code (IPMC), as amended

A copy of the local amendments to the adopted building codes can be found at

www.cityofhighwood.org/citycode