



# CITY of HIGHWOOD

Incorporated 1887

## Electrical Permit Application Checklist

### General Items

*Submittal 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.

### General Fence Provisions

- Electrical work shall comply with the 2005 National Electrical Code
- Electrical contractors are required to be registered by the City of Highwood. Licenses cost \$50 per calendar year. Proof of a local license from another Illinois community is required for processing.
- Kitchen and Bathroom outlets are required to have GFIs
- Applications for electrical service upgrades require the following; size of the existing and new electrical panel, the type of service (underground or above ground), size of the entrance service conductor, the size and location of the ground conductor and ground rod, location of the service panel.

### Residential Permits (IRC/NEC)

#### By Owner

- Completed Electrical Permit Application
- Description of the work including material and location
- Estimated cost of the project
- Requires plan review and inspections
- Call JULIE before digging 800-892-0123

#### By Contractor

- Completed Electrical Permit Application
- Proof of City of Highwood local electrical contractor registration.
- Copy of contract or signed quote including;
  - Owner's signature
  - Description of work material and location
  - Estimated cost of the project
- Requires plan review and inspections
- Call JULIE before digging 800-892-0123

Permit Fee; \$165.00 minimum Re-inspection Fee; \$55.00

\*Building permit or sign permit applications may also be required depending on the scope of work. Please contact the building official for additional information.

### Commercial Permits (IBC/NEC)

#### By Contractor

- Completed Building Permit Application
- Copy of contract or signed quote including;
  - Owner's signature
  - Description of the work including material and location
  - Estimated cost of the project
- Requires plan review and inspections
- Call JULIE before digging 800-892-0123

Permit fee; \$330.00 minimum

Re-inspection Fee; \$110.00

\* Building permit or sign permit applications may also be required depending on the scope of work. Please contact the building official for additional information.



# CITY of HIGHWOOD

Incorporated 1887

## 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
- 2012 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](http://www.cityofhighwood.org/citycode)