



## UTILITY PERMIT SUBMITTAL REQUIREMENTS EFFECTIVE 9/1/2021

**Please take note of the following changes to the Village of Franklin Park's Utility Permit submittal requirements and processing policy:**

- **APPLICATION:** All Utility Permit requests must be accompanied by a Building Department Permit Application form. The form can be downloaded from the Building Department's page on the Village website at the following link:  
[https://www.villageoffranklinpark.com/assets/1/7/DIS-1004\\_bld\\_permit\\_app9.PDF](https://www.villageoffranklinpark.com/assets/1/7/DIS-1004_bld_permit_app9.PDF)
- All permit requests shall be emailed to the following email address: [utilitypermits@voftp.com](mailto:utilitypermits@voftp.com) or delivered in hard copy form to the following physical address:  
Village of Franklin Park  
Building Department  
9500 W Belmont Avenue  
Franklin Park, Illinois 60131
- To be a complete utility permit requests, the request must at a minimum include the following:
  - A completed Village of Franklin Park Building Department Permit Application form.
  - Information for the utility company contact (project manager or supervisor) must be provided.
  - All contractors, including sub-contractors, must be listed and contact information for each provided. This includes the restoration contractor as well. All contractors working in the Village of Franklin Park must be licensed and registered with the Village Building Department.
  - For work on private property, a property address must be provided. For right of way projects, an address adjacent to the start of work location should be utilized.
  - Drawings, plans and specifications showing the work proposed on sheets not exceeding twenty-four (24) inches by thirty-six (36) inches drawn at a scale of one inch to twenty (20) feet, including the certification of an engineer that such drawings, plans, and specifications comply with applicable codes, rules, and regulations. Per the Professional Engineering Practice Act Section 1380.290-Professional Design Firm, in addition to the seal requirements of section 14 of the Act, all documents or technical submittal prepared by a design firm shall contain the design firm registration number issued by the Division (IDPFR).
  - Per Village Code 7-11-8, the utility company must provide proof of insurance, satisfying the requirements outlined in that code section, prior to the issuance of an Utility Permit.

- **APPLICATION FEES:** Unless otherwise provided by franchise, license, or similar agreement, all applications for permits pursuant to this chapter shall be accompanied by a fee in the amount of five hundred dollars (\$500.00). No application fee is required to be paid by any telecommunications retailer that is paying the simplified municipal telecommunications tax pursuant to the simplified municipal telecommunications tax act, 35 Illinois Compiled Statutes 636/5 et seq., adopted by the village's ordinance 0203 VC 13, section 4, or by any electrical utility that is paying the municipal electricity infrastructure maintenance fee pursuant to the electricity infrastructure maintenance fee law, 35 Illinois Compiled Statutes 645/5 et seq.
- **TELEVISIONING:** Per Village Code 7-11-16(f), Underground facilities crossing or adjacent (within 12 feet) to village owned sanitary and storm sewer facilities shall provide pre-construction and post-construction televising reports. Video may be on either CD, DVD, or USB flash drives and must include a map of the sewer location corresponding to the video. Provided media for the video will be kept on file with the Engineering Department and will not be returned. Sewer atlas' can be obtained by request by emailing the Village Engineering Department at [engineer@vofp.com](mailto:engineer@vofp.com).
  - The pre-construction televising report must be provided at the time of application. **Please note that no utility permit will be issued prior to the receipt of the pre-construction televising video and report.** Said report shall include a vicinity and line location map of the sewer crossings.
  - Pursuant to Village Code 7-11-10. A **security deposit in the amount of \$2,500** shall be required on all permit requests crossing a sanitary or storm sewer main or lateral until the previously mentioned post construction video previously described above is received and reviewed by the Village. Once the video is reviewed and it has been verified that the project caused no damage to any sewer main or lateral, the deposit shall be returned to the applicant.
- **PRECONSTRUCTION MEETING:** Before the commencement of work, a preconstruction coordination meeting with the Village is required. Contact the Building Department at 847-671-8245 to schedule the preconstruction meeting. A representative of the utility company and the primary contractor must be present. Additionally, a written schedule and work plan (including traffic control) must be brought to and provided at the meeting to receive written authorization to start work. The schedule must also provide dates for when restoration of streets, parkways, etc. will begin and end. Note: restorations must start within 30 days of the completion of installation work.
  - **Pursuant to Village Code 7-11-14, the contractor is responsible to provide all required traffic control measures; including flaggers (if warranted), barricades, cones, etc. Open excavations must have vehicular and pedestrian safety measures in place at all times until the excavation is backfilled and restored.**
- **PERMIT CLOSEOUT:** Upon completion of work, including restoration, the Utility Company contact must request a permit closeout inspection. Said inspection will be limited to the review of the post-construction sewer televising video/report and verification in the field that the area has been fully restored to original condition or better. Upon completion and acceptance of the televising and field restoration a final inspection and permit closeout report will be provided as confirmation that the permit is then closed and no further work under that permit may take place.