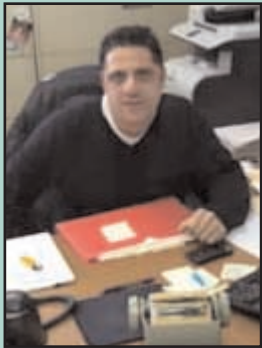


From The Office of Ralph Sorce, Building Commissioner

The cooler weather is here and many residents and business owners will be performing construction projects to their homes and businesses.



Ralph Sorce
Building Commissioner

The Building Department of the village of Melrose Park is pleased to see the improvements within our neighborhood. Remember, before starting any construction project; obtain a Building Permit from the Building Department. All contractors performing work are required to obtain a Contractor's License with the village. Rough and final inspections are to be performed to make sure work is being performed to code.

If you are planning to update your home or business, or if you have any questions, please come into the Building Department at 1000 North 25th Ave., or call us at (708) 343-4000, Ext. 4422.

Visit www.melrosepark.org search under the Building Department for more information and easy access to the following.

- Building Application Page1
- Building Application Page 2
- Building Codes
- Certificate of Compliance Application
- Contractors Registration Application
- Electrical Permit Application
- Form 3500
- Form 4000
- Items Covered in Cert of Compliance Inspection(Sale)
- Sign Application
- Process of Selling a Property

Building Department Report

I am very excited about the continued economic growth in Melrose Park. Below is a list of construction jobs presenting economic growth within the corporate limits of the village. This is only a partial list:

• Greenhouse	1413 W. North Ave.	Complete
• Brown's Chicken Remodel	1500 W. North Ave.	Complete
• Amazon	1800-1825 N. Fifth Ave.	Complete
• Starbucks	640 W. North Ave.	In Progress
• Aspen Dental	620 W. North Ave.	In Progress
• WellNow Urgent Care	600 W. North Ave.	In Progress
• Discount Tire	550 W. North Ave.	In Planning Stage
• Panda Express	400 W. North Ave.	In Planning Stage
• Raising Canes	300 W. North Ave.	In Planning Stage
• Four-unit Retail	230-290 W. North Ave.	In Progress
• Goodwill	200 W. North Ave.	In Planning Stage
• Sears Demolition	2065 George Street	In Progress
• Fresenius Kidney Care	6 N. Ninth Ave.	In Progress
• Ross Dress for Less	1200 Winston Plaza	Complete

Typical Items Covered for All Certificate of Compliance Sale Inspections

1. Sidewalk Condition

- a. Public sidewalks and parkway walks must have no trip hazards.
- b. Cracked sidewalks must be replaced.
- c. Sidewalks not to be worn or deteriorated.

Concrete Stairs

- a. Broken concrete stairs that pose a trip hazard must be replaced or repaired.
- b. Any concrete or asphalt that poses a hazard must be replaced.

2. Electrical

- a. 100AMP electrical service is the minimum requirement for all single family homes.
- b. BX or Greenfield is not allowed in lengths over 6 feet. Romex or exposed wiring is not allowed at all.
- c. Extension cords are not allowed for permanent power extension.
- d. All outlets in bathrooms, counter top spaces, unfinished basements, garages and outdoor locations must have G.F.C.I. (Ground Fault Circuit Interruption) receptacles or breakers.
- e. A #6 ground wire with approved saddle clamps must be installed on the water meter and connected on both the street and house side.
- f. Close and blank any open electric box knockouts and any open circuit breaker spaces. Mini breakers are not approved.
- g. Overhead electric service to garages is permitted if it meets Electric Code Requirements.
- h. All receptacles must be three (3) prong type.

3. Address Number

- a. Address number shall be placed on all buildings and shall be placed so as to be easily read from the curb in the front of the building and the alley in the rear of the building.

4. Fire and Life Safety

- a. Smoke Detector must be located within 5 feet of bedroom(s) and one per level, including basement but not including unoccupied attic space. They must be in good working order and are subject to a field test upon inspection.
- b. Any potential Fire Hazard must be removed.
- c. All stairways over two steps must have a least one handrail.
- d. Any required fire extinguishers must have a current and valid test tag correctly dated.
- e. Exit doors cannot be bolted, sealed or blocked in such a manner that prevents exit without special knowledge or tools.
- f. Exit doors cannot require a key to unlock from inside of building. There must be thumb latch.

5. Decks and Porches

- a. The proximity of the electric service to your deck or porch must meet the current safety requirements (10 feet above deck/porch floor).
- b. Any deck or porch found to be in an unsafe condition will be subject to all current deck specifications including posts, beams, rails and stairs.

6. Plumbing

- a. All flue pipes must be firmly attached and properly sealed to the chimney and must slope downward from the chimney to the furnace or water heater. All water heaters must be equipped with a temperature and pressure relief valve with piping to bring the relief water and steam approximately 3 inches above the floor.
- b. Plastic water lines are not allowed.
- c. All plumbing fixtures must be vented properly.
- d. Sediment traps (drip cap) are required on all gas lines before they connect with gas valves.

- e. Flexible gas lines must be replaced with Black Pipe on furnaces, boilers and water heaters.
- f. Sump pit must have a correctly installed cover.
- g. Water leaks of any kind are not permitted and must be repaired.
- h. Adequate water pressure at fixtures are required.

7. Property Maintenance.

- a. The house and property must be in compliance with Village Property Maintenance Code.
- b. Any exterior maintenance issued that present a blight issued will be asked to be corrected.

8. Swimming Pools

- a. Check for electrical wiring hazards both ground and overhead wires.
- b. Safety fence must be 6 feet high.

9. Zoning

- a. Property use is in accordance with Zoning Code.

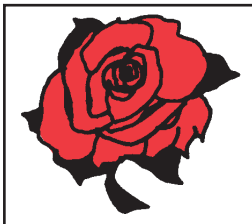
The Code Enforcement Office/Inspector is not limited to the above items and may request additional items be corrected if he/she notes a life safety issued and/or code violation should they present themselves upon inspection.

- a. Illegal apartments must be removed and area de-converted to proper zoning. Adequate parking – two parking spots for each apartment.
- b. Heating unit and hot water tank in good working condition.

Note: One re-Inspection is allowed – A fee of \$50 for every re-inspection past one.

Happy Holidays!

Village of Melrose Park Building Department



Village of Melrose Park Building Department

1000 N. 25th Ave.
Melrose Park, IL 60160
(708) 343-4000, Ext. 4421
Fax (708) 343-1917

Contractor's Registration

NAME OF FIRM _____		TYPE OF BUSINESS _____	
BUSINESS PHONE NUMBER _____		BUSINESS FAX NUMBER _____	
ADDRESS _____	CITY _____	STATE _____	ZIP _____
PRINCIPAL OWNER'S NAME _____		HOME PHONE _____	
PRINCIPAL OWNER'S ADDRESS (IF DIFFERENT FROM ABOVE) _____			

Job Name and Location

The applicant herewith agrees to perform all work in conformance with all applicable State and Local regulations, code and standards. Failure to remedy non-compliance of code-related work shall result in the termination of this registration and no further work within the Village shall be performed.

_____ Applicant's Signature	_____ Date Received
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General Information

1. CONTRACTORS – Pay registration fee of \$125 upon application. Registration expires one year after issue date.
2. A License & Permit Bond in the amount of \$10,000 required. Village of Melrose Park to be holder of original bond. Fax can be accepted for registration purposes only. Original must follow.
3. A Certificate of Insurance (Liability) to be filed with application and bond. Holder is to be The Village of Melrose Park.
4. Roofers must submit a copy of current State License, and provide Certificate of insurance and \$10,000 bond.
5. Plumbers do not require Surety Bond or Certificate of Liability. Plumbers must pay \$125 registration fee and provide copy of IDPH license.
6. Electricians must submit copy of license showing where they passed test from an electrical commission.
7. HVAC Contractors must provide Certificate of insurance and \$10,000 bond and pay \$125 registration fee.
8. Landscapers – Pay registration fee of \$130. Provide Certificate of insurance and \$10,000 bond. Valid from January to December only.

