



Application for Water Tap Permit

4000 North Olcott Avenue

Norridge, Illinois 60706

Phone: 708.453.0311 ■ Fax: 708.453.1971

buildingdepartment@villageofnorridge.com

<i>Property Owner Information (please print)</i>		
First Name/Business Name	Last Name	
Property Address	Unit #	
Home/Business Phone	Cell Phone	Other (email, fax, etc.)
Owner (if different)	Address	City, State, Zip
Owner Phone	PIN	24 Hour Emergency Number
<i>Valuation and Permit Fee</i>		
Valuation \$	Permit Fee \$	Stop Work Fee \$
<i>Project Information</i>		
Description of work being done (include size of meter and tap size):		
Julie Dig #		
<i>Contractor Information (please print)</i>		
Company Name		
Street Address		
City	State	Zip
Business Phone	Business Fax	Other
<i>Fees for the Permit</i>		
<i>Fee for Connecting to Existing Water System</i>	\$	_____
<i>Fee for Water Usage</i>	\$	_____
<i>Residential Water Meter Fee with Reader</i>	\$	_____
<i>Other Charges</i>	\$	_____
<i>Total</i>	\$	_____
<i>Office Use Only</i>		
Received By	Date Received	
Approved By	Date Approved	
Permit Number	Date Issued	

Applicant Signature

Print Name

Date



BUILDING DEPARTMENT

Village of Norridge • 4000 N. Olcott Ave. • Norridge, IL 60706 • P 708.453.0311 • F 708.453.1971 • buildingdepartment@villageofnorridge.com

BUILDING DEPARTMENT FOR YOUR SAFETY

INSPECTIONS: It is the responsibility of either the contractor or the homeowner to obtain all required trade inspections. Appointments are to be made not less than 24 hours prior to the inspection date and time requested. All exposed construction materials, during the course of the project, will be brought up to applicable code requirements. Additional trade permits may need to be applied for once any existing violation is discovered. A “*rough inspection*” is required before all permitted work is either closed over or covered over for all trade codes involved in the project. A “*final inspection*” is required upon completion of all permitted work prior to the expiration of the permit. All inspection reports must be available to the inspectors on the job site. All work must be visible to the inspector.

If the permit expires prior to the final inspection it must be renewed and additional fees will be required.

Permission is granted for Village of Norridge Building Inspector to enter the property for observation of a permitted project or verification of application for permit. This inspection can be by either appointment or by absence of property owner or principle agent contracted to perform trade work as stated on permit.

Building Codes Enacted by the Village of Norridge

International Building Code 2009	International Energy Conservation Code 2015
National Electric Code 2005	International Property Maintenance Code 2009
Illinois Plumbing Code 2014	International Fire Code 2009
Illinois Accessibility Code 1997	International Urban-Wildland Code 2009
International Mechanical Code 2009	International Residential Code 2009
International Fuel Gas Code 2009	Village Amendments

Failure to obtain a “rough inspection” may result in the inspector requiring removal of any building materials or fill to observe workmanship and code requirements. Failure to obtain a “final inspection” prior to the expiration of the permit will result in penalties and fines. By signing Building Department forms, I certify the information on this application is correct and complete.

Acknowledgement of requirements listed above:

Contractor/Home Owner Signature

Date

Print Name

Company Name

Authorized Building Department Agent

WATER SERVICE INFORMATION

This is to inform you of the procedures to be followed for the installation of a new water service and the disconnection of the old water service at the above location.

Upon completion of the new water service tap connection and the new water service pipe to the building, structure or premises, there must be an inspection by the Village of Norridge Superintendent of Public Works or the Village of Norridge Plumbing Inspector.

The inspection will include the following:

- The **installation** of the new service tap connection and new water service pipe.
- The **disconnection** of the existing water service.
 - Disconnect at water main if possible.
 - If it cannot be disconnected at the water main, it must be disconnected at the buffalo box. **(Must receive prior approval from the Superintendent of Public Works)**
- The **installation and the disconnection** must be inspected before being covered.
- The tapping and disconnection of the water services must be done by a licensed plumber. The licensed plumber must be on site for all work and inspections.

Materials that must be used:

- Full Circle Full Rubber Stainless Steel Tapping Sleeve equal to a Smith and Blair style #264
- Mueller Curb Stop (roundway) and corporation cock or equal
- B-Box must have a steel sleeve and of screw on type
- Inspector must be present at time of tap and a licensed plumber must be on the jobsite for the tap and installation of service line.
- No saddles or direct taps allowed.
- 2' sand backfill on service pipe.
- If you tap the top of the main you must use a Mueller Swivel 90 on top and properly block it.

When directional boring or pneumatic method i.e. bullet is used for water service or sewer service, all existing underground utilities are to be pot holed for verification of elevations.