

# Calumet City Fire Department

Mayor  
Thaddeus Jones



Fire Chief  
Glenn Bachert

## Welcome to Calumet City!

On behalf of the Calumet City Fire Department, thank you for choosing to open your business in Calumet City. As part of starting your business, you will be required to complete several inspections based on the type of business you are opening, building construction and size, and fire load. The Fire Department conducts an inspection as a part of this process and below are some of the basic items our department will be looking for in your initial inspection.

**Fire Extinguishers** – Extinguishers must be installed and maintained per NFPA 10 and the 2003 International Fire Code. This means that extinguishers shall be inspected and tagged on an annual basis by a licensed technician. (2003 IFC, section 906)

**Illuminated Exit Lights with Emergency Power** – exit signs shall be present and illuminated for all exits. Emergency power for exits lights shall last not less than 90 minutes. (2003 IFC section 1011)

**Emergency Lighting** - Units must be present and activate with loss of power or through manual test button. Lights shall last not less than 90 minutes. (2003 IFC, section 1006)

**Fire Alarm and Detection System** – System shall be present and in working condition when required. (2003 IFC, section 907)

**Fire Protection Systems** – Protection systems must be installed and maintained per NFPA 13 and the 2003 International Fire Code. This means that protection systems shall be inspected and tagged on an annual or semi-annual basis by a licensed technician. Protection systems also shall be reported through “Compliance Engine” by the licensed technician. (2003 IFC, section 903)

**Exits** – Exit doors shall be clearly marked, accessible, and unlocked during hours of operation. (2003 IFC, section 1007)

### Other points of interest in Fire Department Inspection:

- Proper storage of flammable materials
- Excessive use of extension cords
- Open holes in wall and ceiling covering.
- Completion on Emergency Contact information

**The Fire Department should be contacted with any questions regarding business' requirements. The Fire Department should be contacted after all other City inspections are complete but prior to opening your business. Appointments may be made by calling 708-891-8145.**

684 Wentworth Avenue · PO Box 1519 · Calumet City, Illinois · 60409-3241  
Phone: 708.891.8145 · Fax 708.891.3241  
E-MAIL: [firedept@calumetcity.org](mailto:firedept@calumetcity.org)

**CITY OF CALUMET CITY ILLINOIS  
DEPARTMENT OF INSPECTIONAL SERVICES**

THADDEUS M. JONES  
MAYOR



670 Wentworth Avenue  
Phone: (708) 891-8120

Fax: (708) 891-2128

Calumet City, Illinois 60409

Dear Homeowner:

You have received this letter because your property is in an area that has been flooded several times. **Additionally, your property may be in a SPECIAL FLOOD HAZARD AREA generally referred to as the 100-year floodplain.** The City wants to better educate you about living in the floodplain. Please take the time to read this letter at the attached information.

The City provides flood protection advice and assistance. If you have experienced flooding and would like assistance or tips to reduce future flooding or to flood proof your home the Department of Inspectional Services staff can perform a site visit to evaluate the problem. For information about this service, please contact Inspectional Services at 708-891-8120.

Sincerely,

Sheryl Tillman  
Director of Inspectional Services

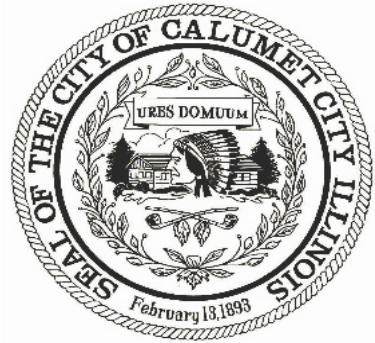
A handwritten signature in black ink, appearing to be "Sheryl Tillman", is written over the printed name. To the right of the signature, the year "2024" is handwritten.

For more information on the flood hazard, flood protection measures or construction rules contact the City of Calumet City Department of Inspectional Services, at 708-891-8120. The City provides flood protection advice and assistance. If you have experienced flooding and would like assistance or tips to reduce future flooding or flood proof your home the Department of Inspectional Services staff can perform a site visit to evaluate the problem.

**No Changes in 2024**

Thaddeus M. Jones - Mayor  
Sheryl Tillman - Director Building & Zoning

# PERMIT PROCESS



## Residential Permits:

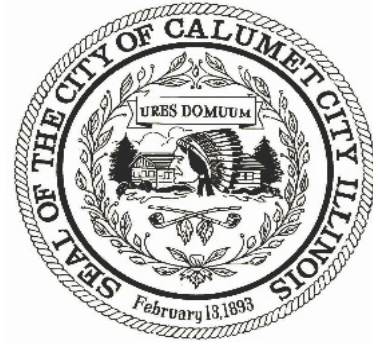
1. A permit is required for all work done in Calumet City; residential and commercial.
2. Permits are required to be applied for simultaneously when repairs are a result of an inspection, All required trades; residential and commercial.
3. Permit applications required drawings and specifications should be filed in the department of building and zoning for approval and processing.
4. The permit card must be publicly displayed during the construction period.
5. For the construction of a new building or beautifying your home, you need an application and a sign contract from the contractor.
6. For your protection, make sure all contractors performing work are registered with our city first before pulling any permit (s)
7. All applications (permits and contractor) are on our website at [www.calumetcity.org](http://www.calumetcity.org) or you're welcome to come to our office and our staff will be happy to assist you with the application
8. All permits' minimum fee is \$50.00, and an inspection fee is \$25.00. The fee will be 1.5% base of the cost of the job.
9. For all construction work such as, garage, porch, patio, driveway (concrete and asphalt), sidewalk & fence you need a plat of survey along with the permit application and the signed contract. ***See attached permit(s) applications.***
10. Remember to complete the entire permit/contractor application (***see attached***) with all required documents before submitting.
11. If you are a homeowner and want to pull a permit, you must have a current ID and the address must match.
12. After the work is completed (once you have the permit card) please contact our office or come in person to schedule a rough or a final.
13. When applying for solar panels please submit one set of plans to B&F for approval and also one set of plans and permits to the Building and Zoning Department; 670 Wentworth Avenue, Calumet City, IL 60409

*One set of plans and permits for the building and zoning department must be submitted and One set of plans and permits must be submitted to the B&F Construction. Permit is for plan review and approval.*

**Additional Plan Review Fees are Applied**

**B&F Construction Structural -847-428-7010- (Email)bfccs@bfccs.org -Elgin, Illinois**

Thaddeus M. Jones - Mayor  
Sheryl Tillman - Director Building & Zoning



### **Commercial Permits:**

1. When applying for solar panels please submit one set of plans to B&F for approval and also one set of plans and permits to the Building and Zoning Department; 670 Wentworth Avenue, Calumet City, IL 60409

*One set of plans and permits for the building and zoning department must be submitted and One set of plans and permits must be submitted to the B&F Construction. Permit is for plan review and approval.*

***Additional Plan Review Fees are Applied***

***B&F Construction Structural -847-428-7010- (Email)bfccs@bfccs.org -Elgin, Illinois***

2. One set of plans and permit applications for all trades including G.C and Subcontractors, with an exception to flooring and painting, which permits are not required. must be submitted to Building & Zoning in person or by mail. Permit Applications are available for **print only** online at calumetcity.org under title building and zoning.
3. All contractors, including subcontractors, are required to register with the city of calumet city. Contractor registration forms are available for **print only** online at calumetcity.org under title building and zoning forms. Completed forms, including payment, must be submitted in person or by mail.
4. Once plans are reviewed and released from Farnsworth allow the building dept. 3-5 days to process permits. note: permit fees will be calculated at that time based on scope of work generally permit cost is 1.5 percent of construction cost and inspection fees, a separate invoice will be provided for Farnsworth plan review. Permits must be picked up in person.
5. **One** permit is issued for an entire job we do not issue separate permits.
6. G.C will be notified when a permit is available for pick up, permit cost will also be provided at that time.

Building and Zoning is located at 670 Wentworth Calumet City, IL 60409 hours of operation 8am-4pm.

**Please contact our office if additional assistance is required or visit our website at**

**[www.calumetcity.org](http://www.calumetcity.org).**

**Please see below our hours of operation, fax, email, contact number and our location.**

Building and Zoning  
670 Wentworth  
Calumet City, Illinois 60409  
708-891-8120-Monday-Friday (excluding holidays)  
8am-4pm  
dis@calumetcity.org  
Fax: 708-891-2128  
**Director Sheryl Tillman**  
Department of Building and Zoning

## **FEES: POINT OF SALE INSPECTIONS**

\$150.00 All Single-Family Residential Building for the initial inspection and one re-inspection.

\$25.00 each additional unit for multifamily building.

\$0.20 sq ft All commercial and industrial building with the minimum fee of \$150.00

\$50.00 Per Unit Additional follow up inspection on all building after the initial and first re-inspection.

\$50.00 No Show / 24 Hours cancellation fee (per Inspector)

All point-Of-Sale Inspections are valid for a period of not more than 180 days (six months) from the date of the initial inspection.

The Calumet City point of sale Ordinance (section 14.1) and any amendments to said ordinance is available upon request from the city clerk's office or online at [www.calumetcity.org](http://www.calumetcity.org)

## **CODES**

1. City of calumet city point of sale ordinance
2. City of Calumet City Administrative Provisions ordinance
3. 2021 International Fire code
4. 2016 Illinois Plumbing Code with Local Amendment
5. 2018 Chicago Electrical code with local Amendment
6. 2021 International Mechanical Code
7. 2021 international Building Code
8. 2021 International Residential Code
9. 2021 International property maintenance Code (IPMC)
10. 2018 Accessibility Code (1992 Update)

## **REQUIRED DOCUMENTS FOR REAL ESTATE TRANSFER STAMPS**

1. A Point-of-Sale inspection is required when selling or transferring of your property (Point-of-Sale 14-1 ordinance)-- **Page one attachment.**
2. Properties being sold as is, are required to provide the consent to accept form, the original signature and notarization is required along with the buyer ID----**Page two attachment.**
3. Once the Point-of-Sale initial inspection report is generated, the report is valid for six months.
4. A completed Point-of-Sale report is issued to representative/agent at the conclusion of the inspection and may require permits please contact Building and Zoning for additional information is needed at 670 Wentworth Ave, 708-891-8120, Monday-Friday, 8am-4pm, excluding holidays.
5. A completed City of Calumet City transfer declaration form is required---**Page three attachment.**
6. Two **copies** of the deed are required.
7. All outstanding fines/fees owe to the City of Calumet City need to be satisfied prior to the issues of transfer stamps.
8. Two **copies** of the My Dec or Real estate contract.
9. If the buyer(s) is transferring a property into an LLC or Corporation a **copy** of articles of corporation providing good standing is required.
10. Please allow three to five businesses days to process transfer stamps. You will receive Notification from, **Clerks office when transfer stamps are available for pick up at:**  
**204 Pulaski, Monday-Friday-Hours of operation 9am-5pm, excluding holidays.**
11. Completed Transfer Stamps documents must be submitted in person at Building and Zoning Department or via, US mail, FedEx, or UPS. Building and Zoning is location at: **670 Wentworth Ave, Monday-Friday-Hours of operation 8am-4pm, excluding holidays.**
12. Please make Cashier's check, Attorney Check, or money orders payable to the City of Calumet City; Certified Funds

**Final water Bill:**

1. Request a final water reading at **least five days prior** to the closing date of the property.
2. The final water bill **must be paid** before the transfer stamps will be issued.
3. Payment of the final water bill must be paid in **cash, cashier's check, or money order. NO Personal checks will be accepted as payment.**
4. **For additional information please contact the water billing department below Monday-Friday 9am-5pm (excluding holidays)**

***Make Final Water Bill payment to:***

***City of Calumet City***

***Water Billing Department***

***204 Pulaski Road***

***Calumet City, Illinois 60409***

***708-891-8121 or 708-891-8100***

***Waterbilling@calumetcity.org***

Please contact our office if additional assistance is required or visit our website at [www.calumetcity.org](http://www.calumetcity.org).

Please see below our hours of operation, fax, email, contact number and our location.

Building and Zoning

670 Wentworth

Calumet City, Illinois 60409

708-891-8120-Monday-Friday (excluding holidays)

8am-4pm

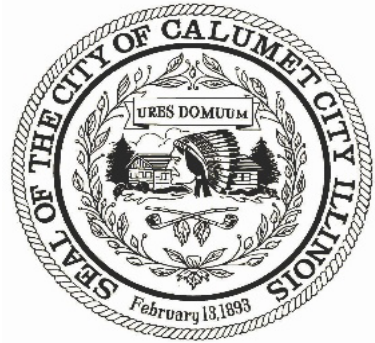
dis@calumetcity.org

Fax: 708-891-2128

***Director***

***Sheryl Tillman***

Thaddeus M. Jones - Mayor  
Sheryl Tillman - Director Building & Zoning



### **Residential and Commercial for Real estate transfer documents/Point-of-Sale:**

1. A Point-of-Sale inspection is required when selling or transferring of your property (Point-of-Sale 14-1 ordinance) **Page one attachment.**
  - Please allow fourteen to twenty-one days when scheduling an appointment
2. Properties being sold as is, are required to provide the consent to accept form must include, the original signature no Facsimile and no copies accepted and notarization is required along with the buyer ID----  
**Page two attachment.**
3. Once the Point-of-Sale initial inspection report is generated, the report is valid for six months.
4. A completed Point-of-Sale report is issued to representative/agent at the conclusion of the inspection and may require permits please contact Building and Zoning for additional information is needed at 670 Wentworth Ave, 708-891-8120, Monday-Friday, 8am-4pm, excluding holidays.
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8. Two **copies** of the My Dec or Real estate contract.
9. If the buyer(s) is transferring a property into an LLC or Corporation a **copy** of articles of corporation providing good standing is required.
10. Please allow three to five businesses days to process transfer stamps. You will receive Notification from, **Clerks office when transfer stamps are available for pick up at:**  
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4. **For additional information please contact the water billing department below Monday-Friday 9am-5pm(excluding holidays)**



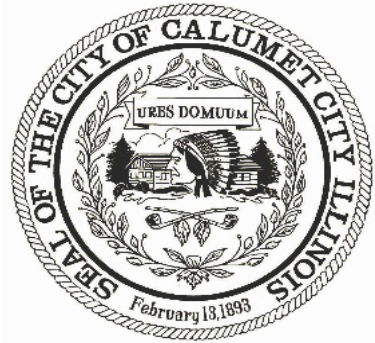
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***Director  
Sheryl Tillman***

Thaddeus M. Jones - Mayor  
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### ***Rental Properties***

For a change of occupancy inspections for rental properties prior to a new tenant moving in please provide:

1. The complete application for occupancy for rental
  - You can find an application on our website at [www.calumetcity.org](http://www.calumetcity.org). or you are welcome to visit the department of Building and Zoning--670 Wentworth Ave, Monday-Friday-8am-4pm (excluding Holidays)
2. If you have a property(s) that is non owner occupied, you're required to register in the rental program ordinance #04-42
3. An annual rental inspection for one unit the fee is \$100.00 and \$30.00 for each additional unit.
4. A Citation (s) may be issued when an owner does not comply with the ordinance of an annual rental inspection.
5. A complete application with the payment is accepted at the Building and Zoning Department-670 Wentworth Ave, Monday-Friday-8am-4pm (excluding Holidays)
  - Also, a completed application and payment (no cash) in the drop box at City Hall 204 Pulaski ,or sent via US Mail, FedEx, or UPS to the Building and Zoning Department.
6. Incomplete submittals will not be accepted.
7. The Housing Authority of Calumet City regulates and enforces Fair Housing Compliance Ordinance #11-29.
  - To obtain a copy of a Landlord and Tenants Rights Booklet you are welcome to visit the department of Building and Zoning--670 Wentworth Ave, Monday-Friday-8am-4pm (excluding Holidays)

**Our staff are here to assist you. Please see below our hours of operation, fax, contact number and our location below.**

Building and Zoning  
670 Wentworth  
Calumet City, Illinois 60409  
708-891-8120-Monday-Friday (excluding holidays)  
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***Director  
Sheryl Tillman***