



UTILITY PERMIT SUBMITTAL REQUIREMENTS

EFFECTIVE 9/1/2026

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

PERMIT 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_app_2026.pdf
 - All permit requests shall be emailed to the following email address: utilitypermits@vofp.com or delivered in hard copy form to the following physical address:

Village of Franklin Park
Building Department
9500 Belmont Avenue
Franklin Park, Illinois 60131
- Project description narrative including scope, location, and schedule
- An address either on the private property the utility will be servicing, or for larger projects, an address near the starting point of the work shall be provided
- Contact information for applicants, contractor, all subcontractors, and 24-hour emergency contact information
- Construction schedule including any phasing of the construction
- Surety/Damage Bond (as required by license agreement)
- Must be on file with the Village
 - Signed Master License Agreement
 - Disclosure and Proof of approved telecommunications retailer status
 - Certificate of Insurance meeting Village requirements
- **Pre-construction meeting with all parties including the permittee, general contractor, subcontractors, and the Village required before permit is issued. Contact dlynch@cbbel.com and engineer@vofp.com to coordinate date/time.**

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.
- Pursuant to 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.

- 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 \$3,000** 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.

PLANS AND DRAWINGS

- Plans signed/sealed by professional engineer

Plans should not exceed 24" x 36"

- Drawing scale of 1" = 20'
- Include the design firm registration number
- Site plan showing existing utility locations (gas, water, electric, sewer, telecom) and existing improvements (pavement, sidewalk, fences, landscaping, etc.)
- Proposed fiber routing and installation method(s)
- Minimum separation of 5 feet horizontally and 3 feet vertically shall be maintained between proposed fiber and public utilities (water, sewer, sanitary)
- Minimum bury depth of 36 inches
- Vault and pull box locations
- Bore pit locations
- Pole attachment locations (if aerial)
- Pothole locations (crossing of public utilities when required by the Village)
- Plan and profile drawings at significant road crossings and where required by the Village
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- Restoration plan (pavement and landscaping)
- Limits of all impacts and restoration
- Upon completion of construction at any particular location, fine grading must be completed within 30 calendar days, and restoration must be completed within 30 calendar days.

TRAFFIC CONTROL

- 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. The following shall be provided on the plan or in supporting documents:
 - Traffic control narrative summarizing proposed work zone traffic control, vehicle/pedestrian safety measures, detour duration, etc.
 - Traffic control plan and details per IDOT standards (provide project-specific details as necessary)
 - Emergency access plan
 - Sidewalk and/or lane closure schedule (if necessary)
 - Planned start date and duration
 - Detour plan (if necessary)
 - Planned start date and duration

EROSION AND SEDIMENT CONTROL

- Erosion control plan depicting proposed measures and locations
- Applicable erosion control details from the Illinois Urban Manual
- Dewatering plan (if jack and bore method used)

OTHER REQUIREMENTS

- Municipality shall be notified at least 2 days prior to detour and/or sidewalk/lane closure. Contact the Public Works Department at 847-671-8252 and UtilitiesManagement@vofp.com
- Approval/concurrence from other agencies with jurisdiction (IDOT, IEPA, County DOT, etc.)
- All public and private utilities shall be located prior to beginning work
Video footage for project limits provided to the village prior to the start of work
- All sanitary sewers and storm sewers shall be televised at conduit crossing locations after the work is completed to verify existing utilities have not been impacted

INSPECTION REQUIREMENTS

- **Pre-construction meeting with all parties including the permittee, general contractor, subcontractors, and the Village required**
- Daily inspections may be conducted during active construction
- Post-construction Sewer Televising
- Video footage shall be submitted to the Village within 15 calendar days after work has been completed
- As-Built Drawings must be submitted within 15 calendar working days after work has been completed
- Must be signed/sealed by professional engineer or licensed surveyor
- Must be consistent with observed post-construction field conditions

PERMIT CLOSEOUT AND SURETY RELEASE

The following must be completed prior to the permit closeout and release of surety:

- Adjustments/relocations/rework necessary to comply with approved permit plans and meet permit requirements
- Sewer televising approval
- As-built drawings approval
- Punch list completion verification

Failure to properly close out the permit within 30 days after utility installation will result in forfeiture of bond amount.