



**CITY OF PARK RIDGE**

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DEPARTMENT OF COMMUNITY  
 PRESERVATION AND DEVELOPMENT  
 BUILDING SAFETY DIVISION

**Elevator Guidelines**

**SUBMITTAL REQUIREMENTS:** For either new construction or modification plan review submittal, the following are required: **THREE (3)** sets of elevator layout shop drawings with address of building and number of elevator(s) stamped “FINAL”, an information sheet containing building address, name, elevator # and type, capacity, # of stops, and elevator type of power.

<b>Permit Description</b>	<b>Documents Required</b>	<b>Sets</b>
<b>Cylinder</b>	cylinder sheet, specs/scope of work job specific, catalog cut sheets, layout drawing showing cylinder, pit equipment, run bys, and rise	3 of all marked “FINAL”
<b>Valve</b>	info sheet, specs/scope of work job specific, catalog cut sheets specific to valve replacement *Shut off if not one provided	3 of all marked “FINAL”
<b>Tank, Pump, Valve, Oil Line, &amp; Muffler</b>	info sheet, specs, catalog cut sheets of specific pump unit, *mech. room layout showing location of new and existing equipment*, and door swing *Note: Shutoff to be installed in room if not done already	3 of all marked “FINAL”
<b>Full Mod Controller Cop</b>	info sheet, specs/scope of work, catalog cut sheets of specific controller for mod, machine room layout showing new controller and any existing equipment show Elec service and door location	3 of all marked “FINAL”
<b>Fixtures</b>	info sheet, specs/scope of work, catalog cut sheets, layouts showing actual fixtures and locations	3 of all marked “FINAL”
<b>Door package, New operator, Tracks hangers, Door equipment</b> *If the scope of work is <u>only</u> sensors, a permit is not needed	info sheet, specs/scope of work, catalog cut sheets, layouts if applicable	3 of all marked “FINAL”
<b>New Install</b>	Elevator layout shop drawings, address of building, number of elevator (s), stamped “FINAL”	3 of all marked “FINAL”

**FOR INSPECTIONS CALL: 847-318-5291**

CONSTRUCTION DOCUMENT (S) SHALL BE AVAILABLE AT ALL TIMES AT THE SITE. ANY ALTERATIONS TO THE APPROVED PLANS MUST BE SUBMITTED IN TRIPLICATE FOR REVIEW AND APPROVAL