



## **Commercial Water Service – Repair Guidelines**

- 1) When an emergency repair to a water service is required outside normal Village of Northbrook operating hours the contractor is allowed to make a “small” point repair and restore water service to the building but leave the excavation open to be inspected by Village Staff.
  - a. The contractor must file and obtain the appropriate permit within next business day.
  - b. Village staff will coordinate with the contractor to schedule an inspection ASAP.
- 2) Should the scope of work change from a “small” point repair to a “large” repair or full replacement, the following additional requirements must be satisfied:
  - a. The permit application must be submitted as expeditiously as possible.
  - b. A site plan depicting the water main, water service, fire hydrants, and the sanitary service shall be included with the Permit Application.
  - c. A site meeting shall be scheduled between Village Staff and the contractor to discuss the scope of work to be completed. This meeting will take place at the site location.

All repairs to be completed in accordance with Village of Northbrook Details:

<https://www.northbrook.il.us/366/Engineering-Standards-Specifications>

### **Schedule shut downs by calling the Water Supervisor at 847-272-4711**

- 1) Point repair “small” – If the repair can be completed by the installation of a repair sleeve no additional measures required.
- 2) Point repair “large” – If the repair is limited to (1) 20’ length of pipe or less, the pipe may be swabbed with chlorine bleach and the line put back into service.
- 3) Repair / Replacement – If the repair will require the replacement exceeding one (1) 20’ length of pipe then the disinfection requirements will mirror a new service installation.
  - a. A Chlorination with 24 & 48 hours samples taken and tested.
    - i. Call 847-664-4050 to schedule the chlorination inspections 48 hours in advance.
    - ii. Initial chlorination to be completed on a Monday, Tuesday, or Wednesday
  - b. A Pressure Test – 150 PSI for 2 Hours
- 4) Fire Flush – If the repair is located on the service line feeding the fire suppression system a Flush must be scheduled with the Fire Department. Call 847-272-2141 to schedule.

### **Backfill and Restoration:**

- 1) Pipe to be blocked and bedded per Village of Northbrook Details
- 2) If the repair is located in a roadway or within 2’ of the curb line the excavation shall be backfilled to the pavement base layer with Controlled Low Strength Material (flowable fill). If the repair is located outside of the pavement limits it shall be backfilled with granular material compacted in 8” lifts. Topsoil shall be furnished and placed to a depth of 6”. Sod will be installed when available, dormant seed and erosion control blanket will be accepted during the winter months.

All restorations completed in the roadway and / or public utility easement shall be completed within 10 days of the disturbance.

A Final Engineering Inspection is required to close out the permit. Call 847-664-4050 to schedule.

**FORM 1.3a**

**VILLAGE OF NORTHBROOK**  
**Development & Planning Services**  
1225 Cedar Lane  
Northbrook, Illinois 60062  
847 664-4050 FAX: 847 272-5068  
[www.northbrook.il.us](http://www.northbrook.il.us)

Permit #: \_\_\_\_\_  
Fee: \_\_\_\_\_

## **Commercial Water Service Repair Application**

**Submittal Requirements:**

- **Bid Proposal** – The proposal must indicate, in detail, the scope of work to be performed and the cost associated with the repair. Application will not be accepted without it.
- **Site Plan** – Provide a drawing or Google street view showing location, material and pipe size to be used

**Property Address** \_\_\_\_\_

**Owner** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Plumbing Contractor\*** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**IMPORTANT – PLUMBER MUST HAVE A VALID STATE OF ILLINOIS LICENSE ON FILE (055)**

\* Per the State of Illinois, plumbing work requiring a permit, may only be installed by a State of Illinois registered plumber or by the owner occupant/applicant of the single family residence that is the subject of the permit & on each permit that contains plumbing work. A stamped or sealed "Letter of Intent" must be submitted by the plumber of record.

**Primary Contact \*** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

\* All plan review correspondence shall be sent to the Primary Contact via email. The Primary contact will also be notified once the permit has been approved and is ready for issuance (pick-up).

**Description of Work:****Scheduling of Inspections:**

Refer to repair guidelines regarding all required inspection requirements.  
If you have plumbing related questions, please contact Plumbing Inspector at 847-664-4062.

Office Use:

Comments:

Reviewer: \_\_\_\_\_ Approval Date: \_\_\_\_\_