

Below are categories of records held by the City of Waukegan and its various departments, pursuant to 5 ILCS 140/5. This list is reasonably complete but not intended to be comprehensive, and includes records that are exempt from disclosure.

### **BUILDING DEPT**

- Building Permits
- Plan review
- Construction inspections to include:
  1. residential
  2. commercial
  3. industrial properties on trades:
    - a) Construction
    - b) Electric
    - c) HVAC
    - d) Plumbing
    - e) Sewer & Water
    - f) Signs
    - g) Small Cell Wireless
    - h) Solar
- Maintain Contractor Registration
- Elevator Enforcement/Billing
- Enforcement of illegal construction
- Development Review Board

### **CDBG DEPARTMENT**

- Annual Action Plans
- Consolidated Plans
- CAPER Reports
- Housing Rehab Contracts, Liens, Applications, Bids
- Sub recipient Agreements
- Federal Financial Reports
- CDBG Quarterly Reports
- Semi-Annual Labor Reports
- Minority Business Enterprise Reports
- Fair Housing Impediments of Analysis Report
- Stakeholders Participation Panel
- Sidewalk Improvement Program
- IDIS Program System
- IGA between CDBG and the Building Department  
(Code Enforcement & Façade Improvement Programs)
- CDBG Financial Vouchers
- HOME & NSP Program documentation

### **RISK MANAGEMENT**

- Claims/Litigation
- Insurance
- Special Events

### **CITY CLERK**

- Birth/Death Certificates
- Fishing Licenses
- Block Parties
- Ordinances
- Oaths
- Contracts/Agreements
- Agendas/Minutes
- list of City owned properties
- Oakwood Cemetery records
- Union Cemetery records
- Destruction records
- Board/Commission Appointments
- FOIA requests
- Liquor licensing
- Video Gaming licensing

### **CODE DEPARTMENT**

- Property maintenance
- problems concerning housing issues
- inspections
- garbage
- debris
- tall grass
- abandoned vehicles ONLY on private property
- Rental License Inspections
- Vacant Structure Registration
- Administrative Adjudication Hearings
- Code Enforcement Review Board
- Post Tow Hearings

## **ENGINEERING**

- Site Plans
- Waste Manifest
- Addresses
- Utility Permits
- Watershed Development Permits
- Subdivisions
- MFT

## **WATER METER**

- Service Tickets

## **FIRE DEPARTMENT**

- Ambulance Billing
- Ambulance EMS Reports
- Civilian Casualty Reports
- Incident Report
- Fire Reports/ NFIRS
- Fire Investigations Reports
- Fire Safety Inspections
- UST & AST information
- Fire Call / Call Logs / Mutual Aid

## **HUMAN RESOURCES**

- Employee personnel files
- Employee Insurance records

## **FINANCE DEPARTMENT**

- Payroll Related Information
- Accounts Payable
- Vendor Payments
- Accounting Information
- Budgetary Information
- Tax, Fine, Fee and Charges Collected
- Business License Information
- Rental License Information
- Water and Sewer Charges

## **POLICE RECORDS**

- Incident Reports
- Accidents Reports
- Tickets/Citations
- City Stickers
- Animal Tags
- Motorcycle Tags
- Parking & Vehicle Permits

## **PUBLIC WORKS**

- Tree Permits
- Sewer Back-ups
- JULIE locates

## **PLANNING & ZONING**

1. Applications submitted for consideration.
  - a) annexation
  - b) subdivision
  - c) minor subdivision
  - d) lot consolidation
  - e) downtown/lakefront overlay
  - f) planned development
  - g) residential cluster
  - h) variance
  - i) map amendment (rezoning)
  - j) conditional use permit
  - k) telecommunications conditional use permit
  - l) site plan approval
  - m) text amendment
  - n) vacation.
2. Historic Preservation Commission Applications
  - a) nomination application
  - b) landmark application
  - c) district application
  - d) Certificate of Appropriateness application
3. Pamphlets on...
  - a) listed Waukegan landmarks
  - b) Citizens Guide on the HPC
  - c) why land marking
  - d) Tracing the History of your Waukegan Home
4. Committee Minutes from:
  - a) Planning and Zoning Commission meetings
  - b) Historic Preservation Commission meetings