

## Plumbing Ordinance Approval Process For Units of Local Government

Pursuant to the Illinois Plumbing License Law (the “Act”; 225 ILCS 320, et. seq.) and the Plumbers License Code (the “Code”; 68 IL. Admin. Code 750.800), units of local government which intend to administer a plumbing program and to adopt an ordinance(s) regarding plumbing should seek the advice and approval from the Illinois Department of Public Health. In order to process such requests, such units must complete and submit the attached form with a draft copy of the proposed ordinance, in advance of any formal adoption of an ordinance regarding plumbing as it is defined in the Act. No ordinance should be adopted prior to receiving tentative approval, in writing, from IDPH in contravention of the Act and the Code.

Upon receipt of the form and proposed ordinance, IDPH will review submittals for completeness within 15 business days. Incomplete or improper submittals may result in the form being returned to the submitting jurisdiction with deficiencies noted. Properly completed submittals will then be subject to a substantive review in receipt order. Substantive reviews which require additional clarification, information, justification or necessary modification, will be handled by IDPH through email communication with the submitting jurisdiction.

If the proposed ordinance tentatively meets the requirements under the Act and Code, IDPH may issue a tentative approval to the submitting jurisdiction. The tentative approval by IDPH would provide the submitting jurisdiction a preliminary endorsement that the proposed ordinance meets the requirements under the Act and Code, so it may elect to proceed with formal adoption at the local level of the proposed ordinance. Subsequent to local passage of the proposed ordinance, the unit of local government should submit the duly adopted ordinance, exactly matching the ordinance presented to IDPH in the tentative approval process, and passed consistently with that jurisdiction’s procedures, to IDPH for formal approval of the ordinance. In the event IDPH approves the ordinance, it will provide for a formal effective date to the submitting jurisdiction which may then implement the ordinance consistently with the Act and the Code (subject to the provisions of 68 IL Admin Code 750.800).

## Instructions for completing IDPH Ordinance Submittal Form

1. Complete Part I for all submittals. A draft ordinance which expressly adopt the Illinois Plumbing Code in its current form, without addition, modification, exception or amendment, may be submitted with the form marked “N/A” all others must complete Part II of the form to be considered for response.
  
2. Complete Part II by:
  - a. Inserting proposed ordinance language by subsection or section in the first column under the heading “Proposed Ordinance Language.” Only one specific amendment, exclusion or exception may be entered per row.
  - b. Inserting the purpose of the proposed language in the second column under heading “Purpose.” Provide in common terms the specific goal or purpose of the proposed amendment, exclusion or exception. (i.e. What is the effect of the language?)
  - c. Inserting the justification for the proposed amendment, exclusion or exception with specific details as to why it is required, what public health risk it addresses and in what way the Illinois Plumbing Code does not already address the same issues. Scientific or technical documentations should be attached separately to support any such claims made. (How are public health requirements of the State maintained through this exception? Why does the jurisdiction require or need this exception? How is this exception necessary for the jurisdiction versus another?)
  
3. Submit the proposed ordinance as it would be considered by the controlling body of the unit of local government, along with a statement from its duly appointed or elected President or Mayor, requesting consideration of the proposed ordinance.

Failure to comply with these instructions may result in rejection of the proposed ordinance and will delay the approval process.

All documents should be submitted electronically to [dph.plumbing@illinois.gov](mailto:dph.plumbing@illinois.gov) and any questions should be directed to the Plumbing Program at 217-782-5830.