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BUILDING PERMIT INFORMATION

PERMITS ARE REQUIRED FOR:

- **New house or garage**
- **New addition to an existing house**
- **Interior remodeling**
- **Alteration to a structure**
- **Structural repairs**
- **Drainage and Grading**
- **Demolition**

Site Work:

Patios, terraces, decks, stoops, stairs, walkways

Drainage & grading – projects that disturb 200 sq.ft. or more of the ground surface, increases ground elevation or changes direction/location of stormwater runoff

Yard drainage system

Outdoor fireplaces & fire pits

Fences – new, replacement & repairs

Arbors, trellises, gazebos

Driveway paving

Stair & deck railings

Sheds

Swimming pools, hot tubs, spas

Tree Removal

General:

Chimneys, fireplaces, flues

Kitchen remodeling, replacing cabinets & appliances

Bathroom remodeling

Porches – open & enclosed

Windows & sliding glass doors

Doors – change in size or location

Framing - floors, walls, roofs

Interior & exterior remodeling

Skylights

Stairways

Roofing – reroofing & tear-offs, roofing repairs

Fuel tank removal

Plumbing, Mechanical, Electrical:

Furnaces, heating units – new & replacement

Central air conditioning – new & replacement

Hot water heaters – new & replacement
Sump pumps, drain tile – interior & exterior
Flood control system
Sewer repair, clean outs
Hot tubs, Jacuzzi, spas
Lawn sprinkler system
Interior piping changes & other plumbing work
Water service upgrade
Sewer replacement
Electrical outlets, wiring changes & other electrical work
Electrical service upgrade, new electrical panel
Electric back-up generator

Special / Miscellaneous:

Signs, awnings & canopies – commercial
Exterior remodeling & any changes to exterior appearance – commercial
Elevators, wheelchair lifts
Tents

Public Property:

Carriage walks & public sidewalks
Driveway apron – replacement & repairs
Street openings & parkway openings

PERMIT ARE NOT REQUIRED FOR:

Playground equipment & tree houses
Landscaping - vegetation (hardscapes require permit)
Replacing doors in existing openings
Replacing exterior wall siding & wall shingles
Replacing gutters & downspouts
Tuck pointing mortar
Window air conditioners
Wall coverings, painting & decorating
Patching, minor repair of walls & ceilings

PERMIT PROCESS

- Submit a completed **permit application** (Building Permit, Impervious Surfaces Permit, Fence Permit, Tree Permit) with all the necessary information (i.e. plans, plat of survey, work order, proposal or estimate).
- The plans and /or other documents submitted are reviewed for compliance with the Village's building codes (building, electrical, mechanical, plumbing) and Village ordinances (zoning, drainage & grading, tree preservation, other ordinances). Permit applications that involve new houses, new garages, additions to an existing house, and impervious surfaces will have a zoning review, in addition to a plan review.
- After the permit application is approved, you will be notified the permit is ready and the cost of the permit and refundable escrow. Payment is made at the time the permit is issued.

- After the permit has been issued, you may begin construction. Call the Village to schedule inspections of the work as indicated on the Required Inspection Sheet. Upon completion of the work, call the Village for a final inspection to close out the permit process. The permit escrow will be refunded by the Village. A Certificate of Occupancy is required for new houses and existing homes that were unoccupied during construction.

WHY DO I NEED A PERMIT?

Often residents ask “why do we need a building permit?” The Community Development Department is charged with the responsibility concerning life safety issues in the built environment and the enforcement of the zoning requirements of the Village. The building code adopted by the Village states that “the purpose of the building code is to provide minimum standards for the protection of life, limb, health, property, and environment, and for the safety and welfare of the consumer, general public, and the owners of and occupants of buildings regulated by this code.” For these reasons, a permit is required.

A building permit is a license which grants legal permission to start construction of a building project. Permits allow the enforcement of the codes which have been adopted as law. The permit also provides the means for the Village to inspect construction to ensure that standards are met and appropriate materials are used. The enforcement of codes is carried out to protect the public health, safety, and welfare.

Before any construction or remodeling work may begin, a permit must be obtained. The Village checks to be sure that the proposed work is permissible under existing zoning ordinances and building codes. If a permit is not obtained, the work will be stopped until a permit is issued, a fine will be added to the cost of the building permit, and any work performed without a permit may be subject to removal at the inspector’s determination.

After the permit is issued, the work will be inspected by a Village inspector which assures that the workmanship is satisfactory and in accordance with various codes. The owner’s and public’s interest and property values are also protected.