

BUILDING PERMITS

Building Permits: General Information and How to Know if You Need One!

Village residents planning to build or install an accessory use or structure on their property, or make improvements to their home or property, need to contact the Village Services - Building and Zoning Division prior to the start of the project. The Building and Zoning Division is staffed with certified/trained personnel who will be able to determine the various codes, requirements and permits involved with the construction of a specific type of project.

Common projects that require a building permit include, but are not limited to:

Fences	Room Additions
Decks	Basements (Finished)
Patios	Air Conditioning Units
Fireplaces	Kitchen/Bathroom Remodeling
Driveways	Lawn Sprinkling Systems
Water Heaters	Swimming Pools (Above & In-ground)
Sheds	Roofing (Repairs and re-roofing)
Porches	Garages (Attached and Detached)
Gazebos	Electrical Work (including low voltage)
Furnaces	Plumbing/Sewer work
Sidewalks	Window/Door Replacements
Siding, Soffit/Fascia and/or Gutters	Property Re-grading/Retaining Walls
Fire/Water Damage Repairs	

The Building and Zoning Division provides informational packets which outline the basic requirements for these types of projects. Although these packets provide the basic requirements, each project is unique and residents should consult with the Building and Zoning Division prior to the start of the project. Information packets are free of charge. Call 671-5660 for more information.

If a contractor is being hired to perform the work on a project, it is advisable that certain precautions are taken prior to signing a contract or work agreement. The precautions listed are recommended and not limited to:

Check at least three references of the contractor's work, preferably work you can see and verify that the contractor actually performed the work. If possible, request to speak with the owner of the property where the work was performed to ask about the project and their working relationship and experience with the contractor.

Verify that the contractor has adequate insurance coverage specific to the proposed work to be performed (i.e. but not limited to: Products-Completed Operations, Contractual Liability, Underground Hazard Coverage, Personal Injury, Explosion Hazard Coverage, Collapse Hazard Coverage, Worker's Compensation and Employer's Liability, Bodily Injury and Property Damage).

Verify that the contractor is licensed to perform the proposed work (i.e. roofing, electrical, plumbing, mechanical, alarm installer, etc.). Verify who will be responsible for obtaining the required permits. **Check with the Better Business Bureau for any information or history on the contractor. Contact the Better Business Bureau at 1-312-346-3313.**

Once a Building Permit is secured, the yellow permit card is to be clearly posted either in the front door or window of the building or structure.

For more information, please visit the Village Hall to meet with a Building and Zoning Division staff member or call 630-671-5660.