

# 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:

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

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.