

# VILLAGE OF WESTERN SPRINGS

## Community Development Department

740 Hillgrove Ave. Western Springs, IL 60558-0528

Ph. 708.246.1800 Ext. 180 Fax 708.246.4871

## Building Permit Process

### **Are Permits Required?**

Permits are required for construction of any type, including but not limited to the following:

#### **General**

- Any new building
- Any new addition to an existing building
- Any alteration to a structure
- Structural repairs due to fire or deterioration
- Scaffolding on public property
- Signs
- Tents/Trailers
- Demolition of any existing structure

#### **Carpentry**

- Beam and column supports (new)
- Carport
- Decks
- Doors
- Fences (including pet fencing)
- Garages
- Headers over doors & windows (new)
- Insulation
- Joists
- Lintels (new)
- Partitions (new)
- Porches
- Pre-fabricated sheds
- Rafters (new or replacement)
- Shingles
- Skylights
- Stairways
- Windows

#### **Concrete Work**

- Footings, foundation walls, walls, slabs, etc.
- Piers for decks
- Protection from moisture
- Courts-tennis, shuffleboard, etc
- Driveways

#### **Electrical**

- Breakers, circuits or lights, additional or new
- Drop location change
- Exterior lighting and receptacles
- Outlets, additional
- Panel change
- Satellite dishes
- Service, new or upgrade
- Smoke detectors directly wired, new
- Burglar and fire alarm systems
- Underground electric service

#### **Equipment**

- Central air conditioning/Furnace
- Clean outs
- Clothes dryer if piping or electric wiring changes
- Drain tile, exterior/interior

#### **Equipment (con't)**

- Ductwork
- Elevators
- Fuel tanks and/or piping
- Generators
- Jacuzzi
- Spas
- Sump or ejector pumps
- Sewer service changes
- Traps
- Water service changes (including water heaters)

#### **Finishes**

- Kitchen Cabinet/Countertop Replacements
- Roofs (new & repair)
- Ceiling (new)
- Gypsum walls (new)
- Plaster (new)
- Siding
- Wallboard if over 100 sq. ft.

#### **Masonry**

- Chimneys
- Grouted masonry
- Fireplaces and hearth (new)
- Hollow unit masonry
- Patios
- New walls

#### **Metals**

- Structural steel beams
- Pre-fabricated fireplaces
- Flues
- Metal chimney (new)

#### **Roofs**

- Repairs of existing roof
- New roof

#### **Site Work**

- Awnings and Canopies
- Demolition
- Grading changes
- Lawn sprinkler systems
- Parking lot, either repaving or new lots
- Patios
- Ramps (for wheelchairs, etc.)
- Sheds
- Sidewalks on private property
- Street openings
- Driveway
- Driveway Aprons
- Swimming pools

If you are not sure that you need a permit, please call the Department of Community Development, 708-246-1800 Ext. 180. Detailed information including building codes for residential and commercial projects can be found on the village website [www.wsprings.com](http://www.wsprings.com).

### **Additional Notes**

- Interior remodeling permits require 4 sets of plans, permit application, and possibly a copy of the Plat of Survey
- Decks, fences and patios require a copy of a current Plat of Survey. The application is reviewed by the Village Building Inspector before permit is issued. (For Timber Trails requirements, please call the Community Development Department for specifications.)
- Building permit fees shall be based on 1.75% of construction cost up to \$1,000,000; 1% of construction cost for the next \$4,000,000; and 0.75% of construction cost above \$5,000,000.
- Minimum permit fee is \$50

### **Where Do I Go To Obtain My Permits?**

Obtain a Building Permit Application at the Community Development office located in the Fire Department Building at 4353 Wolf Road or download an application here - [Application for Building Permit](#).

### **How Long Does the Permit Process Take?**

- Most minor permit applications can be done over the counter. Permits that need to be reviewed will take a minimum of 10 working days to be processed. (Does not include new developments.)
- If a development permit is required, a detailed topographical survey must be submitted for review by the Village engineer. Allow at least an additional 20 working days prior to start of your project for this review.
- Post the permit in an easily visible and accessible location on site. Have approved plans and specifications available on site and for all inspections.
- Follow approved plans. Any plan revisions must be approved in advance by Community Development.
- Begin construction within 6 months from the date permit was issued. Permit is valid for 1 year after issuance if construction has begun within the initial 6 months. Permit extension requests will be considered when submitted to Community Development in writing prior to permit expiration.

### **What Inspections Are Required?**

The following is a general outline of the building inspections required and is not inclusive:

- Pre-demolition / construction site inspection (not applicable to all projects)
- Concrete pre-pour for structural footings, piers and walls
- Concrete pre-pour for all flatwork (e.g. driveway, slabs, etc.)
- Underground water, sanitary and storm water piping and taps  
Backfill, drain tile and damp-proofing
- Rough framing, electric, plumbing and HVAC
- Insulation and fire-stopping
- Fire Suppression System pressure test and rough inspections as applicable
- Final inspection for all trades and engineering
- Commercial projects may require additional inspections not listed

### **How Do I Obtain Inspections?**

A request for a required building inspection should be made at least 48-72 hours **in advance**. Provide your name, phone number, project address and the type of inspection(s) needed in addition to any special instructions for site access (e.g. gate code) when you call-708-246-1800 Ext. 191.

### **When Should I Request An Inspection?**

Request inspections when:

- Excavation for all footings have been completed and footing and pad forms are set and required reinforcing is in place.

- Forms for walls are set with **all required** rebar in place.
- Backfill requires that the foundation has been completed, all forms are stripped and walls damp-proofed (rigid insulation board in place if required) and drain tile set and fully stoned – note that spot foundation survey required prior to commencing any rough framing.
- All fire suppression rough is complete and ready for inspection and hydrostatic testing.
- All rough framing is complete, plumbing, HVAC and electric have been fully roughed in, but before insulation is in place.
- After installation of insulation, fire-stopping and required sealing and prior to drywall.
- Gravel, vapor barrier and wire mesh are in place and basement and/or garage are ready to pour.
- Other inspections as required or deemed necessary for the particular project scope.
- Building and site work are complete and ready for occupancy. No occupancy is permitted without a Certificate of Occupancy (either full Certificate of Occupancy or Temporary Certificate of Occupancy). Contact Community Development for verification if project scope requires an occupancy permit.
- If an inspection of any construction, development or other work requiring a permit is scheduled but not ready for inspection (or not accessible for inspection) a re-inspection fee of \$100 will be assessed. The fee must be paid at the Community Development office before a second inspection will be scheduled.
- Request any special supplementary inspections. Check with Community Development to determine if other inspections are required that are not otherwise listed in materials provided.

## **NEW STRUCTURES/ADDITIONS**

### ***Permit Requirements***

- Four sets of construction drawings; architecturally stamped and sealed, stating "Drawn to Western Springs Code and Building Regulations" and must include:
  - Light and vent schedule
  - Water meter location, plumbing diagram
  - Electrical diagram
  - Mechanicals (i.e. HVAC)
  - Floor Area Ratio calculations (Refer to zoning and building regulations/codes) link to municipal code page
- Five sets of topographical surveys, stamped by licensed engineer, must be submitted for new homes, garages and additions that require a foundation. For specifications on what is required by the Village Engineer, please refer to the Stormwater Management/Site Development Permit and memo.
- Lots zoned R-2 must submit an average of the block face performed by a licensed surveyor to determine front yard setback.
- Current Plat of Survey with all lot lines marked by surveyor's iron pipe.
- Completed permit and demolition (if applicable) application including estimated cost, a complete list of contractors and signature of homeowner.
- \$2,000 deposit (checks only) for new homes/additions and \$200 deposit for detached garages.
- All contractors must be licensed by the Village of Western Springs. General Contractors (or homeowners acting as General Contractor) must provide a \$1 million General Liability Certificate of Insurance and a \$10,000 Surety Bond. Subcontractors are required to provide a \$10,000 Surety Bond.
- Site Management Standards Plan: accessibility, parking and loading.
- Supply permanent index number.
- **All contractors must be licensed by the Village of Western Springs. Remove**
- Fire System Plans -3 sets; one to be sent to Fire Marshall Mike Kelly and two sets to FSCI for review.

### ***Additional Requirements Prior to Issuance of Permits***

- Building Trades must be licensed by the Village of Western Springs. Electricians and plumbers do not need to pay an Annual License Fee but must complete a Contractor's License Application and furnish a copy of their current license. Permits will not be issued until all contractors are licensed and bonded with the Village of Western Springs.
- A complete list of contractors and sub-contractors must be on permit application.
- Demolition requirements must be met. Fence/signs/county permits/utilities must be shut-off

- Construction site preparation (4-7 days prior to demo/construction):
- 48" green wire mesh fencing-site & parkway
- Silt fencing
- Dumpsters and other waste containers are not permitted on the parkway, sidewalk or public street at any time in residential districts.
- Purchase sign listing village work rules from Community Development Department
- Demolition day inspection-call for appointment
- Knowledge of Site Management Standards.
- Knowledge of Certificate of Occupancy requirements.
- Knowledge of inspections needed.
- Permit applications expire 6 months after application date.

### ***Project Completion***

- Request a 180-day temporary occupancy permit if necessary. (Temporary occupancy permits can only be issued after an inspection has been made that reveals compliance with minimum standards of health, safety and welfare.)
- Move in after Certificate of Occupancy is issued. (Permanent Certificate of Occupancy is issued only after 100 percent completion including erosion protection - landscaping, grass, and approval of as-built topographical survey.
- Occupancy will not be permitted without a temporary occupancy permit or a Certificate of Occupancy.