

# 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

#### 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 (new or replacement)

#### Concrete / Asphalt Work

- Footings, foundation walls, walls, slabs, etc.
- Piers for decks
- Protection from moisture (i.e. interior drain tile)
- Courts - Tennis, Basketball, etc
- Driveways, aprons, curbs and sidewalks

#### Electrical

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

#### Equipment

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

#### Equipment (con't)

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

#### Finishes

- Roofs (new, replacement & repair)
- Ceiling (new)
- Gypsum board walls (new)
- Plaster (new)
- Siding
- Wallboard if over 100 sq. ft.

#### Masonry

- Chimneys (new or repair)
- Grouted masonry
- Fireplaces and hearth (new)
- Hollow unit masonry
- Patios and firepits
- 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, seatwalls, firepits, etc.
- Ramps (for wheelchairs, etc.)
- Sheds
- Sidewalks on private property
- Street or site openings
- Driveway, apron and curb
- Arbors, pergolas and similar structures
- Swimming pools

If you are not sure that you need a permit, you may call the Department of Community Development, 708-246-1800 Ext. 180 or stop in at the permit counter.

### ***Additional Notes***

- Interior remodeling, Basement finish-out and similar permits require 4 sets of scaled plans, permit application, contractor list and possibly a Plat of Survey depending on scope of work.
- Decks, fences and patios require a Plat of Survey in addition to other requirements
- Building permit fees are based on a percentage of the construction cost - Minimum permit fee is \$50.00
- See 'Schedule of Permit, Review and Filing Fees' handout for specific information

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

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

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

- Some minor permit applications can be processed within 3 to 5 business days. Permits that require review may take up to a minimum of 10 business days to be processed.
- If a development permit is required or scope of work involves engineering/grading, a detailed topographical survey must be submitted for review by the Village engineer, allow least an additional 20 working days for this review to be completed.
- Post the permit in an easily visible and accessible location on site during all construction. Have approved plans and specifications on site at all times.
- Follow approved plans and specifications.
- Have any plan revisions approved by the Community Development Office prior to work.
- 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.

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

The following is a general outline of the building inspections required, including but not limited to:

- Footings and foundation pre-pour inspection
- Backfill inspection (drain tile, damp-proofing, gravel, etc)
- Framing, electrical, mechanical and plumbing rough inspections
- Insulation and sealing inspection
- Slab and flatwork pre-pour inspection (Basement, Garage, driveways, walks, etc.)
- Electrical Service inspection (new or upgrade)
- Masonry fireplace inspection (hearth and box)
- Building and sitework (engineering) final inspection

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

A request for a required building inspection should be made at least 24 hours in advance. Have your street address, lot number, permit number and type of inspection you need available when you call 708-246-1800 Ext. 191

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

Request inspections when:

- Excavations for all footings have been completed, footing and pad forms are set and reinforcing placed.
- Forms for foundation walls are set with reinforcing placed.
- Foundation has been completed, all forms are stripped and walls damp-proofed and drain tile with full stone cover are in place.
- Rough inspections when roof/windows/doors installed and framing/electrical/mechanical/plumbing complete
- After installation of insulation and envelope sealing but prior to drywall.
- Slab pre-pour requires gravel, vapor barrier, and wire mesh are in place to code and are ready to pour.
- Other inspections required for particular project scope require work to be at certain states, call for additional.
- Building is complete, safe and ready for occupancy. No occupancy of building is permitted without a Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO)
- If a reinspection of any construction, development or other work requiring a permit, is scheduled but not ready for inspection, (or not accessible for inspection) a reinspection fee of \$25 shall be required for each occurrence.
- Request any special supplementary inspections. Check with the Community Development office to determine if you require other inspections based on project scope

## **NEW STRUCTURES/ADDITIONS**

### ***Permit Requirement***

- (4) folded sets of construction drawings; signed and stamped by an IL Licensed Architect, include certification stating "Drawn to Western Springs Code and Building Regulations" and must include:
  - Light and vent schedule
  - Water meter location, plumbing diagrams
  - Electrical service size, panel location and schematic
  - Mechanical system details and layout (i.e. HVAC)
  - Sections and details, including section through masonry fireplace
  - Zoning and Floor Area Ratio Calculations (Refer to zoning and building regulations/codes) include plan overlays if necessary
- (5) folded sets of topographical surveys, signed and stamped by an IL 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 packet.
- 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.
- \$1000 deposit (checks only) for new homes/additions and \$400 deposit for detached garages.
- Certificate of Insurance in the amount of \$1,000,000 (applicant or owner)
- Site Management Standards Plan: fencing, accessibility, parking and loading.
- Supply permanent index number (PIN).
- All contractors must be licensed by the Village of Western Springs and provide a surety bond in the amount of \$10,000.

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

- Building Trades must be licensed by the Village of Western Springs. Electricians and Plumbers need only to supply copy of current license. Permits will not be issued until contractors are licensed and bonded with the Village of Western Springs.
- A complete list of contractors and sub-contractors must be on permit application.
- Certificate of Insurance in the amount of \$1,000,000 must be submitted by homeowner/applicant.
- Owner/builder should be aware of permit fees and site bond amounts and how to obtain refunds on bonds.
- Plan Review Invoice to be paid upon permit issuance (separate check)
- Site inspection required prior to demolition of any existing structure and demolition requirements must be met. Fencing/signs/county permits/utilities must be shut-off/etc.
- Construction site preparation (4 - 7 days prior to demo/construction of building)
- 6'-0" chainlink construction safety fence at property lines and parkway trees per development plan.
- Silt fencing at property lines installed within construction fencing - sediment/silt tubes at construction gate
- Village work rules sign-purchase required from Community Development and must be posted
- Demolition day inspection-call for appointment for demo site inspection
- Knowledge of and adherence to Site Management Standards.
- Knowledge of Certificate of Occupancy (CO) and Temporary Certificate of Occupancy (TCO) requirements.
- Knowledge of all building and engineering inspections needed.
- Permit applications expire (6) months after application date.

### ***Project Completion***

- Request a 90-day temporary occupancy permit (TCO) if necessary. (Temporary occupancy permits can only be issued after an inspection has been made to verify work is substantially complete and demonstrates compliance with minimum standards of health, safety and welfare.)
- Move in after Certificate of Occupancy (CO) is issued. (Permanent Certificate of Occupancy is issued only after 100 percent completion and final inspection which includes erosion protection - landscaping, grass, and approval of as-built topographical survey by the Village Engineer.
- Occupancy will not be permitted without a Temporary Occupancy Permit or a Certificate of Occupancy.