

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 damage or deterioration
- Scaffolding or equipment 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
- Sports courts, pools, etc.
- Driveways

Electrical

- Breakers, circuits or lights, additional or new
- Service drop location change/upgrades
- Exterior lighting and receptacles
- Outlets, additional
- Panel change
- Solar Panels
- Service, new or upgrade
- Smoke detectors directly wired, new
- Burglar and fire alarm systems
- Underground electric service upgrade

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 and liner work
- Grouted structural masonry
- Fireplaces and hearth (new)
- Steps and stoops
- Patios
- New walls (retaining or barrier)

Metals

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

Roofs

- Repairs or replacement of existing roof
- New roof

Site Work

- Awnings and Canopies
- Demolition
- Fences
- 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 and/or driveway aprons
- Swimming pools
- Pergolas and trellises
- Chicken Coops

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.

Additional Notes

- Interior remodeling permits require four (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 and construction details/scope of work. 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.) Other permit applications for roofing, window replacement, sewer repair, etc. require a copy of the contract or proposal.
- 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 ten (10) working days to be processed. (Does not include new developments or large additions.)
- 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 (4) 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 and load calculations
 - Electrical diagram
 - Mechanicals (i.e. HVAC)
 - Floor Area Ratio and all required zoning calculations (Refer to zoning and building regulations/codes) link to municipal code page
- Topographic surveys stamped by licensed engineer must be submitted electronically for new homes, garages and additions that require a foundation. Submit to plans@wsprings.com. 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 or crosscut.
- 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.
- 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 and IDOT permits/utilities must be shut-off
- Construction site preparation (4-7 days prior to demo/construction):
- 6.0' high chain link fence around the site and parkway with a locked gate
- Silt fencing inside construction fence

- 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 and post onsite
- Display permit and address on construction fence
- 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 verifies 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.