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RESIDENTIAL BUILDING PERMITS

The Building Department of the Village of Deer Park assists with the following services:

- Obtaining building permits for new construction, additions, remodeling and demolition
- Coordinating review and approval of building plans
- Issuing sign and occupancy permits
- Conducting building, plumbing and electrical inspections
- Issuing outdoor display/temporary sign permits
- Zoning inspections, Property Maintenance

NOTE: Village of Deer Park does not require Contractors Registration Fee

The permit process ensures that code standards are met and that construction meets local building and zoning requirements. It is strongly recommended that you understand the building codes and local ordinances before proceeding with any project. Building Code 150: <http://www.villageofdeerpark.com/DocumentCenter/Home/View/799>
 Zoning Code 158: <http://www.villageofdeerpark.com/DocumentCenter/Home/View/373>

The Building Department makes every attempt to process building permits as expeditiously as possible. A representative from the Building Department will contact the applicant upon permit approval.

Building Permits are required for most residential projects. This ranges from new home construction and additions to alterations and small improvements such as, but not limited to the following:

Addition	New Construction – Single Family
Air Conditioner	Parking Lot and Site Maintenance
Alteration – Basement, Bathroom, Kitchen	Patio
Antenna, observatory	Plumbing – Miscellaneous
Concrete Flatwork	Projects that encroach into public right-of-way
Deck, Balcony, Porch	Roof/Re-roof
Demolition	Retaining Wall
Drain Tile / Drainage	Septic repair, tank replacement- Copy of LCHD PERMIT - needs to be submitted to the Village-
Driveway / Repair	Satellite Antenna/Tower
Electrical- Miscellaneous/ Electrical Service Upgrade	Shed
Fence	Siding
Fireplace	Sidewalk / Stoops
Foundation / Repair	Signs – Residential
Furnace/HVAC	Standby Generator
Garage – Attached and Detached	Swimming Pool
Gazebo / Greenhouse / Pergola	Water Heater
Interior/Exterior Alteration	Well/Well Repair
Lawn Sprinkler system	Windows/Doors Replacement

Permits are required whether you do the work yourself or hire a contractor.

REQUIREMENTS:

1. A Building Permit Application is to be filled out and submitted along with the required deposit to the Building Department as reflected below:

(1) Minimum Deposits for Professional Fees and Expenses incurred by the Village relative to applications for permits:

- (a) A \$75.00 deposit shall be required for all applications for permit where construction costs are estimated to be less than or equal to \$10,000.
- (b) A \$250.00 deposit shall be required for all applications for permit where construction costs are estimated to exceed \$10,000.
- (c) A \$1,000.00 deposit shall be required for all applications for permit where construction costs are estimated to exceed \$100,000.
- (d) A \$5,000.00 deposit shall be required for all applications for permit where construction costs are estimated to exceed \$1,000,000.
- (e) A \$7,500.00 deposit shall be required for all applications for permit where construction costs are estimated to exceed \$2,000,000.
- (f) A \$10,000.00 deposit shall be required for all applications for permit where construction costs are estimated to exceed \$5,000,000.

2. Three (3) sets of drawings must be submitted showing construction details of the project including electrical, plumbing, mechanical and energy.
3. Three (3) copies of the plat of survey of the property showing the location of the project, dimensions, distance to all lot lines along with approval of the **LAKE COUNTY HEALTH DEPARTMENT (847-377-8020)**.
4. Once submitted, a complete building permit application takes approximately **15 working days** to be reviewed.
5. It is the responsibility of the homeowner/contractor to arrange all underground utilities located prior to any digging. The number for **J.U.L.I.E. is 1-800-892-0123 - 48 hours notice is required.**
6. The building permit fee is based on the value of construction. Additional plan review fees will be assessed by the Plan Examiner and added to the building permit fee. A performance building bond is also required and is refundable upon completion of the project in accordance with all applicable Village Ordinances. The balance due needs to be paid before the permit is issued. The Bond amounts are noted on the following page.

INSPECTIONS

It is the responsibility of the homeowner or contractor to arrange all necessary inspections. A minimum **24-hour notice** is required when scheduling any inspection. Contact the Permit Coordinator at 847-726-1648 ex. 104

NOTE: Extra inspections or re-inspections will be charged additional fee of \$60.00 per visit.



Bonds:

Performance Bonds Amounts

The following performance bond amounts are required based upon estimated construction cost at the time of submittal;

<u>Estimated Construction Cost</u>	<u>Required Performance Bond</u>
\$10,000 and over	\$500.00
\$100,000 and over	\$1,000.00
\$500,000 and over	\$3,000.00
\$1,000,000 and over	\$5,000.00
\$25,000 and over for work in the Village Right of Way	\$1,000.00

In all cases, the performance bond will be returned to whomever posted said bond upon issuance of a Certificate of Occupancy and/or a final inspection approval is issued by the Village.

Performance Road Bond

A \$750.00 road bond shall be required for all permits where construction costs are in excess of \$25,000 or where the Building Inspector determines that work in the Village right-of-way or damage to the Village right-of-way is possible. This shall include all dedicated rights-of-way including drainage ways, ditches, swales, culverts, curbs and gutters and other drainage structures. This cash bond shall be returned to whomever posted said bond upon issuance of a Certificate of Occupancy and/or final inspection approval by the Village. This bond shall be forfeited to the Village if restoration of any damage to the right-of-way is not completed by the permittee to the reasonable satisfaction of the Village Administrator, or his designee, within the specific time period requested by the Village.



Application Instructions & Requirements

The following information must be completed in order to process a permit application:

Date of Application, owners/Applicant Name, Site address, the Parcel number and name of the Subdivision.

Residential Construction –*please specify the type of project you are applying for*

If a homeowner/applicant will be doing the permitted work, the information should be provided under *Applicant's* name at the top of the form. If application is submitted by someone other than the property owner, signed authorization by the property owner must be provided at time of application or copy of the signed proposal. If a contractor is hired to perform the permitted work, all General Contractor information must be completed. If a contractor is hired for **PLUMBING or ROOFING**, contractor information including Name, **State license number**, address and phone number are required. For any project requiring electrical work to be done, the Electrician information must be completed.

Owner/Applicant must also provide the approximate Value of Construction, signature, phone number, fax number and email if applicable. All Building Permits require three (3) copies of plans and/or copies of plat of survey showing plan for construction.

If you have any questions regarding the permit application, process, inspections or requirements, please contact the Building, Zoning & Development Coordinator, Josie Doniec at 847-726-1648 or by email at jdoniec@vodp.net