

A Step by Step Guide to the Building Permit Process



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YOUR RESPONSIBILITIES AS A PERMIT HOLDER

Be educated and involved! Although you may have hired a contractor to complete the construction on your home, you as the homeowner will ultimately be held responsible for the compliance and completion of the permit. Make sure that your contractor is giving you copies of all of the inspection reports to insure that the work is approved before proceeding on to the next phase of work.

WHEN IS A PERMIT REQUIRED?

The Village of Palatine requires permits for indoor or outdoor structural work, freestanding structures (such as a fence, shed, garage or pool), or major changes to the living area of a home. The permit process ensures that minimum safety standards are met and that construction meets local building and zoning requirements. Make sure you understand the building codes and local ordinances before proceeding with a major improvement project. All commercial work requires a permit. Forms can be found at www.palatine.il.us.

Yes, you need a building permit for the following residential projects:

- Patios, driveways, sidewalks, stoop or stairs - any material
- Adding a fireplace
- Adding rooms
- Replacing an electric stove with a gas model
- Constructing or replacing a driveway, sidewalk, patio, stoop or stair
- Replacing or installing an air conditioning, heating unit or water heater
- Adding a sunroom or 3-seasons room
- Building or replacing a deck, shed or roof
- Most demolition and re-grading
- Finishing or remodeling a basement
- Adding or altering the electrical system
- Building or replacing a fence
- Installing a pool or hot tub
- Remodeling a kitchen (PDF) or bathroom

No, you do not usually need a building permit for the following residential projects:

- Painting exterior or interior walls
- Replacing a window or door within the same frame
- Installing new flooring
- Replacing a faucet

PERMIT COSTS

Building Permit fees vary with the type, size and complexity of the project. They are determined using a number of factors that vary from project to project. The Village of Palatine Fee Schedule is available at www.palatine.il.us

If you are still uncertain as to your need for obtaining a building permit, call the Building and Inspection Services Division at 847-359-9042 to speak with the Permit Control Coordinator, who will be happy to assist you.

Step 1: Schedule a Pre-Submittal meeting with Permit Coordinator

- Prior to submitting for a permit (except for express permits) a meeting is required with the Permit Coordinator.
- The goal of this meeting is to ensure that all required information for your project is submitted.
- This meeting will include the general contractor and the owner/agent of the property.
- This meeting will last approximately 30 min.
- The following forms **MUST** be followed in order for your submittal to be accepted.
- For **residential** project requirements:
[“Obtaining a Residential Building Permit: Submittal Requirements”](#)
- For **commercial or multi-family** project requirements:
[“Commercial and Multi-Family Building Permit: Submittal Requirements”](#)



Step 2: Permit submittal is accepted

- Once the Permit Coordinator approves the permit submittal package it will be accepted and entered into the permit database by a customer service representative.



Step 3: Permit submittal distributed for review

- Once the permit has been entered into the database, it is transferred to the appropriate departments for review.
- The plan reviewer is responsible for making sure that the submitted plans meet all Village codes.
- Our goal is to complete this step within 10 business days.



Step 4: Plan Reviewer sends comments to applicant

- Once the review is complete, the plan reviewer will mail a letter to the applicant listed on the permit application.
- This plan review letter will list all of the items that need to be addressed prior to the permit being issued.
- If the plans are approved with no outstanding items-skip to Step 6.



Step 5: Applicant submits review responses to Building Department

- It is the responsibility of the applicant to respond to the review comments from the plan reviewer.
- The permit application is “on hold” until the responses are received.
- Once the responses are received, our goal is to re-review them within 5 business days.
- The Village of Palatine will hold a pending permit application for 90 days with no activity. After 90 days, the applicant will be contacted for a status update on the project. Should the project not move forward, the Village of Palatine will collect the required plan review fees.



Step 6: Verify contractors registered and bonded

- Prior to the permit being issued all contractors listed on the permit application need to be registered and bonded with the Village of Palatine.
- You may call 847-359-9042 to check the status of any contractor.
- Contractor registration forms can be found at www.palatine.il.us



Step 7: Permit approved for issuance and fees due

- Once the permit is approved, the applicant will be called and told it is ready to be picked up.
- The permit can be picked up from 8 a.m. to 4:30 p.m.
- The permit fees must be paid at the time of pick up.
- The permit expiration date is listed on the permit card.
- Work must commence within 90 days of the permit issuance date or the permit will become void and the permit process will need to re-started.
- Permit placards must be displayed during the entire length of the project.



Step 8: Required inspections scheduled

- A list of required inspections is given to the applicant when the permit is issued.
- It is the responsibility of the owner/agent to insure that all inspections are completed.
- The permit number and 24 hour advanced notice is required to schedule all inspections.
- Please call (847) 359-9042 to schedule all required inspections.
- Make sure that your contractor is giving you copies of all of the inspection reports to insure that the work is approved before proceeding on to the next phase of work.



Step 9: Final inspections approved and permit closed

- It is the owners/agents responsibility to ensure that all required inspections are completed, approved and the permit is closed out.
- Contact Building Department to receive a Certificate of Occupancy.
- Our goal is to issue the Certificate of Occupancy within 5 business days.
- Enjoy your project!!



The Savvy Consumer's Checklist Home Repair

When repairing or remodeling your home, it is important to know your consumer rights and do your homework so that you can protect your most valuable investment—your home.

- √ When choosing a contractor, get recommendations and references from family, friends, and other people for whom the contractor has done similar work.
- √ Get written estimates from several contractors who have come to your home to evaluate the job. Make sure the estimates are based on the same work so you can make meaningful comparisons.
- √ Make sure the contractor has the appropriate licensing, registration, and insurance.
- √ Insist on a complete written contract.
- √ Know that you have three business days to cancel any contract if the sale is made and signed at your home. The contractor **CANNOT** take this right away.
- √ Do not let anyone bully or pressure you into signing anything you don't want to sign. If a salesperson makes you feel uncomfortable in your home, call the police.

For more information, please visit
www.IllinoisAttorneyGeneral.gov

ILLINOIS ATTORNEY GENERAL

Chicago
1-800-386-5438
TTY: 1-800-964-3013

Springfield
1-800-243-0618
TTY: 1-877-844-5461

Carbondale
1-800-243-0607
TTY: 1-877-675-9339