

4-21-20

Frequently asked questions regarding a building permit:

1) Can I start my project before I get the permit?

No. Wait until you actually have the permit in hand. If you are caught working without a permit, you will be charged double for the permit.

2) What hours are you open?

We're open 8:30 am to 4:30 pm Monday through Friday

3) How many plans do I need to submit, and do they have to be stamped and sealed by a license architect?

Residential: We require three (3) sets, and they can be hand drawn as long as the drawing is clear and correct. For outdoor projects, we'll also require a copies of your plat of survey.

Commercial: We require three sets, and it must be stamped by an Illinois licensed architect.

4) Do I need to submit contractor license?

We de require a state license only if the project is electrical, plumbing or roofing.

5) How long does it take to get my building permit approved?

Normally it takes a minimum of ten (10) days for the permit to be approved plus processing time.

6) Do I need an inspection?

Most permits do require at least one inspection. You'll be given a list of what inspections we require along with further instructions when you pay for the permit.

7) Does my project have to start within a certain time?

Yes, your project must begin within 90 days from the date that it is issued.

8) When does the permit expire?

Please refer to [Title 8-4-1 #C Amendments, deletions, additions and/or modifications to International Residential Code \(IRC\) Permit Time Limits, IRC Page 5, Section R105.5](#) (Village Code Building Regulations).

9) Is there anything else I should do for my permit?

Yes, if your project is outdoors. It's *required by law* that you call J.U.L.I.E to locate all underground utilities in your yard. You can contact them by dialing 811. It's a free service.

10) I have a septic system. Do I have anything special to do for an outside project?

Yes, we cannot approve your permit without having a copy of an ISD (individual sewer disposal) permit from the Lake County Health Department. Contact them at 847-377-8020, or go to 500 Winchester Road in Libertyville for more information.

Still have questions? Please contact us at 847-356-6100.

We would be happy to help you!! ☺