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 do 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!! 😊