

Guide to Building Permits

Why are permits required?

Building and electrical permits are required for most home improvements or additions so that the building inspectors may inspect the job for safety, zoning compliance, and sound construction practice.

Building Codes and Building Permits are required in order to protect the health, safety, and general welfare of the residents of Romeoville. Building Codes and Permits provide a way of insuring that the minimum standards of construction are adhered to. They also ensure that all contractors are registered and bonded with the Village. In this way, the Village helps insure that the work is done properly and that the interest of the homeowner is protected.

Do I need a permit?

Most construction requires a permit. Therefore, for your own protection and best interest it is always wise to check with the building division before beginning any construction, alteration, or repair. Failure to obtain a building permit could result in a fine or an order to stop work. The Building Division may be contacted at 815-886-7203.

Work Requiring Permits

Before beginning any project, it is important to check with the Building Division at 815-886-7203 to see if a permit is or is not required. Listed below are common types of home improvements that require permits.

- New Residences
- Residential Additions
- Garages
- Storage Sheds
- Fences
- Porches
- Decks
- Patios
- Swimming Pools
- Driveways & Curb Cuts
- Any type of Concrete Work
- Windows & Siding
- Electrical Service
- Plumbing
- Sewer Repairs
- Roof Work
- Wood Stoves
- Fire Places

Permits must be obtained prior to commencing work. If a permit is not obtained, an inspector will stop work and may require the removal of the improvement. Additionally, a fine equivalent to twice the permit fee will be levied.

Permit Checklist

Make sure you have:

- A copy of your plat of survey showing existing and proposed structures
- Pertinent drawings and blueprints
- Licensed contractor's name
- Your Homeowner's or Subdivision's Association approval

Authorization for Home Improvements

It is the responsibility of the homeowner to obtain a building permit prior to the start of any work. Any contractor hired by the homeowner must be registered and bonded with the Village of Romeoville before they may start work. If a homeowner wishes to do his/her own home improvements, he/she is not required to be registered or bonded with the Village.

Permit Application Procedure

When applying for a permit you must present a copy of the plat of survey showing existing and proposed structures (normally provided to you at your closing) and any pertinent drawings, blueprints, or sketches to the Building Division. The Building Division is located in the Village Hall Annex building (just west of Village Hall). Please indicate on the plat of survey the location, setbacks, and dimensions of your proposed improvement. Your submission will be reviewed to assure that all zoning codes and restrictions are met.

When your permit is issued, you will receive a "Building Permit Placard" to be displayed at the project site until work is completed. Village Building Inspectors will make periodic inspections as the work progresses. You must, however, call to schedule inspections.