

Here is a guide to how the permit process works:

- ◆ Submit completed permit application(s) with all the necessary information attached. (i.e. plans, plats, etc.) Refer to the specific application information packet for instructions. Any additional pertinent information should be addressed in a cover letter with your application submittal. If possible, copies of your contractors' bonds and licenses should also be submitted at this time.
- ◆ The plans are then put into the system and reviewed for zoning and code compliance. There may be more than one review of your plans (building, mechanical, plumbing, zoning, etc.).
- ◆ If your plans were not approved, you will receive a call to advise you that a written plan review is ready for pick-up. There will be no charge at this time. You should review the questions from the plan reviewer and address the points with revised plans. Any revision to the plans should be clearly marked or highlighted and be accompanied by a cover letter explaining any changes made or answering any questions. Your cover letter should reference owner(s) name, job address and plan review number. Once you resubmit your revised plan the process will continue as explained above until your plans are approved.
- ◆ When the plans are approved, you will get a call advising you that your permit is ready and you will be advised of the permit fees. If your contractors do not have their licenses, bonds or certificate of insurance in place as required, you will be notified at this time. All **required** bonds, licenses and certificates of insurance must be on file with us prior to permit issuance.
- ◆ Payment is due at the time the permit is issued. In addition to cash or check, the City accepts all major credit cards.
- ◆ At permit issuance you will receive your permit, a placard for display on the job site as well as a copy of the approved plans, which must remain on the job site at all times and all inspections.
- ◆ After the permit has been issued you may begin construction. Call our office for the appropriate inspections as the work progresses.
- ◆ Upon completion of the project and after you pass all the required final inspections, the refundable bond (if any) will be refunded to you.

Normal turn-around time for a permit is:

5 business days for residential accessory uses (garages, pools, etc.).
10 business days for new residential and residential additions and commercial alterations.
15 business days for new commercial and industrial buildings.

If you have any questions about the permit process please call our office at (847) 506-6030. Our office hours are 8 a.m. to 4 p.m. Monday through Friday.