

Before beginning any work on your home, please contact the Community Development Department to check on permit requirements.

Homeowners may do some types of construction work without a permit, but call first to confirm requirements. Call in the early planning stages to avoid any unnecessary delays. An advantage of getting a permit is that it alerts the city to your construction, which in turns brings you the services of the city inspectors.

Check with your contractors to assure that they have obtained all the necessary permits *before* they begin working at your home.

When a permit is approved a green permit placard will be issued. This card should be displayed until the final inspection is passed.

These are the items you should have available when applying for a permit:

- ✓ Two (2) copies of your Plat of Survey
- ✓ Property Index Number (from real estate tax bill)
- ✓ Cost valuation of the work to be performed
- ✓ Three (3) sets of plans indicating what is to be done
- ✓ For projects over \$1,000 with a contractor involved, a Consumer Rights form must be completed and signed by **BOTH** the homeowner and contractor

Caution: Know your contractor(s). Ask for references, verify their qualifications and watch the quality of the work being performed. You may call the Community Development Department to see if a contractor has the proper credentials to work within our city.

Business Licenses are required for contractors even if a permit is not required.

Please contact the **Community Development Department** for more information (847) 506-6030.

GENERAL INFORMATION

A/C CONDENSER UNITS: A/C units may *not* be in the sideyard unless they are set back 65 ft. or more from the front property line. *This requirement also applies to replacements units in same location.*

CONCRETE: A pre-pour inspection is required after forms are completed.

DECKS: Deck piers must be 42 inches deep. A deck handout is available for your use and review.

DRIVEWAYS: New or resurfacing of your driveway requires a permit.

EASEMENTS: No structures or obstructions are allowed in the easement area(s).

FENCES: Fences are *not* allowed beyond the building line. The maximum height in residential areas is 6 1/2 feet.

GARAGES: Garages are *not* allowed on the easement(s). A garage handout detailing additional requirements is available.

GAZEBOs: Gazebos are not allowed on the easements.

PATIOs: A pre-pour inspection is required after the concrete forms are completed. Brick pavers require a base inspection.

POOLS: Swimming pools require a permit. A pool handout with specific details is available.

REMODELING: Installation of furnace, a/c units, water heaters, disposals, ceiling fans, electrical or plumbing fixtures as well as structural changes require permits.

ROOFING: Only two (2) layers of shingles are allowed. Contractors must be state licensed. Roofing requires a permit even if the work is done by the owner.

SHEDS: Sheds are *not* allowed in the easements and are required to comply with setback requirements for accessory structures.

SIDING: Siding requires a permit even if the work is done by the owner.

WINDOWS: All window changes or replacements require a permit.

HOME IMPROVEMENTS THAT REQUIRE A PERMIT:

Additions
A/C Units
Bathroom Remodeling
Ceiling Fans
Concrete Pads
Decks
Dog Runs
Driveways
Electrical
Enclosures
Fences
Furnaces
Garages
Gazebos
Greenhouses
Kitchen Remodeling
Patios (brick paver or concrete)
Plumbing
Porches
Remodeling
Roofing
Service Walks
Sheds
Siding
Spas / Hot Tubs
Stoops
Swimming Pools
Water Heaters
Window or Door Header Changes
Window Replacements

Please note that other home improvement projects may also require a permit. Please call our office or visit our webpage at www.cityrm.org/rmcd then click on Applications & Handouts for further information.

Permits are required even if the work is performed by the owner.

**WHEN DO I NEED
A PERMIT?**

**COMMUNITY
DEVELOPMENT
DEPARTMENT**

(847) 506-6030

www.cityrm.org